



City of Tigard

Tigard Workshop Meeting – Agenda

TIGARD CITY COUNCIL

MEETING DATE AND TIME: July 16, 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



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MEETING DATE AND TIME: July 16, 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
- B. Roll Call
- C. Pledge of Allegiance
- D. Council Communications & Liaison Reports
- E. Call to Council and Staff for Non-Agenda Items

2. BRIEFING ON THE CITY'S DRAFT CONTINUITY OF GOVERNMENT (COG) PLAN **6:35 pm estimated time**

3. DISCUSSION ON THE POTENTIAL DEVELOPMENT OF A WILLAMETTE RIVER WATER SUPPLY **6:55 pm estimated time**

4. COUNCIL LIAISON REPORTS **7:25 pm estimated time**

5. NON AGENDA ITEMS

6. **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.

7. ADJOURNMENT **7:35 pm estimated time**

Workshop Meeting**Meeting Date:** 07/16/2013**Length (in minutes):** 20 Minutes**Agenda Title:** Briefing on the City's Draft Continuity of Government (COG) Plan**Prepared For:** Mike Lueck**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 Tigard's draft Continuity of Government (COG) plan.

STAFF RECOMMENDATION / ACTION REQUEST

No action is required; the council will be asked to formally consider the COG plan at an upcoming meeting.

KEY FACTS AND INFORMATION SUMMARY**Background**

A COG plan is a federal initiative to ensure that agencies—including local governments—have policies in place so that the agency is able to perform essential functions during an emergency. Continuity planning is a fundamental government responsibility.

This is the first COG plan developed by the city. If formally approved by council, it will serve as the city's official COG plan.

How the Plan Come About

The city was awarded a \$45,000 Homeland Security federal grant to develop a COG plan. A consultant, with expertise in creating such plans, assisted the city in writing the plan. City executive staff and other key emergency management staff helped to draft the plan. The plan was subsequently tested and refined based on experiences from two recent emergency exercises.

City's Role

Responsibility for continuity planning resides with the highest level of management of the city. The mayor or the city manager are ultimately responsible for the planning and continuation of essential services during an emergency. City staff responsibilities include the development of the strategic continuity vision and overarching policy, the appointment of key continuity personnel, and the development of a program budget that provides for adequate facilities, equipment, and training.

Effective implementation of the COG plan requires the support of senior leaders and decision makers who have the authority to make commitments on behalf of the city.

In addition to the COG plan, each city department has its own Continuity of Operations, or COOP, Plan. COOP plans provide details on the possible relocation of city employees and services in order to maintain essential functions, position succession and delegation of authority, security access and alert notification.

Next Steps

The council will be asked to formally consider the COG plan at an upcoming meeting. Staff will bring the COG plan back to council every five years or as needed for review and approval. In the interim, staff will ask the council to give the city manager, executive staff and the emergency services coordinator the authority to make routine,

housekeeping-type updates to the plan.

OTHER ALTERNATIVES

The council could chose to revise the COG plan or could decide it does not want to authorize the mayor to execute the plan. However, the COG plan, and corresponding departmental COOP plans, will assist the city in providing essential services during an emergency—a time when services may be of the utmost importance to our citizens.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Not applicable

DATES OF PREVIOUS COUNCIL CONSIDERATION

This is the first time the COG plan has come before the council.

Attachments

COG Plan

CONTINUITY OF GOVERNMENT (COG)

CITY OF TIGARD



FOR OFFICIAL USE ONLY

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DISTRIBUTION

This document shall be distributed to the City of Tigard Human Resources Division and all leadership positions of organizations within City of Tigard as changes or updates to this plan occur.

FOR OFFICIAL USE ONLY

WARNING: This document is FOR OFFICIAL USE ONLY. It contains information that is sensitive, but unclassified, and may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with local government policies relating to For Official Use Only information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized government official.

This document is to be used to implement the Continuity of Government Plan and directs the notifications and actions of personnel in response to an emergency or continuity event affecting City of Tigard. Unauthorized use of this information may constitute an invasion of privacy.

PROMULGATION STATEMENT

Transmitted herewith is the Continuity of Government (COG) Plan for City of Tigard. It provides a framework in which City of Tigard, along with its officials, departments, agencies, and other entities, can plan and perform their respective essential functions during a disruption, disaster or national emergency.

This Continuity of Government Plan was prepared in accordance with direction from Presidential Decision Directive 67, Federal Continuity Directive 1, Federal Continuity Directive 2, and Continuity Guidance Circular 1. It is in accordance with other existing Federal, State, and local statutes and understanding of the various departments involved. There is no other previous COG Plan and it has been reviewed and approved by the city manager of Tigard.

Staff will bring the COG Plan back to council every five years or as needed for review and approval. In the interim, staff is asking the council to give the city manager, executive staff and the emergency services coordinator the authority to make routine housekeeping maintenance changes to the plan. This authority will be included as part of the consideration of executing the document. Recipients are requested to advise the City of Tigard Executive Team of any changes which might result in its improvement or increase in its usefulness.

APPROVED: _____

DATE: _____

John L. Cook, City of Tigard Mayor

EXECUTIVE SUMMARY

City of Tigard recognizes that there are natural, man-made and terrorist threats that can impact the ability to perform essential functions that serve government organizations, citizens and private business. While the majority of these incidents cannot be prevented, many can be mitigated to reduce the impact through preventive measures to protect government assets or to rapidly recover from incidents in an organized and coordinated manner.

The key purpose of Continuity of Government (COG) planning is to reduce the consequences of a disaster to acceptable levels and to ensure that City of Tigard has sufficient resources and planning alternatives to continue its essential operations. Although when and how a disaster will occur is not known, the fact that future disasters will happen is certain. How well (or poorly) the COG plan is designed and implemented will determine the response, recovery, resumption, and restoration capabilities of City of Tigard.

The City of Tigard Continuity of Government plan, also referred to as "COG" is a strategic planning effort that helps ensure that City of Tigard has sufficient resources and planning alternatives to continue its essential operations should facilities and personnel be affected by any adverse event such as fire, severe storm, power disturbance/interruption or an emergency or disaster due to terrorism, natural or technological hazard.

The Continuity of Government plan serves as the coordination point for the recovery of essential functions for City of Tigard. While each individual organization within City of Tigard develops an individual Continuity of Operations Plan (COOP) to address the functions at the organizational level, many resources required by these organizations will be organized, prioritized and coordinated by the Executive Team level of City of Tigard. This plan serves to coordinate the decision making process and those key resources for City of Tigard.

Note: The generic term "organization" is used to refer to all entities of County and City government. When a specific department, organization, office, board, or commission is tasked within the Continuity of Government plan, its official title will be used.

COOP vs. COG

Continuity of Operations Planning (COOP)

Continuity of Operations planning is a planning strategy created within individual organizations to ensure their ability to continue the performance of their essential functions during a wide range of potential disruptions. Essentially, it is the capability of maintaining the core operations and essential functions of their organization under all eventualities. This is accomplished through the development of plans, procedures, and provisions for leadership succession, essential functions, alternative facilities, personnel, resources, interoperable communications, and vital records/databases. Within City of Tigard, there are 9 distinct Continuity of Operations plans that have been developed as an overall framework for the establishment of Continuity of Government. Each of these 9 plans is unique in nature specific to the organizations structure and operations, and has been tailored to address the following key elements of their continuity planning requirements:

- Essential Functions (Ranked by Priority)
- Vital Records / Vital Resources
- Orders of Succession
- Delegations of Authority
- Alternate Facilities
- COOP Teams and Responsibilities
- Communications
- Alert Notification
- Testing, Training, and Exercises

Continuity of Government Planning (COG)

This Continuity of Government Plan for City of Tigard is the summation of the most critical and major elements of each of the 9 Continuity of Operations Plans highlighted above. As such, this Continuity of Government plan supports a higher level of planning which serves as the framework for the preservation, maintenance, or reconstitution of the institution of the overall City of Tigard government. Through the coordination of these 9 individual continuity planning strategies and elements within City of Tigard, the Executive Team has better visibility to develop a unified and cohesive Continuity of Government Plan that results in the ability to carry out essential functions and operational responsibilities of City of Tigard.

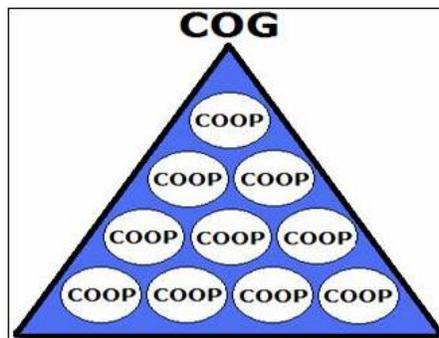


Illustration of Individual COOP's Combining to Make Overall COG

Provided below is a list of organizations within City of Tigard that have developed Continuity of Operations plans as part of this ongoing Continuity of Government initiative. Participating organizations are listed alphabetically by name:

- Administrative Services
- City Management
- City of Tigard Human Resources Division
- City of Tigard Police Department
- City of Tigard Public Works Department
- Community Development Department
- Financial and Information Services
- Risk Management
- Tigard Public Library

PLANNING ASSUMPTIONS

The Continuity of Government plan assumes that all City of Tigard organizations have Continuity plans in place for their organizations and locations necessary to maintain or recover essential functions. Organizations are expected to understand their space allocation needs and communicate that to the proper continuity team when they don't have the ability to organize their own alternate site plan.

This plan assumes that City of Tigard in coordination with the City of Tigard Human Resources Division will form specific Continuity Teams designed to address the situation and meet the needs and requirements of City of Tigard during continuity events. At a minimum, these Continuity Teams will consist of leadership, management, and key decision makers within City of Tigard who are thereby responsible for implementing the Continuity of Government plan and its actions as required.

The assumptions listed below serve as a scope of an incident that could occur and what other situations may exist that will need to be considered in the recovery of essential functions:

- An incident or operational disruption has occurred within City of Tigard which impacts the ability to perform or deliver of one or more organization's essential functions.
- Whatever the incident, the consequences can be summarized to manageable situations that City of Tigard, its organizations, and their private partners can manage.
- One or more City of Tigard organizations are becoming overwhelmed in their ability to recover from the incident independently.
- Services provided by private enterprise, local government(s) and/or the federal government may be impacted.
- Power, fuel, water, food, medical, power and telecommunications sources and supply chains may be impacted.

CONTINUITY TEAMS

The activation and implementation of the Continuity of Government plan is performed in conjunction with the details of the City of Tigard Emergency Operations Plan (EOP). Policy Support and executive leadership is a vital part of any response and the EOP guidelines for Policy Support sets forth the roles and responsibilities as part of the overall Incident Command

System (ICS). For the City of Tigard, the Continuity Teams and its members act as the primary decision-makers for Policy Support during the activation of the COG and for addressing the requirements regarding all COG issues.

