City *of* Tigard
Tigard City Council Meeting Minutes
November 26, 2013

Mayor Cook called the meeting to order at 6:30 p.m.

Council attendance:

Name	Present	Absent
Mayor Cook	✓	
Council President Henderson	✓	
Councilor Buehner		✓ (Attended by speaker phone for Executive Session and to ask question in Study Session immediately following the Exec Session.)
Councilor Snider	✓	
Councilor Woodard	✓	

Staff present: City Manager Wine, Public Works Director Koellermeier, Human Resources Director Zodrow, Redevelopment Project Manager Farrelly, City Attorney Ramis, City Recorder Wheatley

STUDY SESSION

A. Set Review Criteria and Process to Evaluate Work Performance of the City Manager

Track 2
Human Resources Director Zodrow facilitated the discussion on this agenda item. The city manager's evaluation is scheduled for December 17, 2013. Ms. Zodrow reviewed the forms distributed to the City Council earlier and also described the process used last year.

After discussion, council consensus was to proceed this year as follows:

- Receive input from the following city staff:
  - Executive Staff, Confidential Executive Assistant and City Attorney
- Receive input from:
  - Board and committee chairs for those boards where the city manager has had opportunity for interaction this last year;
  - Other agencies will be asked for input, including the following individuals: Joel Ruben, Joel Komarek and Sherilyn Lombos.

After discussion and weighing the pros and cons, council consensus was to use the same form used for the city manager evaluation last year.

The next step will be to solicit public input on the city manager's evaluation criteria on December 10, 2013 and the council's review is scheduled for December 17, 2013.

(City Recorder's note: Executive Session was conducted at this point in the meeting. After the Executive Session, council reconvened into Study Session to discuss the Administrative Items.)

B. Administrative Items:

- Councilor Buehner attended the Executive Session by speaker phone and was in attendance for this portion of the Study Session also.) Councilor Buehner commented on an annexation public hearing later this evening for the Otis property. She said eventually something will need to be done about what had been a private road to the Paull property (now a park). A section of the right of way had belonged to the Otis' family. She wanted the question to be asked if improvements were going to be done on this street soon. City Manager Wine said she could follow up; however, she said it was likely that planning staff would not have the answer to this question at tonight's hearing.

Councilor Buehner ended her participation in the meeting.

- City Manager Wine advised there is an item on tonight's Consent Agenda regarding an Intergovernmental Agreement for the CET grant. After brief discussion, council consensus was it was all right to leave this item on the Consent Agenda.

- The draft Council Travel Policy was distributed to City Council. City Manager Wine said this policy is reflective of the current practice and urged the council members to contact her if they have questions.

  Mileage reimbursement was discussed. The policy for local travel is "Council members' vehicle stipend will cover any travel to and from local meetings. There shall be no additional mileage reimbursement." Trips over 50 miles from Tigard are eligible for mileage reimbursement.

  The Travel Policy will return to the council for formal approval.

- Council Email Box ("reply all") process was reviewed by City Manager Wine.

  She reminded the council members that emails coming into the "councilmail" email box are then forwarded to all five City Council members. Clicking on "reply" does not send a return message to the sender because the email was forwarded. If a councilor selects "reply" or "reply all" to a "councilmail" message, that message will

bounce around to the five council members, but it will not go to the original sender of the email.

City Manager Wine asked the council to advise her how they would like the email system to work. The email system is set up the way it is, because the mayor is the representative who speaks on behalf of the city; however, when an email author wants to hear from each City Council member, the setup is not ideal. During discussion, City Manager Wine advised staff could advise or send an email address to a council member who wants to respond to an email. Also, City Manager Wine or Executive Assistant to the City Manager Bengtson could forward an email on behalf of a council member. After discussion about how the system is working, the general consensus was that the email system is acceptable as it is now set up, although there have been problems with delayed turnaround time. Marty reminded the council that either she or Assistant City Manager Newton are available for a council call for assistance at all times.

