City *of* Tigard
Tigard City Council Special Meeting Minutes
September 12, 2013

1. SPECIAL MEETING - September 12, 2013 – The meeting convened at 12:20 p.m.

Council attendance:

Name	Present	Absent
Mayor Cook	✓	
Council President Henderson	✓	
Councilor Buehner	✓	
Councilor Snider		✓
Councilor Woodard	✓	

Also present: City Manager Wine, Consultant Hertzberg, Assistant City Manager Newton, and City Recorder Wheatley.

2. REVIEW COUNCIL AND STAFF ROLES AND RESPONSIBILITIES

Consultant Hertzberg distributed a document: "Essential Council Roles." Highlights of his summary for this agenda item included:

- City Council is to determine the city's overall direction through values, vision, goals and plans. Council's focus is on the "big picture" and to empower staff.
- City Council is to establish a policy framework through plans, code, ordinances and resolutions.
- City Council is to set reporting guidelines to ensure accountability.
- City Council's role for strategic planning was overviewed. Staff directs 90 percent of the daily work to implement the strategic plan. The council's focus should be on the 10 percent pertaining to determining the city's overall direction.

City Council discussed matters of importance to them in carrying out their responsibilities. Highlights and areas for follow up included:

- Request the city attorney present a review of quasi-judicial procedures and the council's role for these types of hearings.
- Reconsider the composition of the City Center Development Agency board. Council President Henderson advocated restructuring to appoint board members who are qualified

with an assorted array of pertinent skill sets for redevelopment/development for the urban renewal area. He also spoke to giving more opportunities for community input.

- Mayor Cook commented he supported retaining oversight of the urban renewal district by having the City Council serve as the CCDA board.
- Additional discussion on this issue will be scheduled for the City Council/CCDA before the end of 2013. Staff will also forward advice from the city attorney on potential options for the makeup of the CCDA board.

3. GOAL SETTING DISCUSSION - MAJOR GOAL HEADINGS:

Water	River Terrace
Tigard Triangle	Southwest Corridor
Recreation	Economic Development
Community Engagement	Downtown
Annexation	Finance

Consultant Hertzberg introduced this segment of the council's agenda. He visited with the mayor and council members individually and to determine positions on milestones to be reached by December 31, 2014. Council members in attendance commented on the milestones and reached consensus. Consultant Hertzberg shared comments on the goal headings he received from Councilor Snider (Councilor Snider was unable to attend this meeting).

Following is a summary of the discussions on each of the goal headings with milestone dates identified (transcribed flip charts prepared during the meeting follow on the next page):

Water > Lake Oswego/Tigard Partnership • Water purchase – mgd • Re-write agreement • Most construction done 12/14 >Intergovernmental Water Board timeline • Get agreements done by 12/14 >Develop Willamette River sources • Rewrite WRWC membership agreement to protect Tigard's interests 12/13 • Long-term roadmap of decisions Tigard will need to make • Amend WRWC agreement when new members join	**River Terrace** >Park land acquisition 6/14 • Strategy • Funding • Land dedication >Finish community plan, zoning, master plans 6/14 >Building permits 6/14 >Service delivery plan FY 14-15 budget
Tigard Triangle >Strategic plan Fall >Zoning, street and design Standards 12/14 >Begin implementing strategies 12/14	**SW Corridor** >City's share of EIS funding Budget >Route segments 6/14 >Cross-pollination with Tigard Triangle >Determine role in possible election 10/13
Economic Development >Adopt strategies and priorities 6/14 Budget >Ready to launch implementation 7/14	**Recreation** >Council decision on city role In time for budget
Growth >Annexation • Complete River Terrace • Agree to annexation strategy Feb. • Consider urban reserves	**Finance** >Legislative agenda 12/13 >Review facilities strategy budget
Downtown >Urban renewal ballot measure: Tigard voters clarify authority/projects 11/13 >Strategy for redevelopment of city-owned property >Main St./Green St. Construction 01/14 >Continue Downtown Plaza Site acquisition and design approval (contingent on site acquisition) Spring 14 >Continue Tigard St. Trail negotiation, design and development thru 6/14 >Finalize downtown redevelopment opportunities (if issues can be addressed) 6/14 >Advance options for rail crossing "trade" for Ash Avenue at-grade crossing thru 2014 >Explore Pacific Highway Urban Renewal District options Late 2014 Commercial Street sidewalk	**Community Engagement** >Redesign community survey effort to include regular two-way communication efforts (based on Fall 2013) >Community education efforts; Develop fiscal report card (Blue Ribbon Task Force) ongoing – 2014 >Develop Tigard's community identity ongoing - 2014