In order for City of Tigard to successfully manage and execute the actions contained within this Continuity of Government Plan, it is necessary to develop specific Continuity Teams which will have the responsibility in their various areas to oversee the design, strategy, and ongoing development and coordination of the Continuity of Government Plan as a whole. In addition, Continuity Team members will serve a significant role in the response and decision making process of the Continuity of Government plan when disruptions occur. The following are Continuity Teams developed specifically for City of Tigard:

In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled, keeping the Legal Action/Declaration Team Chief apprised of continuity matters, developing notification cascades for all Legal Action/Declaration Team members, and participating in continuity trainings and exercises.

During a continuity event, members of the Legal Action/Declaration Team are responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.

Legal Action/Declaration Team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>Marty Wine - City Manager City Management Administration Work: 503-718-2486 Work Email: Marty@tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action/Declaration Team Chief is responsible for reviewing minutes and/or attending continuity meetings as scheduled, keeping the Legal Action/Declaration Team members apprised of continuity matters, developing notification cascades for all Legal Action/Declaration Team members, and participating in continuity trainings and exercises.</p> <p>During a continuity event, the Legal Action/Declaration Team Chief is responsible for contacting and coordinating with the Legal Action/Declaration Team members for reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>

Team Member	Team Responsibility/Role
<p>John Cook - City Mayor City Management City Council Work Email: MayorCook@Tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled. During a continuity event, responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>
<p>Gretchen Buehner - Councilor City Management City Council Work Email: Gretchen@tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled. During a continuity event, responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>
<p>Marc Woodard - Councilor City Management City Council Work Email: marc@tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled. During a continuity event, responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>
<p>Marland Henderson - Council President City Management City Council Work Email: Marland@tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled. During a continuity event, responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>

Team Member	Team Responsibility/Role
<p>Jason Snider - Councilor City Management City Council Work Email: jason@tigard-or.gov</p>	<p>In preparation of potential continuity events, Legal Action / Declaration Team members are responsible for reviewing minutes and/or attending continuity meetings as scheduled. During a continuity event, responsible for reporting in to their Legal Action/Declaration Team Chief, reporting to their designated locations to await further instructions (In many cases, this may be their home residence), and providing support to the City Management Division as requested.</p>

The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county. Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).

Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds. County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.

Safety focused inspections of buildings, roads, and bridges are another critical piece of the damage assessment process. Damaged city infrastructure must be inspected following a disaster to ascertain if it is safe for use or re-occupancy.

First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.

Tigard Infrastructure Assessment team Members - City of Tigard

Team Member	Team Responsibility/Role
John Goodrich - Utility Division Manager Public Works Water Division Work: 503-718-2609 Work Email: johng@tigard-or.gov	Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).
Mark VanDomelen - City Building Official Community Development Building Work: 503-718-2448 Work Email: Markv@tigard-or.gov	Drive-by “windshield surveys” of critical facilities are conducted immediately following an instantaneous event such as an earthquake, tornado, or flash flood. The surveys allow dispatchers and other officials to make best use of limited public safety resources. Critical facilities are pre-identified and survey responsibilities are assigned to patrol and operational districts throughout the city. (See Appendix 1 to this Annex for detailed critical facility assessment procedures).

Team Member	Team Responsibility/Role
<p>Michael Stone - City Engineer Public Works Engineer Division Work: 503-718-2759 Work Email: MStone@tigard-or.gov</p>	<p>The infrastructure assessment process consists of a series of activities designed to determine the extent, severity, and financial impacts of damage. The process facilitates effective use of life safety resources, provides a basis for seeking county, state and federal assistance, and ensures appropriate decisions are made regarding the structural safety of buildings, roads, and bridges throughout the county.</p>
<p>Dennis Koellermeier - Director Public Works Administration Work: 503-718-2596 Work Email: Dennis@tigard-or.gov</p>	<p>First priority is given to buildings, roads, and bridges that are critical to response and recovery efforts and those facilities that are essential to the continuity of government and other public services. Building inspections are performed by the established city IDA teams and road and bridge inspections are conducted by representatives from state, regional, county, and city transportation agencies.</p>
<p>Mike Lueck - Emergency Services Coordinator Public Works Administration Work: 503-718-2593 Work Email: mikel@tigard-or.gov</p>	<p>County government is the focal point for compiling financial information and is the conduit for passing that information to the State. Select city staff will form damage assessment teams to inspect and estimate damages to city infrastructure, businesses, non-profits, and private residences. City staff will also coordinate the citywide financial damage assessment process by gathering loss estimates from all reporting sources in the city, completing the IDA form and submitting to the county.</p>
<p>Michelle Wright - Business Manager Public Works Administration Work: 503-718-2445 Work Email: michellew@tigard-or.gov</p>	<p>Financial damage assessments (IDA and PDA) are critical elements of the federal disaster declaration process. Estimating the financial losses sustained by government, business, and the public provides a basis for seeking access to federal disaster assistance programs and funds.</p>

Tigard Planning Team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>Liz Newton - Assistant City Manager City Management Administration Work: 503-718-2412 Work Email: LIZ@tigard-or.gov</p>	<p>Responsible for identifying and managing team members, scheduling and conducting Planning Team meetings on a regular basis (recommended every 6 months).</p>
<p>Tom McGuire - Principal Planner Community Development Community Planning Work: 503-718-2490 Work Email: TomM@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>
<p>Mike Lueck - Emergency Services Coordinator Public Works Administration Work: 503-718-2593 Work Email: mikel@tigard-or.gov</p>	<p>Serves as the Planning Team Chief and is the primary point of contact for all continuity planning issues.</p> <p>Responsible for oversight for developing department/division/sections of the draft version of the plan.</p> <p>Responsible for the official review and formal approval of the finalized plan.</p>
<p>Sandy Zodrow - Human Resource Director City Management Human Resources Work: 503-718-2408 Work Email: sandy@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>
<p>Loreen Mills - Assistant to the City Manager City Management Risk Management Work: 503-718-2417 Work Email: loreen@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>
<p>Toby LaFrance - Financial and Information Services Director Financial and Information Services Administration Work: 503-718-2406 Work Email: toby@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>
<p>Nick Nissen - Facilities Services Supervisor Public Works Facilities Services and Fleet Division Work: 503-718-2605 Work Email: ngn@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>
<p>Jim de Sully - Assistant Police Chief Police Administration Work: 503-718-2568 Work Email: jdesully@tigard-or.gov</p>	<p>Responsible for the on-going maintenance of the plan over time.</p>

Tigard Relocation Team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>Debbie Smith-Wagar - Assistant Finance/Information Technology Director Financial and Information Services Financial Operations Work: 503-718-2493 Work Email: debbies@tigard-or.gov</p>	<p>Responsible for coordinating and managing financial related issues during continuity events including purchases, petty cash and reimbursements.</p>
<p>Steve Martin - Parks and Facility Manager Public Works Parks and Facilities Division Work: 503-718-2583 Work Email: SteveM@tigard-or.gov</p>	<p>During a continuity event, members of the Relocation Team are responsible for relocating to the designated Alternate Facility in a timely manner and re-establishing and recovering the operations of the organization's essential functions as identified in Annex C.</p> <p>Serves as the Relocation Team Chief and is responsible for deciding if and when to relocate operations to an alternate facility.</p> <p>Serves as the primary point of contact for Facility Management; duties could include assistance in selecting alternate facilities and coordinating relocation efforts of furniture, office equipment, and IT related requirements.</p> <p>Serves as the primary point of contact for Information Technology; duties include managing IT resources and coordinating IT related requirements such as acquiring and installing: computers, telephones, internet/intranet connectivity, etc.</p>
<p>Louis Sears - Information Technical Services Manager Financial and Information Services Information Services Work: 503-718-2403 Work Email: louis@tigard-or.gov</p>	<p>Serves as the primary point of contact for Information Technology; duties include managing IT resources and coordinating IT related requirements such as acquiring and installing: computers, telephones, internet/intranet connectivity, etc.</p>

Team Member	Team Responsibility/Role
<p>Brian Rager - Assistant Director Public Works Administration Work: 503-718-2471 Work Email: BrianR@tigard-or.gov</p>	<p>In preparation of potential continuity events, Relocation Team members are responsible for attending continuity meetings as scheduled, keeping the Relocation Team Chief apprised of continuity matters, reviewing and updating organization's essential functions annually, developing notification cascades for key staff and/or division personnel, participating in continuity training and exercises, and developing a plan and methodology for off-site storage of data to include vital records and databases.</p>

Tigard Support Team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>Paul Izatt - GIS Technician Public Works Administration Work: 503-718-2589 Work Email: Paull@tigard-or.gov</p>	<p>Responsible for managing the communication efforts to staff regarding current status of the situation.</p>
<p>Steve Martin - Parks and Facility Manager Public Works Parks and Facilities Division Work: 503-718-2583 Work Email: SteveM@tigard-or.gov</p>	<p>Responsible for managing the staffing levels and successful completion of essential functions at the alternate facility.</p>
<p>Ken Richards - Senior Building Technician Public Works Facilities Services and Fleet Division Work: 503-718-2608 Work Email: KenR@tigard-or.gov</p>	<p>Following notification that a relocation of a facility has been ordered or is in progress, The Site Support Team Leader (SSTL) shall alert and notify the appropriate alternate site manager. Together, the Public Works (PW) Director, the SSTL, and the alternate site manager will implement the PW COOP Alternate Site-Support Procedures and prepare for the initiation of the COOP and to receive the essential personnel within six hours and be fully functional within 24 hours.</p>

In preparation of pandemic events, Pandemic Team members are responsible for attending team meetings and updating the Pandemic Annex on an annual basis. At a minimum, the team should review and address any pandemic related elements that might affect their organization during an event. Elements to consider might include: reviewing human resource policies and sick leave policies, establishing a method of communication with key staff and personnel, coordinating with local/state pandemic planning efforts, educating and training personnel on the effects of pandemics and their personal safety. The Pandemic Team's ultimate responsibility is to improve the organization's ability to prepare, respond, and sustain the long-term effects of a pandemic event.