- Comcast Newsmakers Taping – Thursday December 5, 10 a.m. – 2 p.m. – Taping will be in Tigard. This will consist of one-on-one interviews by Ken Ackerman who will be asking about various city issues. Councilors should contact Executive Assistant to the City Manager Bengtson if interested and available.

- Council consensus was that the two public hearings on the annexations later this evening could be consolidated so the staff presentation would be given one time.

- Council Calendar:
  December
  - 3 Tuesday — City Center Development Agency – 6:30 p.m., Town Hall
  - 10* Tuesday — Council Business Meeting—6:30 p.m., Town Hall
  - 17* Tuesday — Council Workshop Meeting – 6:30 p.m., Town Hall
  - 24* Tuesday — Council Business Meeting – Cancelled
  - 25 Wednesday — Christmas Holiday – City Hall Offices Closed

Mayor Cook read the following at 7:02 p.m.:

- EXECUTIVE SESSION: The Tigard City Council will go into Executive Session under ORS 192.660 (2) (h) to consult with legal counsel concerning legal rights and duties of a public body. 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.

Executive Session concluded at 7:15 p.m.
City Council reconvened into study session (See Item B above for "Administrative Items." – Study Session concluded at 7:30 p.m.

1. BUSINESS MEETING – November 26, 2013

A. Mayor Cook called the meeting to order.

B. Roll Call – City Recorder

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

C. Pledge of Allegiance

D. Council Communications & Liaison Reports – None.

E. Call to Council and Staff for Non-Agenda Items – None.

2. CITIZEN COMMUNICATION

A. Follow-up to Previous Citizen Communication – None.

B. Citizen Communication – Sign Up Sheet -- None.

3. CONSENT AGENDA: (Tigard City Council)

A. Approve City Council Minutes for:
- August 20, 2013

B. Authorize the Mayor to Execute an Intergovernmental Agreement with Metro for Downtown Mixed-Use Development Projects CET Grant

C. Waive Sign Permit Fees for Tigard Little League - Resolution

Motion by Councilor Snider, seconded by Councilor Woodard, to approve the Consent Agenda.

The motion was approved by a unanimous vote of City Council present:

Mayor Cook	Yes
Council President Henderson	Yes
Councilor Buehner	Absent
Councilor Snider	Yes
Councilor Woodard	Yes

4. QUASI-JUDICIAL PUBLIC HEARING - ZONE CHANGE ANNEXATION (ZCA) 2013-00003 - OTIS ANNEXATION

AND

5. QUASI-JUDICIAL PUBLIC HEARING - ZONE CHANGE ANNEXATION (ZCA) 2013-00005 - PARSONS ANNEXATION

a. Mayor Cook opened the public hearing(s).

b. Statement by City Attorney Regarding Procedure: City Attorney Ramis reviewed the hearing procedure.

Mayor Cook advised that staff requested combining the staff report on the two annexation hearings on this agenda. The findings for both annexations are the same. The mayor said public testimony and the votes for each annexation would be conducted separately. City Attorney Ramis confirmed this process was acceptable.

c. Declarations or Challenges – Mayor Cook asked the following

- Do any members of Council wish to report any ex parte contact or information gained outside the hearing, including any site visits?

  Councilor Woodard, Council President Henderson and Mayor Cook advised they have walked the area or are familiar with the property (Otis property).
- Have all members familiarized themselves with the applications? All members indicated they were familiar with the applications.
- Are there any challenges from the audience pertaining to the Council's jurisdiction to hear these matters or is there a challenge on the participation of any member of the council? There were no challenges.

d. Staff Report

Associate Planner Floyd presented the staff report. The description of the annexations proposed for this agenda item and the next were reviewed by Mr. Floyd. The details of the annexations are contained in the staff report on file with the packet materials.

The Otis annexation is for property located at 14031 SW Alpine Crest Way consisting of approximately 0.94 acres and is part of a 14-acre unincorporated island surrounded by City of Tigard property. There is an application to bring in the East Bull Mountain property, which will reduce the island to 5 acres. The Otis' are applying for annexation for purposes of hooking up to the city's sewer system for a recently constructed home on this property.