Council members, the City Manager and Assistant City Manager shared personal milestones to accomplish by the end of 2014:

Councilor Buehner:

- Water issues – she would like to see the relationship with Lake Oswego resolved with the agreement set so it will work in the future. She also would like to see the construction almost completed. She regrets that she will not be a member of the council for the scheduled opening of the water plant.
- City boundaries – she noted concerns about the irregular city borders. She hopes by the end of 2014 the council will have made some policy decisions to move ahead for the future.

Councilor Woodard:

- Recreation – he appreciated the support he has received in championing his interests in this area.
- Economic development – this is an area that he expects will continue to be defined.
- Railroad crossing closure/Ash Street/branding downtown – he would like to see this taken care of. He noted the area around Tiedeman and North Dakota has remained unchanged for years while everything has grown around it. He said this is a dangerous area to walk. This is also important for economic development and circulation improvements.

Council President Henderson:

- Sustainability program – this is an area that has been a priority for him since first elected. He believes the foundation for this program is in education as it is not necessarily a goal; rather, it is an action and an attitude. When looking at a strategic plan, a sustainability program often parallels the same steps. Such a program never becomes a finished product – it will always evolve.
- Burnham Street – this had been a proposed project for years and he said he was glad that the street is now done. The process has demonstrated that city officials have a lot to learn about how to implement and "get the job done." He said he hopes to leave the City Council knowing that Tigard is a better place than when he was first elected.

Mayor Cook:

- Openness – he would like to hear people say the city is business friendly. He referred to efforts for communication with the scheduled Town Hall meetings and his monthly Fireside Chats.
- Relationship building – he would like Tigard to be known as a good partner in the region. He cited the importance of sitting at the table at organizations such as JPACT , WCCC, etc. Through these relationships other agencies appear to be more willing to talk to us. While we might not get everything we want, we are likely to receive more by being a good partner.

City Manager Wine:

- Managing well – the public sector, while not identical to a business environment, needs to be well managed. In the next 18 months she sees her role as a bridge between the council (elected and representing the community) and the staff to assure everyone is pulling in the same direction in a way that becomes very powerful to build the local economy and provides an open and transparent environment for all.

Assistant City Manager Newton:

- Connecting people – her goal is to provide information to the citizens of Tigard so they know what is going on in their community and they feel heard. She aspires to have the organization respond to citizen requests by collaborating to find solutions to issues they might have. At the end of her career, she would like people to say that Tigard is the best place to live and do business.

Council reviewed the draft goal/milestone chart with City Manager Wine. Below is the chart which includes additional comments made throughout this goal-setting meeting with the City Council. This chart will be presented to City Council at a later date for confirmation. After that, council will receive quarterly reports on progress with Council President Henderson calling for a review in the first quarter of 2014. Mayor Cook said the council should discuss groundrules and evaluate/review these goals in January 2014 and leave open the potential to add or delete from the list. Assistant City Manager Newton suggested it would be good to have this review accomplished before the next fiscal year's budget discussions begin. During discussion about a goal/milestone review schedule, Mayor Cook said the second review should occur in May or June.