Pandemic Team Members - City of Tigard

Team Member	Team Responsibility/Role
<p>Louis Sears - Information Technical Services Manager Financial and Information Services Information Services Work: 503-718-2403 Work Email: louis@tigard-or.gov</p>	<p>Identify technologies required for performing essential functions and review the associated disaster recovery plans. Identify the supporting agency for each system (in-house, city/county, third party, etc.) and contact them to discuss continuity planning efforts. Review IT staffing levels and develop clear succession lines for key technical skills. Research options for telecommuting for key staff including hardware, software and security requirements. Research options for videoconferencing and teleconferencing. Research options for the increased use of Internet and telephone communications.</p>

Team Member	Team Responsibility/Role
<p>Liz Newton - Assistant City Manager City Management Administration Work: 503-718-2412 Work Email: LIZ@tigard-or.gov</p>	<p>Ensure that the organization's leadership is aware of any existing laws, ordinances, and/or authorities of health officials.</p> <p>Review the organization's internal and external communications plans to ensure that it is prepared to successfully communicate with leadership, personnel, and the general public under pandemic circumstances. Communicate regularly with employees regarding current status and expectations. Communicate regularly with any operational partners that factor into the organization's essential operations for the distribution of event information and current status. Develop multiple channels and methods for disseminating information. Develop a Public Information Officer (PIO) capability for disseminating information to the public in an official manner. Communicate with health and emergency officials regarding any incidents or developments related to pandemics.</p> <p>Review the organization's policies and guidance regarding Injury/Illness as it might pertain to pandemics. Review Sick leave policies and train staff regarding appropriate sections and changes. Review organization's insurance policies, including health, disability, salary continuance, business travel, and life insurance. Review current travel policies and consider modifications related to pandemic issues. Develop a policy for vaccines and antivirals for staff including priorities and distribution methods. Develop crisis support or employee assistance programs. Develop plans for alternate work schedules where applicable. Develop policies for social distancing. Determine the effects of union contracts on emergency Human Resource policy development.</p>

Team Member	Team Responsibility/Role
<p>Loreen Mills - Assistant to the City Manager City Management Risk Management Work: 503-718-2417 Work Email: loreen@tigard-or.gov</p>	<p>Establish contact with local public health officials for coordination with local pandemic planning efforts. Ensure that the organization is aware of and possibly involved in current local preparedness and planning efforts. Ensure that the organization is kept informed of current local conditions and response efforts concerning a pandemic event. Develop mutual aid programs with neighboring organizations at the city, county, state, and/or private sector level.</p> <p>Ensure that the organization's leadership is aware of any existing laws, ordinances, and/or authorities of health officials.</p> <p>Review the organization's policies and guidance regarding Injury/Illness as it might pertain to pandemics. Review Sick leave policies and train staff regarding appropriate sections and changes. Review organization's insurance policies, including health, disability, salary continuance, business travel, and life insurance. Review current travel policies and consider modifications related to pandemic issues. Develop a policy for vaccines and antivirals for staff including priorities and distribution methods. Develop crisis support or employee assistance programs. Develop plans for alternate work schedules where applicable. Develop policies for social distancing. Determine the effects of union contracts on emergency Human Resource policy development.</p>
<p>Nick Nissen - Facilities Services Supervisor Public Works Facilities Services and Fleet Division Work: 503-718-2605 Work Email: ngn@tigard-or.gov</p>	<p>Oversee heightened cleaning efforts in offices and common areas, such as frequently wiping doorknobs, railings, telephones, restrooms. Place hand sanitizer in communal locations for staff and visitors to use. Develop emergency kits of equipment and supplies for preventing the transmission of the disease including cleaning supplies, respirators, masks, and disposable gloves, etc. Use damp rather than dry dusting to avoid spreading dust particles. Move restroom wastebaskets next to restroom doors so that employees can use towels to open the doors.</p>

Team Member	Team Responsibility/Role
<p>Sandy Zodrow - Human Resource Director City Management Human Resources Work: 503-718-2408 Work Email: sandy@tigard-or.gov</p>	<p>Assure staff that their health, safety, and well-being are a top priority during a pandemic. Develop an employee education and safety program and ensure that training is available to all appropriate staff. Instruct staff about Human Resource policies related to the pandemic or similar illnesses. Instruct staff about proper health and hygiene habits for minimize transmission including covering coughs, washing hands, and using hand sanitizer. Encourage staff to prepare at home with plans and emergency items including a two-week supply of food.</p>

The Executive Team consists of the highest ranking officials and key decision makers within an organization. This team is designed to create an overarching decision and policy making group which plans, assesses, and coordinates the response to events that disrupt continuity of an organization's operations. Members selected to serve on the Executive Team should have the capacity to represent their respective area of expertise and make sound recommendations which serve in the best interest of the organization and its overall operations. At a minimum, the Executive Team should be comprised of key representatives from the following types of positions and organizations: Executive Management, Safety/Security, Facilities Management, Finance, Human Resources, and Information Technology. It is highly recommended that Executive Team members review and have a clear understanding of the vital elements contained within the various continuity plans for their organization. It is also recommended that the Executive Team conduct planning meetings every six months to discuss and update the Continuity Plan.

Executive Team Members - City of Tigard

Team Member	Team Responsibility/Role
Louis Sears - Information Technical Services Manager Financial and Information Services Information Services Work: 503-718-2403 Work Email: louis@tigard-or.gov	(IT) Serves as the primary point of contact for all IT issues including system availability, disaster recovery, telephones, and communications. Will identify all vital records and systems and provide details regarding back-ups, redundancy, and Disaster Recovery (DR) planning. Review all departmental IT requirements for essential functions. Provide on-site support for IT related issues during disruptions or relocations.
Marty Wine - City Manager City Management Administration Work: 503-718-2486 Work Email: Marty@tigard-or.gov	(Executive) Provide a letter of executive management support for the planning effort. Allocate departmental resources for training, plan development, and exercising. Approve the final Business Continuity Plan / Continuity of Business plan.
Sandy Zodrow - Human Resource Director City Management Human Resources Work: 503-718-2408 Work Email: sandy@tigard-or.gov	(HR) Serves as the primary point of contact for all HR issues including personnel contact information, HR policies and procedures, and staff training. Will provide current contact information for all key staff involved in the project. Coordinate all HR policies related to continuity planning and pandemic situations. Assist with all staffing issues caused by a pandemic or other disruption.
Steve Martin - Parks and Facility Manager Public Works Parks and Facilities Division Work: 503-718-2583 Work Email: SteveM@tigard-or.gov	(Facilities) Serves as the primary point of contact for all facility issues including security, maintenance, damages, and relocation alternatives. Will identify all building and facilities to be covered by the Business Continuity Plan. Provide information about security, access, and evacuation procedures. Assist all departments with alternate facilities options and priorities.
Mike Lueck - Emergency Services Coordinator Public Works Administration Work: 503-718-2593 Work Email: mikel@tigard-or.gov	(Project Manager) Will identify all team members and schedule all planning efforts. Manage the collection of data for the Business Continuity Plan (BCP) / Continuity of Business Plan (COB).

OBJECTIVES

The City of Tigard COG is designed to address and accomplish the following objectives:

- Ensure uninterrupted command, control, and leadership of City of Tigard.
- Protect critical facilities, systems, equipment and records.
- Become operational within three (3) business days (or sooner) and maintaining capability for up to 30 days (or until primary facility is restored to full operation).
- Resume technology operations and support for time-sensitive business operations in the event existing technology processing has been rendered inoperable.
- Reduce the operational effects of a disaster on time-sensitive business operations through a set of pre-defined and flexible procedures to be used in directing recovery operations.
- Resume production processing of the most time-sensitive computer systems, network services and applications within three (3) business days (or sooner) following the disruptive event.
- Provide a proper work environment for displaced staff while their facilities and their contents are being restored.
- Resume and maintain adequate service levels to residents and businesses of City of Tigard.

SCOPE

This plan includes a comprehensive list identifying the time-sensitive and less time-sensitive essential functions, automated technology, and support areas for City of Tigard. This plan will be activated in the event any primary facility or a portion of a primary facility is involved in an emergency involving a disruption of operations for three (3) days or more or is declared unusable for normal operations.

This plan addresses resumption and recovery in any emergency or disaster situation. It does not address building emergency and evacuation procedures or on-site resumption and recovery procedures which are addressed in each organizations individual Continuity of Operations plan. Actions related to the physical restoration process, in terms of primary site restoration, recovery de-activation, migration and reestablishment of normal operations, termination/shutdown of recovery operations at alternate sites, integration of supporting activities with other departments to ensure essential functions can be performed, and post-recovery operations are also addressed in each organization's COOP.

This plan is based on the formal approval of the City Manager of those critical business functions and associated support functions identified as time-sensitive. A list of essential functions and services provided by each organization of City of Tigard has been arranged in order of priority is documented in their respective COOP's and identifies the essential functions operations, vital records and resources, and periods of time for which and after which disruptions could result in significant losses to City of Tigard.

Each summary contained within the City of Tigard COG shall include:

- The line of succession for their organization, with a minimum of three alternates.
- A minimum of two (2) points-of-contact for their organization, including the leadership of the organizations and a designated Continuity Coordinator.
- A list of all essential functions of the organization, arranged in order of priority of those critical functions essential to the mission of the organization's operations.
- A list of Vital Records and Vital resources used by each organization within City of Tigard, including documentation of the protection, duplication and movement of these items.
- A specified Alternate Facility location identified for each Primary Facility where an organization operates.

Additionally, this document serves as a starting point for the recovery of City of Tigard government operations. Included in this document is a list of all participating City of Tigard organizations, Department Heads, Continuity Planning Chiefs and their contact information. These people are responsible for developing, maintaining and implementing their own organizational level continuity plans with the assistance of the City of Tigard Human Resources Division.

While all plans can be overwhelmed by the events presented, this plan attempts to address to consequences of an unknown incident by taking into account the needs of the citizens, businesses, and City of Tigard organizations, and how those needs could be met in an impacted environment. The goal is to perform as much pre-work in the form of coordination, prioritization, alternate work methods, or any other means necessary so that during an incident, focus can be on resolving issues instead of making decisions that could have been resolved in advance.

PHASE I: ACTIVATION OF CONTINUITY OF GOVERNMENT PLAN

This plan serves as a coordination document of the resources available to City of Tigard in a time of disruption or crisis.

Analysis of the situation is important with as many verifiable facts as possible. Status of facilities and/or the functions impacted is the outcome of the analysis along with any time frames for recovery that the incident will allow.

Once a decision has been made to activate the City of Tigard Continuity of Government plan, the City Manager will execute the plan and coordinate with the appropriate Continuity Teams. Each City of Tigard organization will then be contacted to activate their COOP at the direction of the City Manager.

In the event of limited resources, allocation of resources will be made by the City Manager or their designee. Each organization in City of Tigard has designated a specific individual to serve as their organization's Continuity Coordinator to communicate directly with their internal leadership and provide information and requirements to the City Manager on continuity of operations planning.