The second application is for the Parsons' property, ZCA2013-00005. The mailing address is 15315 SW Bull Mountain Road; however the physical address is more accurately described as the terminus of SW 153rd Avenue (perpendicular to Bull Mountain Road). The Parsons' annexation is approximately 3.14 acres and is surrounded on three sides by city property. (The Cach Park property is to the north.) The purpose of the annexation is to obtain city services to the property for potential future development. Approval of the annexation would rationalize the city's boundary in this area by removing this "finger" of unincorporated lands.

Mr. Floyd advised council that staff has been discussing the possible annexation of four additional parcels south of the Parsons' property.

Both annexations (Otis/Parsons) are subject to the same approval criteria as outlined in the staff report (Exhibit D of the draft ordinance).

No city department or other agency comments indicated concerns about the proposed annexations.

Staff finds that the annexation meets all local, Metro, and state approval requirements regarding process and provision of services.

Councilor Snider asked if either of the proposed annexation areas are in the Tigard Water District. He asked about the transfer of jurisdiction. City Manager Wine said she believes this transfer occurs automatically under state law upon annexation.

e. Public Testimony: None. (No testimony for either the Otis or Parsons annexations.)

f. Staff Recommendation: Mr. Floyd said staff advises that the proposed annexations, ZCA2013-00003 and ZCA2013-00005, meet all the approval criteria as identified in ORS Chapter 222, Metro Code Chapter 3.09 and Community Development Code Chapters 18.320 and 18.390, and Comprehensive Plan Goals 1.1, 11.1, 11.3, 14.1 and 14.2. Staff

recommends approval of ZCA2013-00003 and ZCA2013-00005 by adoption of the draft ordinances.

g. Mayor Cook closed the public hearings.

h. Council Discussion and Consideration:

Councilor Woodard noted it is good when people want to annex into the city for services. It is also beneficial for the city.

Council President Henderson acknowledged individuals present from the Otis and Parsons families and said, "I think you've made the right choice."

Mayor Cook welcomed these families into the City of Tigard and commented on the benefits of reducing the size or eliminating islands for the sake of rationalizing city boundaries.

Motion by Councilor Woodard, seconded by Councilor Snider, to adopt Ordinance Nos. 13-14 and 13-15, and called for a separate vote on each ordinance.

The City Recorder read the title and number of Ordinance No. 13-14:

ORDINANCE NO. 13-14 -- AN ORDINANCE ANNEXING ONE PARCEL OF LAND APPROXIMATELY 0.94 ACRES IN SIZE, APPROVING THE OTIS ANNEXATION (ZCA2013-00003) AND WITHDRAWING PROPERTY FROM THE TIGARD WATER DISTRICT, WASHINGTON COUNTY ENHANCED SHERIFF'S PATROL DISTRICT AND WASHINGTON COUNTY URBAN ROADS MAINTENANCE DISTRICT.

Ordinance No. 13-14 was adopted by a unanimous vote.

Mayor Cook	Yes
Council President Henderson	Yes
Councilor Buehner	Absent
Councilor Snider	Yes
Councilor Woodard	Yes

The City Recorder read the title and number of Ordinance No. 13-15:

ORDINANCE NO. 13-15 -- AN ORDINANCE ANNEXING ONE PARCEL OF LAND APPROXIMATELY 3.14 ACRES IN SIZE, APPROVING THE PARSONS ANNEXATION (ZCA2013-00005) AND WITHDRAWING PROPERTY FROM THE TIGARD WATER DISTRICT, WASHINGTON COUNTY ENHANCED SHERIFF'S PATROL DISTRICT AND WASHINGTON COUNTY URBAN ROADS MAINTENANCE DISTRICT.

Ordinance No. 13-15 was adopted by a unanimous vote.