Goal/Milestone	Estimated Timeline
Water	
Lake Oswego-Tigard Water Partnership • Negotiate/proceed with water purchase from Lake Oswego • Renegotiate LOTWP Intergovernmental Agreement (IGA) to reflect structure and management post-construction (evaluate future of partnership roles) • LOTWP bond sale (#2) • Monitor progress of construction and budget; LOTWP projects operational	 Winter 2013 Early 2014 Spring 2014 Through mid-2015
Develop Willamette River Water Sources • Rewrite WRWC member contract • Continue to consider other sources: Sherwood, TVWD (studies) • Develop "roadmap" for Tigard's future water decisions through 2026	 Mid-2014

Goal/Milestone	Estimated Timeline
Intergovernmental Water Board • Work plan for, and next governance agreements with Tigard Water District, Durham, King City (expires 2017, 2-yr notice)	End of 2014
Communicate with Tigard residents about rate impacts/outreach regarding potential increases	2015 and beyond
River Terrace	
Park land acquisition (strategy, funding, land dedication)	Mid-2014
Complete Community Plan, zoning, adopted master plans	June 2014
Building permits issued; development begins	June 2014
Service delivery planning	2014-15 budget
Tigard Triangle	
Complete Triangle Strategic Plan	Fall 2014
Adopt zoning, street and design standards	December 2014
Begin implementing plan strategies	December 2014
Southwest Corridor	
Determine modes and alignment for study in federal EIS process	Fall 2013
Determine regional route segments	July 2014
Participate in federal EIS process (regional partner, financial)	Mid-2014
Recreation (Evaluate options and resources to create a pilot recreation program)	
Complete demand analysis for recreation opportunities	Spring 2014
Compare recreation inventory with demand analysis to identify needs/gaps	Spring 2014
Council decision on city role (direct delivery provider, contract/partnerships with others, funding source)	In time for 2014-15 budget
Implement a new recreation effort based on role	Fall 2014
Economic Development	
Develop and adopt strategic priorities, resources, design program	End of 2013
Data collection and understanding the economic base	Underway 2014
Community Engagement	
Redesign community survey effort to include regular two-way communication efforts (based on Fall, 2013 survey results)	December 2013
Continue 3-4 quarterly open forums to engage residents/neighborhood groups	During 2014
Community education efforts; develop fiscal report card (Blue Ribbon Task Force recommendation)	Ongoing in 2014
Develop Tigard's community identity	Ongoing in 2014
Downtown	
Urban renewal ballot measure: Tigard voters clarify authority/projects	November 2013

Goal/Milestone	Estimated Timeline
Strategy for redevelopment of city-owned property	December 2013
Resolve composition of CCDA (pros and cons: CCDA, CCAC, Ec Dev Commission to make it a development agency)	December 2013
Main St./Green St. Construction	January 2014
Continue Downtown Plaza Site acquisition and design approval (contingent on site acquisition)	Spring 2014
Continue Tigard St. Trail negotiation, design and development	Through June 2014
Finalize downtown redevelopment opportunities (if issues can be addressed)	June 2014
Advance options for rail crossing "trade" for Ash Avenue at-grade crossing	Through 2014
Explore Pacific Highway Urban Renewal District options	Late 2014
Growth/Annexation	
Successfully complete River Terrace Community Plan	See above
Reconsider and agree to annexation policy: reauthorize financial incentives as needed; consider islands and remainder of Bull Mountain; incentives for voluntary annexation; timeline for Washington County	February 2014
Develop planning and timeline together with Washington County for future annexations (Bull Mountain, Metzger)	Before June 2014
Update annexation fiscal analysis (from 2004)	Begin mid-2014
Consider annexation of urban reserves for employment land	Late 2014
Finance	
Represent Tigard at the regional, state and federal level to advocate for tax reform and other funding opportunities	1st and 2nd Q 2014
Review city facilities strategy and develop options for repair and replacement ("good, better, best")	Mid-2014
Seek voter-approved measure for major investment (capital, parks, etc.)	Prepare for 2015

City Manager Wine previewed the upcoming meeting on September 17, 2013, at which time the council is scheduled to inspect the proposed draft of the strategic plan. She spoke to what the council wants to do in the next 14-16 months and how it meshes with a vision that could have a horizon of 5-25 years. Consultant Hertzberg and City Manager Wine advised that the actions the council set in motion today will be assimilated into the longer term City of Tigard vision.

Adjournment: 5 p.m.

Catherine Wheatley

Catherine Wheatley, City Recorder

Attest:

Mayor, City of Tigard

Date: January 14, 2014