The support of organizations that perform the most essential functions will be prioritized and become the focal point at that time. Relocation of staff, resources and functions are coordination activities that will need to be considered as well as the availability of any private sector supplies or services such power, water, telecommunications, and fuel. All participating organizations of City of Tigard have identified essential functions as part of their continuity planning efforts. With

these lists which identify each organization's essential functions, the City of Tigard has the ability to broadly view the overall framework of functions and prioritize them based on specific criteria; including life/safety, financial, public perception, and recovery time requirements. While this is an objective measure of the priority, subjective decisions can be made based on this priority as to a potentially different order of restoration should occur. It is also not expected that in any one incident that all functions are impacted to the point of requiring restoration. This prioritized list would then be used to identify the functions impacted, what the recovery time would be, and what alternative arrangements are going to be put in place so that a clear and concise communication can be made to the media and public as to the functions impacted.

PHASE II: ALTERNATE FACILITY AND CONTINUITY OF OPERATIONS

This section speaks to how City of Tigard will conduct its functions during a Continuity Plan activation scenario.

Each City of Tigard organization shall activate its COOP and understand its place in the priority of City of Tigard functions.

Activation of the plan shall consider life/safety aspects first and that response to the incident may take a higher priority than the restoration of services, particularly when organization staff members have homes and families impacted by the incident.

Any resource, facility or staff shortages shall be reported to the City Manager or their designee.

PHASE III: RECONSTITUTION / RETURN TO NORMAL OPERATIONS

During Prevention, the primary responsibilities of City of Tigard organizations include:

- Plan to protect employees.
- Plan for the protection and duplication of Vital Records and Vital Resources.
- Plan for the efficient resumption of mission essential functions.
- Plan for and identify potential alternate operating sites.
- Plan to support and communicate with the City Manager and designated Continuity Teams.
- Plan to streamline the reporting of resumption and recovery progress to the City Manager.
- Provide and maintain a current Continuity of Operations Plan.
- Review and re-approve Continuity of Operations Plan annually.

During Response, the primary responsibilities of City of Tigard organizations include:

- Establish an immediate and controlled presence for response.
- Conduct a preliminary assessment of incident impact, known injuries, extent of damage, and disruption to the organizations operations and essential functions.

- Determine if and/or when access to the affected facilities will be allowed.
- Provide the City Manager with the facts necessary to make informed decisions regarding subsequent resumption and recovery activity.

During Resumption, the primary responsibilities of City of Tigard organizations include:

- Monitor and report progress of the resumption operations.
- Notify and appraise the City Manager of the situation.
- Mobilize and activate the personnel necessary to facilitate the resumption process.
- Notify employees, vendors and other internal and external individuals and organizations.

During Recovery, the primary responsibilities of City of Tigard organizations include:

- Prepare for and/or implement procedures to facilitate and support the recovery of less time sensitive operations.
- Mobilize additional personnel and support organizations as required.
- Maintain an information flow regarding the status of recovery operations among employees, vendors and other internal and external individuals and organizations.

During Restoration, the primary responsibilities of City of Tigard organizations include:

- Manage salvage, repair and/or refurbishment efforts at the affected facility.
- Prepare procedures necessary to the relocation or migration of essential functions to the new or repaired facility.
- Implement procedures necessary to mobilize operations, support and technology agency relocation.
- Manage the relocation effort as well as perform employee, vendor, and customer notification before, during and after relocation or migration.

KEY PERSONNEL

Key personnel are those required to implement the Continuity Plan. These involve the leadership and management personnel of the organization and any other personnel as identified in the organizations plan. There are logistical staff that assist in setting up and supporting the operational staff and functions that the organization performs. There are operations personnel who perform the Mission Essential Functions of the organization. There are reconstitution personnel that are preparing the impacted site or a whole new site if the damage is severe, for operations again. Note that personnel should NOT be assigned double duty on multiple teams during a Continuity Plan implementation. Stress levels will be high, burnout will be an issue to be dealt with and availability of staff will be impacted post incident.

VITAL RECORDS AND RESOURCES

Vital Records, Vital Resources, databases, systems and other elements critical to operations are the responsibility of each individual organization to manage, mitigate and proactively protect

from potential incidents. Mitigation efforts include converting paper records to electronic forms, ensuring storage areas are not susceptible to water damage, and ensuring that a records retention policy is in place to avoid storing large amounts of records that are out-dated and beyond their useful life.

Organizations should recognize in their assessment of what records and resources are truly vital to their operations. Given the considerable expense in recovering damaged records, organizations need to properly assess what is truly vital. Efforts to mitigate destructive effects on records will be repaid many times over if an incident occurs.

If there is an incident that damages hardcopy records, the City of Tigard Information and Technology will need to assist organizations with document or artifact restoration services.

TESTING, TRAINING, AND EXERCISING

It is necessary for all levels of personnel, including those appointed or elected, to maintain their understanding of the goals and objectives of continuity planning; including how the plan affects their area, its overall design, and the strategy it employs. Awareness of Continuity Planning best practices and the basic discussion areas it addresses is crucial and how it differs from emergency response type plans.

All personnel within City of Tigard should be tested and trained on their organizations plans so they are aware of their organizations COOP and its contents. The process of testing, training, and exercising the plans should include, but not limited to the following areas: what are the mission essential functions of the organization, what vital records and resources are critical for the organization to continue its functions, who are the key leadership personnel within the organization and who are their designated alternates, what alternate facilities have been identified as potential sites for relocation, and that each employee should have a plan for their family in case of emergency.

Tests and exercises can take on a number of forms. The most basic is an orientation that resembles a meeting where aspects of the plan are discussed with employees. A test may be of a new piece of equipment or procedure. A tabletop exercise is a realistic scenario posed in a conference room environment to key people in the organization who are asked to use the plan and their own knowledge to respond and recover from the scenario proposed. A functional exercise involves the actual use of equipment, moving of people, etc., from one organization, facility or division. A full scale exercise is a larger scale event than the functional exercise involving a large number of organizations, private sector, local government and/or federal government.

Maintenance/Review of the plan shall occur on a quarterly basis. This can occur during a staff meeting where staff identifies changes in contact information and function.

CITY OF TIGARD MAIN CONTACTS BY ORGANIZATION

The following is a list of Main Contacts for continuity planning initiatives for each of the organizations within City of Tigard. This list is arranged alphabetically by organization.

Administrative Services

Leadership: Liz Newton Assistant City Manager LIZ@tigard-or.gov 503-718-2412

Planning Team Chief: Kent Wyatt Senior Management Analyst kentw@tigard-or.gov 503-718-2809

City Management

Leadership: Marty Wine City Manager Marty@tigard-or.gov 503-718-2486

Planning Team Chief: Kent Wyatt Senior Management Analyst kentw@tigard-or.gov 503-718-2809

City of Tigard Human Resources Division

Leadership: Marty Wine City Manager Marty@tigard-or.gov 503-718-2486

Planning Team Chief: Kent Wyatt Senior Management Analyst kentw@tigard-or.gov 503-718-2809

City of Tigard Police Department

Leadership: Alan Orr Police Chief chiefalanorr@tigard-or.gov 503-718-2472

Planning Team Chief: Rick Rhodes Lieutenant 22110@tigard-or.gov 503-718-2571

City of Tigard Public Works Department

Leadership: Dennis Koellermeier Director Dennis@tigard-or.gov 503-718-2596

Planning Team Chief: Brian Rager Assistant Director BrianR@tigard-or.gov 503-718-2471

Community Development Department

Leadership: Kenny Asher CD Director KennyA@tigard-or.gov 503-718-2443

Planning Team Chief: Dianna Howse Building Division Services Supervisor Dianna@tigard-or.gov 503-718-2430

Financial and Information Services

Leadership: Toby LaFrance Financial and Information Services Director toby@tigard-or.gov 503-718-2406

Planning Team Chief: Debbie Smith-Wagar Financial and Information Services Asst. Director toby@tigard-or.gov 503-718-2493

Risk Management

Leadership: Loreen Mills Assistant to the City Manager loreen@tigard-or.gov 503-718-2417

Planning Team Chief: Kent Wyatt Senior Management Analyst kentw@tigard-or.gov 503-718-2809

Tigard Public Library

Leadership: Margaret Barnes Library Director margaret@tigard-or.gov 503-718-2501

Planning Team Chief: Joyce Niewendorp Senior Librarian/Person In Charge (PIC) joyce@tigard-or.gov 503-718-2522

PRIMARY FACILITIES AND ALTERNATE FACILITIES

The following is a list of Primary Facilities and their corresponding Alternate Facilities for each of the organizations within City of Tigard. This list is arranged alphabetically by organization.

Administrative Services

City Hall - Public Works Auditorium

City Hall - Tigard Public Library

City Management

City of Tigard Human Resources Division

City of Tigard Police Department

City of Tigard Public Works Department

Public Works Operations Annex - Public Works Administration and Operations

Public Works Facilities Services Center - Public Works Administration and Operations

Public Works Administration and Operations - Public Works Operations Annex

Public Works Administration and Operations - City of Tigard Public Library

Public Works Administration and Operations - City Hall

Public Works Operations Annex - City Hall

Public Works Operations Annex - City of Tigard Public Library

Public Works Administration and Operations - Senior Center

Public Works Operations Annex - Senior Center

Public Works Facilities Services Center - Public Works Facilities Services Center

Public Works Operations Annex - Canterbury Facility

Public Works Operations Annex - Cook Park Maintenance Facility

Public Works Facilities Services Center - Cook Park Maintenance Facility

Community Development Department

Permit Center - Tigard Library

Permit Center - Public Works Auditorium

Financial and Information Services

Risk Management

Tigard Public Library

VITAL RECORDS AND RESOURCES

The following is a list of Vital Records and Resources which have been identified as critical to the operations of City of Tigard. The Vital Records and Resources are listed in order of priority.

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Springbrook</p> <p>Type: Enterprise System / Database</p> <p>Description: Financial Software.</p> <p>Springbrook's Financial System is a General Ledger-based collection of applications designed to meet any organization's financial accounting needs.</p> <p>The Finance System includes:</p> <ul style="list-style-type: none"> • Accounts Receivable • Bank Reconciliation • Clearing House • Extended Budgeting • 	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 11/14/12</p> <p>Use for Payroll, Invoicing, bill payments grant checking etc.</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: I: Drive</p> <p>Type: Hardware / infrastructure</p> <p>Description: Department and shared files.</p> <p>Server Tigdept.</p> <p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 City-Wide Application</p> <p>Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>
<p>Vital Record Name: H: Drive</p> <p>Type: Hardware / infrastructure</p> <p>Description: Individual Personal Home directory</p> <p>Server Tigdept.</p> <p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p>	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 01/17/2012 City wide application with remote access with permission.</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Accela</p> <p>Type: Web Based</p> <p>Description: Permitting Software, Accela's Land Management application helps track and manage all of land use and community development activities. A single, centralized database gives agency staff parcel information instantly, thereby speeding up the process from application to occupancy while reducing errors and redundancy. Activities include:</p> <p>Permits</p> <p>Building safety</p> <p>Inspections</p> <p>Investigations</p> <p>Document or plan review</p> <p>Code enforcement</p> <p>Accela's Asset Management tracks and manages your assets, work orders and resources, providing an automated solution for costing, inventory, maintenance, investigations, and inspections. This application is flexible enough to manage all your agency's assets— fleet, street, water, wastewater, parks and recreation, plant and facilities, sewer, railway, roadway. and more.</p>	<p>Web Interface.</p> <p>IT staff</p> <p>Username/password</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 01/17/2012 Electronic access provided online http://www.accela.com/</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: MainStar</p> <p>Type: Enterprise System / Database</p> <p>Description: Department wide work order and maintenance tracking software</p> <p>http://www.maintstar.com/</p> <p>MaintStar has a specialized suite of modules specifically designed for the asset management & maintenance needs of city, county, state, and federal governments. The system allows for the tracking of distinctive information pertaining to individual infrastructure assets such as streets, sewer systems, potable water, signs, bridges, paving, facilities, projects and more. The System also records and tracks information about code enforcement and permits.</p>	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Remote Data Storage</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 11/14/12 Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/Va</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: CodeRED Emergency Notification System</p> <p>Type: Enterprise System / Database</p> <p>Description: Reverse 911 ENS software</p>	<p>To Be Determined</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - File Server/LAN</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12</p> <p>Multiple Locations: PD, City Management, PW</p>
<p>Vital Record Name: People Trak</p> <p>Type: Enterprise System / Database</p> <p>Description: Human Resource Tool.</p> <p>People-Trak HR Software has been developing innovative Human Resources software that empowers HR management to be more efficient and effective. Comprehensive HR software features, dedicated support and affordability make People-Trak HRIS the choice of HR professionals in Private, Government, and Nonprofit</p>	<p>Software. SQL database.</p> <p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 11/14/12</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: HANSEN</p> <p>Type: Enterprise System / Database</p> <p>Description: CMMS Work Order Software.</p> <p>Managing the Business of Government.</p> <p>Hansen Information Technologies is the leading supplier of application software that helps manage the operations of government. Hansen's leading edge products aggregate citizen and business requests for services and business transactions, across the enterprise, offering multiple channels (i.e. web portal, kiosk, front counter, telephone, and email) of secured access to back-office functions.</p>	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Public Works Administration and Operations 8777 SW Burnham St Tigard, OR 97223 USA Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Primary Location: Public Works Administration and Operations</p> <p>8777 SW Burnham St Tigard, OR 97223 USA</p> <p>Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p> <p>Tape backups - offsite</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Agenda Quick</p> <p>Type:</p> <p>Description: City Council Agenda System.</p> <p>AgendaQuick™ is a web-based agenda creation tool and meeting planner specifically designed to facilitate the creation and distribution of electronic agendas.</p> <p>With Agenda Quick™, council members, department heads and committees can easily submit agenda items and the corresponding documentation, electronically.</p>	<p>TIGAGENDA Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - Local Disk</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 TIGAGENDA Server located in Niche Server room.</p> <p>Software located 2nd floor Niche, locked room, electronically available.</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p> <p>Tape backups - offsite</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Outlook</p> <p>Type: Enterprise System / Database</p> <p>Description: Email- Microsoft Outlook.</p> <p>Microsoft Outlook 2010 offers premium business and personal e-mail management tools to more than 500 million Microsoft Office users worldwide. With the release of Outlook 2010, you get a richer set of experiences to meet your communication needs at work, home, and school.</p> <p>From a redesigned look to advanced e-mail organization, search, communication and social networking features, Outlook 2010 provides you with a world-class experience to stay productive and in touch with your personal and business networks</p>	<p>Exchange Servers 2010 -Niche Building</p> <p>Software- Outlook 2010, MS Office</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - CD</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/114/12 Exchange Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Inside Tigard</p> <p>Type: Hardware / infrastructure</p> <p>Description: Employee Resource Intranet</p> <p>http://insidetigard</p> <p>2-3 Server, Sharepoint, Windows 2008.</p> <p>TIGINTRANET</p>	<p>Servers located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12</p> <p>City-Wide Application</p> <p>http://insidetigard</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p>
<p>Vital Record Name: Mobile Device Management</p> <p>Type: Hardware / infrastructure</p> <p>Description: AirWatch provides a comprehensive mobile security, mobile device management and application management solution in a single, integrated console. Watch this video for a basic overview of how AirWatch streamlines the entire mobile lifecycle management process from authentication to security, configuration and management</p>	<p>TIGMDM Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - Wide Area Network</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>

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<p>Vital Record Name: GIS</p> <p>Type: Hardware / infrastructure</p> <p>Description: City mapping application.</p> <p>http://www.tigard-or.gov/maps/default.asp</p> <p>10-15 Servers</p>	<p>Servers located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Used city-wide for multiple applications.</p> <p>http://www.tigard-or.gov/maps/default.asp</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p> <p>Location : Niche</p>
<p>Vital Record Name: Full Court</p> <p>Type: Hardware / infrastructure</p> <p>Description: Court System Software</p> <p>Server: TIGJUSTICE2</p>	<p>Server located in Niche Server room.</p> <p>Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - Tape</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Server: TIGJUSTICE2</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Volgistics</p> <p>Type: Enterprise System / Database</p> <p>Description: Volunteer Hours and Action Tracking Software.</p> <p>The online tool for tracking, recruiting, and coordinating your volunteers.</p> <p>Volgistics provides a rich set of features that help people who lead volunteer programs recruit, track, and coordinate volunteers. Volgistics is adaptable to the needs of many different kinds of volunteer organizations. You can easily turn features on or off to fit the way you work, making the system as simple or complete as you need.</p>	<p>EOC Staff, Volunteer Coordinators</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - File Server/LAN</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Microsoft Office</p> <p>Type: Software</p> <p>Description: Word, Excel, Power point and Access.</p> <p>Microsoft Outlook 2010 offers premium business and personal e-mail management tools to more than 500 million Microsoft Office users worldwide. With the release of Outlook 2010, you get a richer set of experiences to meet your communication needs at work, home, and school.</p> <p>From a redesigned look to advanced e-mail organization, search, communication and social networking features, Outlook 2010 provides you with a world-class experience to stay productive and in touch with your personal and business networks.</p>	<p>Located in Niche software room. Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - File Server/LAN</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 City Wide Application</p> <p>Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Adobe Creative Suite</p> <p>Type: Web Based</p> <p>Description: Software needed for the Design & Communications group. Suite includes: InDesign, Acrobat, Illustrator, Photoshop, Distiller.</p> <p>Adobe® Creative Suite® 6 software delivers a whole new experience for digital media development, enabling you to work lightning fast and reach audiences wherever they may be. Now, for the first time, Creative Suite applications are available through Adobe Creative Cloud™, giving you the flexibility to download and install them at any time, plus access additional applications, new features, and services as th</p>	<p>Located in Niche software room. Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Liberty Software</p> <p>Type: Software</p> <p>Description: Allows us to book mark audio with minutes.</p> <p>The Liberty Presentation Recorder captures and optionally streams the audio and video from your venue, as well as a continuous capture of the presenting computer's desktop. The Recorder is ideal for use in a broad spectrum of educational, training and business settings.</p> <p>By including a dynamic capture of the presenting computer's desktop, the Liberty Presentation Recorder provides a richer online viewing experience that better engages your clients. The Liberty Presentation Recorder extends past the typical, static slide-by-slide type solution usually associated with online training and presentation solutions. Instead, the recorder makes a complete capture of all of the presentation computer's desktop activity and plays this alongside the audio and video from the venue.</p>	<p>Located in Niche software room. Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p>
<p>All of the dynamic aspects of your presentation applications, including even video replay, are captured for later playback. Combining desktop capture with the audio and video</p>			<p>43 Page</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Wonderware</p> <p>Type: Hardware / infrastructure</p> <p>Description: Operator interface for the SCADA (Supervisory Control and Data Acquisition) telemetry for the City's water system.</p> <p>Key Capabilities</p> <p>HMI visualization and geographically distributed SCADA</p> <p>Template based development and maintenance</p> <p>Remote application deployment and change management</p> <p>Data level security built into the system</p> <p>Easy and flexible alarm definition</p> <p>Data collection and analysis for new and existing systems</p> <p>Easy-to-use report generation</p>	<p>Controlled and maintained at the PW Admin Operations building and remotely through the city's VPN. system is protected by the city's Firewall</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - File Server/LAN</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12</p> <p>Primary Location: Public Works Administration and Operations</p> <p>8777 SW Burnham St</p> <p>Tigard, OR 97223</p> <p>USA</p> <p>Format:</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Visio CAD</p> <p>Type: Software</p> <p>Description: Building Footprints and Floor Plan Software.</p> <p>The advanced diagramming tools of Visio 2010 help you simplify complexity with dynamic, data-driven visuals and new ways to share on the Web in real time.</p> <p>Start by building your diagram with professional-looking templates and modern, pre-drawn shapes. Then, easily link your diagram to popular data sources (such as Excel). You'll see data automatically refresh right within your diagram, reflected in vibrant visuals such as icons, symbols, colors, and bar graphs. Finally, with just a few clicks, publish your data-linked diagram to SharePoint, and provide access to others on the Web, even if they don't have Visio.</p> <p>Together, simplicity, data-driven shapes, and Web sharing make Visio 2010 one of the most powerful ways to see and understand important information.</p>	<p>Located in Niche software room. Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 11/14/12 Location : Niche</p> <p>8720 SW Burnham St Tigard, Oregon 97223</p>

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<p>Vital Record Name: Quickfields</p> <p>Type: Enterprise System / Database</p> <p>Description: Scanning software that works with Laserfiche.</p> <p>With Laserfiche Quick Fields, you accelerate the flow of useful information in business operations, reducing labor costs and eliminating errors associated with manual data entry—while empowering staff to use their time more productively.</p> <p>Highlights:</p> <p>Reduce labor-intensive, error-prone manual sorting and data entry.</p> <p>Gain more control over capture processes with flexible configuration tools</p> <p>Integrate Quick Fields into existing business processes</p>	<p>Located in Niche software room. Locked doors, Alarm system, camera System, limited access room.</p> <p>IT staff</p>	<p>Primary Location: Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic - CD</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Tape backups - offsite</p> <p>https://www.vaultlink.net/VaultWeb/VaultUserLogin.aspx</p> <p>Location : Niche</p> <p>8720 SW Burnham St</p> <p>Tigard, Oregon 97223</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: ESIS</p> <p>Type: Enterprise System / Database</p> <p>Description: PW and City-Wide Emergency Management Training Database.</p> <p>assists emergency management teams and first responders in the development of incident action plans. This revolutionary software enables response organizations to work together on a city, state and federal level.</p>	<p>EOC Personnel in Public Works.</p> <p>Maintained at the EMC in PW and at the Admin Support Specialist 'Renee Ferguson'</p>	<p>Primary Location: Format: Electronic - CD</p> <p>Backup Location: Format: Electronic - Wide Area Network</p> <p>Remote Accessible: No</p>	<p>Review/Update Date: 11/14/12 Public Works Administration and Operations</p> <p>8777 SW Burnham St Tigard, OR 97223</p> <p>USA</p> <p>Location : Niche</p>

IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA (PLEASE DESCRIBE IF NECESSARY)	PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS	LOCATION AND ACCESSIBILITY OF VITAL RECORDS	ACCURACY AND CURRENCY OF RECORDS (DATE)
<p>Vital Record Name: Been Verified</p> <p>Type: Software</p> <p>Description: CERT Background Checks software. After session 6 of each class Program Manager runs a felony check on each student to verify their eligibility</p>	<p>The software is maintained on only one machine (Program Managers) and is protected by the city's firewall. The system is backed up weekly</p>	<p>Primary Location: Public Works Administration and Operations 8777 SW Burnham St Tigard, OR 97223 USA Format: Electronic - Other</p> <p>Backup Location: Public Works Administration and Operations 8777 SW Burnham St Tigard, OR 97223 USA Format: Electronic - Other</p> <p>Remote Accessible: Yes</p>	<p>Review/Update Date: 11/14/12 Use for CERT Volunteer background Checks</p>

ORDERS OF SUCCESSION – CITY OF TIGARD

The following is a list of Orders of Succession identified for each of leadership positions for City of Tigard organizations. This list is arranged alphabetically by organization.

Orders of Succession for Administrative Services

Leadership Succession for Assistant City Manager, City Management, Liz Newton

- Assistant to the City Manager, City Management, Loreen Mills
- Administrative Services Manager, Administrative Services, Nadine Robinson
- City Recorder, Administrative Services, Catherine D Wheatley

Orders of Succession for City Management

Leadership Succession for City Manager, City Management, Marty Wine

- Assistant City Manager, City Management, Liz Newton
- Director, Public Works, Dennis Koellermeier
- Police Chief, Police, Al Orr
- Financial and Information Services Director, Financial and Information Services, Toby LaFrance
- Community Development Director, Community Development, Kenny Asher
- Library Director, Library, Margaret Barnes
- Human Resource Director, City Management, Sandy Zodrow
- Assistant to the City Manager, City Management, Loreen Mills

Orders of Succession for City of Tigard Human Resources Division

Leadership Succession for City Manager, City Management, Marty Wine

- Principal Human Resources Analyst, City Management, Cathy Herbert
- Senior HR Analyst, City Management, Sherrie Burbank
- Assistant to the City Manager, City Management, Loreen Mills

Orders of Succession for City of Tigard Police Department

Leadership Succession for Police Chief, Police, Alan F Orr

- Assistant Chief of Police, Police, James E de Sully
- Captain, Police, Robert L Rogers
- Lieutenant, Police, Rick S Rhodes
- Lieutenant, Police, Rick J Boothby
- Lieutenant, Police, Michael J Eskew

Orders of Succession for City of Tigard Public Works Department

Leadership Succession for Director, Public Works, Dennis Koellermeier

- Assistant Director, Public Works, Brian Rager
- City Engineer, Public Works, Michael Stone
- Engineering Manager, Public Works, Kim McMillan

Orders of Succession for Community Development Department

Leadership Succession for CD Director, Community Development, Kenny Asher

- Asst. Community Development Director, Community Development, Tom McGuire
 - City Building Official, Community Development, Mark VanDomelen
 - Redevelopment Project Manager, Community Development, Sean Farrelly
-

Orders of Succession for Financial and Information Services

Leadership Succession for Financial and Information Services Director, Financial and Information Services, Toby LaFrance

- Assistant Finance Director, Financial and Information Services, Debbie Smith-Wagar
 - Information Technical Services Manager, Financial and Information Services, Louis Sears
 - Accounting Supervisor, Financial and Information Services, Amy Lawson
 - Senior Accounting Assistant, Financial and Information Services, Angela McCoy
 - Senior Accounting Asst., Financial and Information Services, Jamie Greenberg
-

Orders of Succession for Risk Management

Leadership Succession for Assistant to the City Manager, City Management, Loreen Mills

- Senior Management Analyst, City Management, Kent Wyatt
 - Senior HR Analyst, City Management, Sherri Burbank
-

Orders of Succession for Tigard Public Library

Leadership Succession for Library Director, Library, Margaret Barnes

- Technical Services Manager/Person In Charge (PIC), Library, Teresa Ferguson
 - Reader Services Manager/Person In Charge (PIC), Library, Molly Carlisle
 - Circulation Manager/Person In Charge (PIC), Library, Craig Carter
-

TEST, TRAINING AND EXERCISES / PLAN MAINTENANCE

The following is a list of testing, training, exercise, and plan maintenance events that have taken place in the creation and ongoing development and of the City of Tigard Continuity of Government Plan. This list of events is arranged by date of occurrence.

Event Title: City Kick Off Training
Event Date: 8/13/2012
Event Type: Training
Event Status: Completed

Description:
Day 2 of 2 of the Cities Team Kick Off training

Event Title: City Kick Off Training
Event Date: 3/27/2012
Event Type: Training
Event Status: Completed

Description:
Initial day one Kick Off training conducted. Day 2 scheduled for tomorrow

Event Title: Annual Plan Review and Update
Event Date: 12/18/2013
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Event Title: Annual Plan Test TTX
Event Date: 11/15/2013
Event Type: Table Top Exercise
Event Status: Scheduled

Description:

Event Title: Quarterly Staff Training
Event Date: 3/13/2013
Event Type: Training
Event Status: Completed

Description:

Event Title: COOP Initial TTX After Action Review
Event Date: 12/12/2012
Event Type: Plan Maintenance
Event Status: Completed

Description:

The BOLD Solution Facilitator and the project manager coordinated comments based on observations from the Table Top Exercise conducted in November 2012. Comments were drafted into a final report which noted requirements for some revisions.

Event Title: Plan Review Graded and Complete
Event Date: 10/31/2012
Event Type: Plan Maintenance
Event Status: Completed

Description:

BOLD Solutions staff completed the review evaluation and graded each departments nine functional annexes. Once the graded the project manager highlighted the gaps in the department plans and forwarded to department leads.

Event Title: Drop Dead Department Input Complete
Event Date: 9/30/2012
Event Type: Plan Maintenance
Event Status: Completed

Description:

Department project leads completed their annex input. They completed the revisions and pushed the final review to the Department Directors

Event Title: Mid-Term Plan Development Training Day 2
Event Date: 8/27/2012
Event Type: Plan Maintenance
Event Status: Completed

Description:

Event Title: Mid-Term Plan Development Day 1
Event Date: 8/20/2012
Event Type: Training
Event Status: Completed

Description:

Workshop Meeting

Meeting Date: 07/16/2013

Length (in minutes): 30 Minutes

Agenda Title: Discussion on the Potential Development of a Willamette River Water Supply

Prepared For: Dennis Koellermeier

Submitted By: John Goodrich,
Public Works Council
Workshop

Item Type: Update, Discussion, Direct Staff

Meeting Type: Mtg.

Public Hearing

Newspaper Legal Ad Required?: No

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Staff is seeking council direction regarding Tigard's investment and participation in two opportunities to develop the Willamette River water supply:

Opportunity 1 - The City of Sherwood's existing Willamette River supply pipeline

Opportunity 2 - The Tualatin Valley Water District's (TVWD's) 124th Avenue transmission pipeline design and preliminary supply system design

STAFF RECOMMENDATION / ACTION REQUEST

Opportunity 1 - The City of Sherwood's existing Willamette River supply pipeline

Staff recommends the city pursues the purchase of pipeline capacity from the City of Sherwood.

Opportunity 2 -The TVWD's 124th Avenue transmission pipeline design and a preliminary supply system design

Staff recommends the city participates in these projects, but limits its capacity to 5 million gallons per day and limits its financial investment to approximately \$50,000.

KEY FACTS AND INFORMATION SUMMARY

Willamette River Water Rights

Along with several other water providers, Tigard and the TVWD are members of the Willamette River Water Coalition (WRWC). Tigard has an allocation of 25 million gallons per day (mgd) in Willamette River water rights held by the coalition.

Developing Future Willamette River Water Rights

Projections from the city's 2010 Water Master Plan indicate the Lake Oswego-Tigard water supply, when combined with the city's aquifer storage and recovery (ASR) wells, will meet the demand of Tigard water customers for the next 30 years. Additional water supplies may be needed beyond 2040. Since the city has water rights to the Willamette River, it may look to this supply in order to meet its long-term water needs.

Participation in either of the projects discussed here would further the development of the city's Willamette River water rights.

Opportunity 1 - The City of Sherwood's existing Willamette River supply pipeline

The City of Sherwood has excess capacity in an existing pipeline that transmits water from the Wilsonville water treatment plant to Sherwood. Sherwood has offered this excess capacity to Tigard.

Opportunity 2 -The TVWD's 124th Avenue transmission pipeline design and preliminary supply system design

The TVWD notified WRWC members of a proposed water pipeline project that will bisect the region from Wilsonville to Hillsboro. TVWD is asking WRWC members, including Tigard, if they want to invest and participate in the transmission pipeline design and preliminary supply system design.

The council was briefed on this request via a council newsletter item on May 23, 2013. A copy of the newsletter item is attached.

Willamette River Charter Prohibition

The City Charter states in Chapter IX, Section 51:

"The City of Tigard shall not use the Willamette River as a drinking water source for its citizens unless the question of using the Willamette River as a drinking water source has been approved by not less than fifty percent (50%) of voters voting in a City wide election (Measure 34-8, September 21, 1999 Election)."

This prohibition does not apply to other jurisdictions served by Tigard, including Durham, King City, and the Tigard Water District.

In 2010 the city attorney rendered an opinion that the purchase of future pipeline capacity—constructed by others and not connected to the Tigard water system—was not a violation of the City Charter.

OTHER ALTERNATIVES

The council could direct staff to pursue one, both or none of the Willamette River water supply opportunities.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

The council adopted the Water Master Plan in 2010. For various reasons, neither of these projects is included in the plan.

DATES OF PREVIOUS CONSIDERATION

On June 15, 2010, the council discussed an agreement with Sherwood to develop a water supply pipeline and other improvements. This agreement was never finalized. The agenda item summary and minutes from that discussion are attached.

The council was briefed on the TVWD's 124th Avenue transmission pipeline design and preliminary supply system design via its May 23, 2013, council newsletter. A copy of the newsletter item is attached.

Fiscal Impact

Cost: Unknown

Budgeted (yes or no): No

Where Budgeted (department/program):

Additional Fiscal Notes:

For discussion purposes at the conceptual level, staff identifies the following fiscal impacts regarding each water supply opportunity:

Opportunity 1 - The City of Sherwood's existing Willamette River supply pipeline

Based on discussions with Sherwood in 2010, this opportunity requires a pipeline capacity buy-in of approximately \$5 million. Costs to develop the remaining improvements—so that the system is accessible and functional for Tigard—are estimated to be \$170 million in 2030 dollars for 25 mgd capacity. Since Tigard would be solely

responsible for this project, the city could make the improvements as additional capacity is needed. Current projections indicate the city may need additional supply around the year 2040. Based on this projection, improvements would need to be funded in the years preceding 2040.

Opportunity 2 -The TVWD's 124th Avenue transmission pipeline design and preliminary supply system design

The TVWD did not provide cost estimates in its design notifications. Staff recommends the city participates in these projects, but limits its capacity to 5 million gallons per day and limits its financial investment to approximately \$50,000. Costs to develop Tigard's share of the remaining improvements in the supply system are estimated to be between \$60 million (for 5 mgd capacity) and \$250 million (for 25 mgd capacity). Since the project is slated to begin in 2014 and be completed by 2026, Tigard would likely be required to determine its capacity requirements and provide project funding in the near future.

Attachments

May 23, 2013 Council Newsletter Item Regarding TVWD Project Notifications

June 15, 2010 Agenda Item Summary and Minutes on Potential Sherwood Agreement

PowerPoint Presentation



City of Tigard Memorandum

To: Mayor Cook and City Councilors

From: Utility Manager John Goodrich

Re: Notification of Willamette River Water Coalition (WRWC) Project Proposals

Date: May 21, 2013

Along with several other water providers, Tigard and the Tualatin Valley Water District (TVWD) are members of the Willamette River Water Coalition (WRWC). Tigard has an allocation of 25 million gallons per day (mgd) in Willamette River water rights held by the coalition.

The city of Hillsboro and the TVWD announced plans to tap into the Willamette River as a water supply for their respective customers by 2026. Hillsboro and TVWD plan to work together to develop this water supply and are looking for cost-sharing opportunities with other water providers in the WRWC.

As a WRWC member, Tigard has 90 days to decide if it will participate in two design projects related to the development of the Hillsboro/TVWD supply. Formal notifications for each project are attached, along with a memo from the TVWD.

Tigard has no obligation to participate and development of the Hillsboro/TVWD supply will not affect Tigard's WRWC allocated water rights.

The council will have the opportunity to discuss this issue during its July 16 workshop meeting.

Tualatin Valley Water District



Memo

To: Willamette River Water Coalition Members

From: Gregory E. DiLoreto, Chief Executive Officer 

CC: Kelly Ross, Administrator, Willamette River Water Coalition
Bryan Cosgrove, City Manager, City of Wilsonville
Kevin Hanway, Water Director, City of Hillsboro Water Department

Date: May 16, 2013

Re: Notification to the members of the Willamette River Water Coalition (WRWC) of proposed projects related to the Willamette Water Supply System.

The Tualatin Valley Water District (TVWD) is proposing two projects for consideration by the members of the Willamette River Water Coalition (WRWC). The WRWC members are being asked to indicate if they are interested in partnering on the projects. The TVWD Board of Commissioners has reviewed and authorized TVWD staff to present the information to the WRWC members.

The WRWC intergovernmental agreement provides a process whereby any WRWC member can propose a project involving the Willamette River Water Supply System. The process allows for coordination with other WRWC members and provides an opportunity for other WRWC members to indicate if they are interested in participating in a proposed project. WRWC members are provided with a brief project proposal and are then given up to 90 days to respond. TVWD is asking that the WRWC members provide a reply by August 14, 2014 or earlier.

The first proposal is to design a water transmission pipeline that will be included as part of Washington County's 124th Avenue project. The pipeline design work will include preparing the final design of a segment of the water transmission pipeline that will eventually become part of the Willamette River Water Supply System. Washington County has indicated that 60% complete design documents for this pipeline segment are needed by January 2014 in order for the pipeline work to be incorporated into the county's road project.

The second proposal is to develop a Willamette Supply System Preliminary Design. The proposed project will include preparation of a preliminary design of the Willamette water supply system from the Willamette River Water Treatment Plant to the supply points into the water distribution systems of the participating utilities. This work will include establishing design guidelines for the supply system, refining system hydraulics, establishing criteria for a terminal reservoir, identifying permitting requirements and preparing the overall schedule and cost estimates for the required improvements.

**NOTIFICATION TO THE WILLAMETTE RIVER WATER COALITION
BY THE TUALATIN VALLEY WATER DISTRICT**

**A PROPOSAL TO DESIGN A WATER TRANSMISSION PIPELINE AS PART OF
WASHINGTON COUNTY'S 124TH AVENUE PROJECT**

Distributed to WRWC membership on May 16, 2013

Response by WRWC members due no later than August 14, 2013

The Tualatin Valley Water District (TVWD) offers, for consideration by the Willamette River Water Coalition (WRWC) membership, this proposal to design a water transmission pipeline. The goal of this proposal is to coordinate with the WRWC members to gauge interest and extend an offer to partner on the design of a water transmission pipeline to be included as part of Washington County's 124th Avenue Project.

The County's proposed project would consist of a new road generally along the alignment of SW 124th from the southern portion of the City of Tualatin to SW Tonquin Road near the northern city limits of the City of Wilsonville. The project would include approximately 2.2 miles of water transmission pipeline that would eventually be connected to the Willamette River Water Supply System. Invitations to participate in an analysis of the inclusion of a water transmission pipeline within the 124th Avenue Project were provided to the WRWC members. The results of the analysis demonstrated the County's proposed alignment was as a preferred location to route a portion of the water supply transmission pipeline from the Willamette River Water Treatment Plant to the TVWD service area. The analysis also demonstrated that the inclusion of a water transmission pipeline as part of the road project will result in significant project savings.

Washington County has indicated the need for a response from TVWD regarding the District's participation by July 2013 and will need preliminary designs for the pipeline by January 2014. TVWD is prepared to proceed with giving Washington County notice of the intent to participate in the project yet realized that the design of the pipeline will be dependent on the participation of other partners. An IGA with the County will also need to be completed by July 2013.

The proposed project would include:

1. Development of an agreement with the project partners;
2. Development and distribution of a request for proposal for pipeline design;
3. Selection of a firm to complete the pipeline design; and
4. Provide draft design to Washington County by January 2014
5. Complete final design following right-of-way acquisition and permitting by Washington County.

The final scope, schedule, and budget for the project will be provided as part of the development of the request for proposal.

It is anticipated that TVWD will be the lead agency, responsible for the coordination of the Project. A project agreement will be negotiated between Project participants. Unless, otherwise agreed to by the parties participating in the Project, the participants will own the proposed improvements.

Section 5.1 of the WRWC Agreement provides a process whereby a WRWC member can propose projects and the remaining WRWC members can notify the proposer of their acceptance or rejection of the proposal by no later than 90 days following receipt of the notice. Acceptance of this proposal by a member will be considered acceptance of participation in the project by that member. Rejection of this proposal by a member or failure of a member to respond within 90 days will be considered a rejection of participation in the project by that member. Final notice of acceptance or rejection by WRWC members in less than 90 days would be especially welcome given that time is of the essence in completing the proposed project.

Given the location of the water transmission pipeline, TVWD anticipates that there might be WRWC members who are not interested in capacity in the pipeline yet would like to be included as a technical resource. An indication from WRWC members if they are interested in serving in this capacity as opposed to being a financial partner in the project would also be appreciated.

The City of Hillsboro, who is not a WRWC member, has indicated an interest in participating in the water transmission design project. It is anticipated that they would be included as a participant in a project agreement. Other participants outside of the WRWC members may also be identified.

A project agreement between participants in the Project will be adopted following the conclusion of the notice period. The project agreement will establish participation and cost shares associated with the proposed project.

**NOTIFICATION TO THE WILLAMETTE RIVER WATER COALITION
BY THE TUALATIN VALLEY WATER DISTRICT**

**A PROPOSAL TO DEVELOP A
WILLAMETTE SUPPLY SYSTEM PRELIMINARY DESIGN**

Distributed to WRWC membership on May 16, 2013

Response by WRWC members due no later than August 14, 2013

The Tualatin Valley Water District (TVWD) offers, for consideration by the Willamette River Water Coalition (WRWC) membership, this proposal to develop a Willamette Supply System Preliminary Design. The goal of this proposal is to coordinate with the WRWC members to gauge interest and extend an offer to partners who might be interested in the development of a design that will begin to identify the design of the Willamette water supply system from the Willamette River Water Treatment Plant to a terminal reservoir site.

The proposed project will result in the preparation of a preliminary design of a Willamette supply system that would include the following components:

1. Establishment of transmission system design guidelines
2. Evaluation of transmission system hydraulics including refinement of system hydraulics, pipe size, reservoir elevation, and supply points;
3. Evaluation of transmission line alignment options;
4. Evaluation of terminal storage sites;
5. Identification and coordination with key stakeholders along the transmission system alignment;
6. Identify permitting requirements; and
7. Establish overall schedule, cost and cash flow needed to connect to the Willamette River Water Treatment Plant.

The Willamette supply system preliminary design will provide information that will allow for the identification of corridors that will facilitate the development of easements, rights of way and property acquisition useful to a future project. Modifications or expansion of the existing Willamette River Water Treatment Plant are not included as part of this project. This work will be beneficial to the 124th Avenue Pipeline Project also proposed by TVWD that has also been submitted to the WRWC members for their consideration.

The proposed project would include:

1. Development of an agreement with project partners;
 2. Development and distribution of a request for proposal for a Willamette supply system preliminary design;
 3. Selection of a firm to complete the Willamette supply system preliminary design; and
 4. Development and delivery by a firm of the Willamette supply system preliminary design.
-

The final scope, schedule, and budget for the project will be provided as part of the development of the request for proposal.

It is anticipated that TVWD will be the lead agency, responsible for the coordination of the Project. A project agreement will be negotiated between Project participants. Unless, otherwise agreed to by the parties participating in the Project, the participants will own the project results.

Although this project doesn't result in the construction, expansion or modification of the Willamette Water Supply System, Section 5.1 of the WRWC Agreement does provide a useful process whereby a WRWC member can propose projects and the remaining WRWC members can notify the proposer of their acceptance or rejection of the proposal by no later than 90 days following receipt of the notice. It is TVWD's intent to use this process for the Willamette supply preliminary design project. Acceptance of this proposal by a member will be considered acceptance of participation in the project by that member. Rejection of this proposal by a member or failure of a member to respond within 90 days will be considered a rejection of participation in the project by that member. Final notice of acceptance or rejection by WRWC members in less than 90 days would be especially welcome.

Given the location of the scope of the project area, TVWD anticipates that there might be WRWC members who are not interested in being a partner in the preliminary design project yet would like to be included as a technical resource. An indication from WRWC members if they are interested in serving in this capacity as opposed to being a financial partner in the project would also be appreciated.

The City of Hillsboro, who is not a WRWC member, has indicated an interest in participating in the Willamette supply preliminary design project. It is anticipated that they would be included as a participant in a project agreement. Other participants outside of the WRWC members may also be identified.

A project agreement between participants in the project will be adopted following the conclusion of the notice period. The project agreement will establish participation and cost shares associated with the proposed project.

Agenda Item #
Meeting Date

6
June 15, 2010

COUNCIL AGENDA ITEM SUMMARY
City Of Tigard, Oregon

Issue/Agenda Title Discussion regarding an Intergovernmental Agreement between the City of Tigard and the City of Sherwood for Joint Funding of Water Supply Improvements

Prepared By: Dennis Koellermeier Dept Head Approval: DK City Mgr Approval: CR

ISSUE BEFORE THE COUNCIL

Shall the City Council enter into a joint financial agreement with the City of Sherwood to develop water supply improvements?

STAFF RECOMMENDATION

Participate in discussion and recommend entering into the Intergovernmental Agreement at a future date.

KEY FACTS AND INFORMATION SUMMARY

- The City of Tigard is a member of the Willamette River Water Coalition (WRWC). That coalition includes, among others, the City of Sherwood.
- The WRWC currently acts as the custodian of water rights on the Willamette River, granted to its members.
- Tigard, by previous agreement, is entitled to 20 million gallons per day (MGD) of those water rights, which have been extended to 2040.
- Sherwood is currently building pipelines and other improvements to access water from the Willamette Treatment Plant and deliver it to Sherwood. Sherwood has elected to oversize portions of these improvements due to favorable bidding conditions and anticipation of future use by other WRWC partners.
- Sherwood has offered this surplus capacity to both Tualatin and Tigard. Tualatin has since elected not to participate at this time.
- Tigard has recently completed its Water Master Plan which concludes that Tigard's total system capacity resulting from the Lake Oswego partnership and our ASR sources will need to be augmented with additional supply sometime near 2030.
- Staff has concluded that development of the Willamette River water rights during the 2030-40 time period is a likely scenario for the Tigard Water Service Area (TWSA), and as such should be considered in future planning.
- Partnering with Sherwood to develop a portion of the necessary infrastructure at this time would save TWSA customers a significant amount of money in the future.
- The total investment needed at this time is \$1 million, with additional payments of an estimated \$3.3 million needed over the next five years. This partnership agreement will provide the following:
 - 20 MGD of capacity to the TWSA via the new pipeline connecting Wilsonville to Sherwood;
 - and

- Guaranteed access to the existing supply pipeline that extends from Sherwood to Tualatin. Tigard and Sherwood would execute a separate agreement for this pipeline, along with a firm buy-in pricing structure, at some future date, not yet determined.
- The City Attorney's office has reviewed this agreement in light of the Tigard Charter provisions dealing with the requirement for a citywide vote to use the Willamette River as a water source and has indicated they will prepare a favorable opinion prior to Council adoption.
- The Intergovernmental Water Board (IWB) has been studying this proposal and generally supports the IGA.

OTHER ALTERNATIVES CONSIDERED

The City could choose to not partner with the City of Sherwood at this time. The results of that decision would be to defer investing in water improvements that would allow use of the City's water rights as held by the Willamette River Water Coalition.

CITY COUNCIL GOALS

None

ATTACHMENT LIST

- 1) DRAFT IGA
- 2) WRWC AGREEMENT
- 3) PROJECT MAP

FISCAL NOTES

This partnership has been in development for over a year, and the initial \$1 million dollar investment has been included in the FY 2010-11 budget. Subsequent payments totaling an estimated \$3.3 million can be included in future debt financing instruments being developed for the Lake Oswego/Tigard partnership. Those debt issuances are anticipated to be repaid by water rates and water SDC's.

6. DISCUSS INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF TIGARD AND THE CITY OF SHERWOOD FOR JOINT FUNDING OF WATER SUPPLY IMPROVEMENTS

Public Works Director Koellermeier introduced Sherwood Public Works Director Craig Sheldon who has been working with Tigard's legal staff to bring this proposal tonight. He said the partnership with Lake Oswego has a fixed capacity and Tigard officially expects to get 14 million gallons a day (MGD).

He said the current supply plan is using water from the Lake Oswego partnership and buffering it with ASR wells which will get us to the year 2030, according to the latest estimates. He said towards the year 2035 Tigard's water needs will grow above the 14 MGD.

He said Sherwood has decided to go to the Willamette Treatment Plant. He showed pipeline alignment maps. He said Sherwood is currently building pipelines and has elected to oversize portions of these improvements due to favorable bidding conditions and anticipation of future use by other Willamette River Water coalition partners.

He said Tigard is a member of the Willamette River Water Coalition (WRWC) and is entitled to 20 million gallons per day of those water rights, which have been extended to 2040. Tigard would buy 20 MGD of capacity in the Wilsonville to Sherwood pipeline and have guaranteed access. He said Tigard has the option to pay into this over time.

He said the legal question is whether this violates Tigard's Charter Amendment regarding Willamette River water. The City Attorney is confident that he will be able to render an opinion that since this pipeline doesn't connect to the city of Tigard, there is no violation. Public Works Director Koellermeier reminded Council that Tigard's Water Service Area is larger than the city limits and also includes Durham, King City and the Tigard Water District. None of these other partners have the Willamette River restriction the City of Tigard has.

As to the question of timing, Public Works Director Koellermeier said it is an opportunity that is being presented to us now as Sherwood builds their pipeline. He said Tigard owns 20 MGD at the Willamette Treatment Plant as part of its membership in WRWC. He said taking action now will ensure Tigard has the future capacity it needs.

Councilor Webb mentioned an opportunity she heard about at the last WRWC meeting to place the pipeline along a Metro trail that is going to be built, potentially saving money by combining the work. Sherwood Public Works Director Sheldon said that decision will be made in July.

Councilor Henderson noted that the pipe wouldn't connect to Sherwood, but asked if water could go the other direction in case of need. Sherwood Public Works Director Sheldon agreed that it could. Mayor Dirksen asked if Tigard could sell unneeded WRWC water in the future to Sherwood or Tualatin. Public Works Director Koellermeier said that could be done in the terms of our agreement.

Sherwood Public Works Director Sheldon said there will need to be upgrades at the treatment plant and a pipe section in Sherwood that would have to be added onto. They are putting in a 48-inch pipe rather than a 36-inch pipe for the regional partners. Council President Wilson said, thinking regionally, having interconnected pipes would be a good idea.

Public Works Director Koellermeier said the Intergovernmental Water Board has been following this for awhile. A draft agreement is before Council and staff will schedule approval for a future Council meeting.

TIGARD CITY COUNCIL MINUTES— JUNE 15, 2010

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

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



Potential Development Willamette River Supply

Presented by Public Works Department

July 16, 2013

Willamette River Water Supply Opportunities

INTRODUCTION

- ▶ Member - Willamette River Water Coalition (WRWC) – since 1997
- ▶ WRWC Water Rights – 130 million gallons per day (mgd)
- ▶ Tigard - 25.8 mgd by agreement

Willamette River Water Supply Opportunities

HISTORY

- ▶ Tigard planned Willamette River - primary supply - 1998
- ▶ City Charter 1999 – voter approval required
- ▶ Tigard’s other water supply options – 2008
Lake Oswego-Tigard Water Partnership

Willamette River Water Supply Opportunities

WATER SYSTEM PLAN

- ▶ Aquifer Storage Recovery (ASR)
 - ▶ 6 mgd
- ▶ **Lake Oswego-Tigard Water Partnership**
 - ▶ 14 mgd
 - ▶ + 4 mgd
- ▶ **24 mgd meets water demands – 2030 plus**

CITY OF TIGARD



Willamette River Water Supply Opportunities

Opportunity #1 – City of Sherwood

Transmission pipe capacity available

- ▶ **Benefits:**
 - ▶ Control timing improvements
 - ▶ Control incremental capacity improvements
 - ▶ Possible least-cost alternative

Willamette River Water Supply Opportunities

Opportunity #1 – City of Sherwood

Transmission pipe capacity available

- ▶ Other Considerations:
 - ▶ Minor improvements - 5 mgd or 10 mgd
 - ▶ Major improvements - 25 mgd
 - ▶ Not designed as one project
 - ▶ Requires other system components

Willamette River Water Supply Opportunities

Opportunity #1 – City of Sherwood

Cost Considerations:

- ▶ Purchase capacity - \$5 million
- ▶ Construct future improvements
 - ▶ 5 mgd to 10 mgd capacity - \$20-50 million
 - ▶ 25 mgd - \$170 million

Willamette River Water Supply Opportunities

Opportunity #2 – Tualatin Valley Water District

Regional Water Supply Project:

- ▶ Proposed to WRWC - May 15, 2013
- ▶ Requires response - August 15, 2013
 - ▶ Design of 124th Avenue transmission pipeline
 - ▶ Supply system preliminary design

Willamette River Water Supply Opportunities

Opportunity #2 – Tualatin Valley Water District

Regional Water Supply Project:

- ▶ **Benefits**

- ▶ Partners with TVWD and City of Hillsboro
- ▶ One project – design and construction
- ▶ Emergency supply available by 2026

Willamette River Water Supply Opportunities

Opportunity #2 – Tualatin Valley Water District

Regional Water Supply Project:

- ▶ Other considerations:
 - ▶ Construction of transmission pipeline immediate – funding required
 - ▶ No timing control – scheduled by 2026
 - ▶ No capacity control – must commit to size

Willamette River Water Supply Opportunities

Opportunity #2 – Tualatin Valley Water District

Cost considerations:

- ▶ TVWD – no costs provided
- ▶ Preliminary estimate – ?
 - ▶ 5 mgd - \$50-60 million
 - ▶ 25 mgd - \$250-300 million

Willamette River Water Supply Opportunities

Recommendations

Opportunity #1 – City of Sherwood:

- ▶ Pursue the purchase of pipeline capacity
- ▶ Structure incremental costs over time
- ▶ Develop water supply planning strategy
Willamette River source

Willamette River Water Supply Opportunities

Recommendations

Opportunity #2 – Tualatin Valley Water District

- ▶ Participate in 124th Avenue transmission pipeline design and preliminary supply system design
- ▶ Limit capacity to 5 mgd
- ▶ Limit financial investment to \$50,000 limit

Willamette River Water Supply Opportunities

Questions?