Mayor Cook	Yes
Council President Henderson	Yes
Councilor Buehner	Absent
Councilor Snider	Yes
Councilor Woodard	Yes

6. TRIMET SOUTHWEST SERVICE ENHANCEMENT PLAN PRESENTATION

Tom Mills, Senior Planner for TriMet distributed materials to the City Council. He also referred to PowerPoint slides during his presentation. Key points of his report included:

- The Southwest Service Enhancement Plan is a meaningful public engagement for creating a shared vision for making transit better.
- The first phase of the southwest corridor process ended last summer. The Steering Committee issued a shared investment strategy and one of the top priorities was for TriMet to conduct a review of transit service in the southwest portion of the region. It has been a long time since this had been done and it was time for a major review.
- TriMet's southwest service area includes Tigard, Tualatin, Sherwood, Southwest Portland, Lake Oswego, King City, Durham and West Linn.
- Other areas are also under review to produce a short- and long-term transit vision.
- The service enhancement plan process includes two parts: 1. Public Outreach and 2. Data Analyses. He reviewed elements of this two-part process to identify potential changes to transit service.
- Mr. Mills and Mayor Cook commented on the good attendance and interaction at a recent meeting held in Tigard (November 6, 2013). Common suggestions were noted.
- The vision will be translated to a map identifying transit service lines based on the results of the plan process. The community will have another opportunity to provide feedback on this map. The vision will be refined and once general consensus is reached, changes will be instituted.
- A comprehensive planning process has not been done for a very long time. Incremental changes, as needed, were made over the years.

- Maps showing transit service before and after the Westside Plan Vision (Beaverton to Hillsboro) were reviewed showing how this service area changed through the plan process.
- TriMet will begin implementation as soon as possible. Some of the recommendations from the Westside Enhancement Plan have been put into place. Frequent service lines, cut during the recession, will be restored in March.
- A mobile ticketing "app" was reviewed.
- TriMet funding sources were outlined:
    - 55 percent – payroll tax
    - 25 percent – fares
    - The rest – grants, advertising revenue.
- Fares will not be increased because of the enhancements.

7. RECEIVE REGIONAL TRANSPORTATION PLANNING UPDATE

Senior Transportation Planner Gray presented the staff report:

- The purpose of tonight's report is to give the council a broad overview about coordination of activities in the planning process.
- She reviewed the coordination framework consisting of committees sponsored by Metro and Washington County.
- Highlights of last year included the Statewide Transportation Improvement Program (STIP) where Tigard is poised to receive about $1 million for two projects: 1) Commercial Street sidewalk (will allow the city to expand on pedestrian improvements already planned for this street) and 2) Pacific Highway sidewalk infill.
- Regional Flex Funds Allocation (RFFA - federal funds allocated through Metro) for four segments of the Fanno Creek Trail, $3.7 million for FY16-18.
- An application was recently submitted for the Tigard Street Trail. (Connect Oregon Project)
- Reviewed status of the update on the Regional Transportation Plan that is to be adopted by September 2014. It is important that all of Tigard's projects are included in this plan to be eligible for funding.
- Participation in the regional planning activities allows Tigard officials to gain knowledge of what is occurring in other cities.
- Reviewed Metro's Active Transportation Plan (ATP), which is an element of the RTP designed for coordination and continuity of the regional transportation system. This process was opened up to allow active participation of Metro jurisdictions. This document is intended to be used as a resource and establish design guidelines. Council discussed how such planning can serve to enhance the trails and support future planning in Tigard to retain a competitive edge and be prepared to construct/enhance trail sections when the timing aligns with funding opportunities.
- Reference to Metro's Climate Smart Communities endeavor to reduce emissions by 20 percent by 2035. Depending on what comes from this state mandated program, it is quite

possible the city will need to consider modifications to the Comprehensive Plan and Transportation Plan. It is likely the findings of the program will be the foundation of a regional legislative agenda to take to the state and Washington D.C. Senior Transportation Planner Gray shared that the good news is that it does not appear that regional communities will have to do things significantly different from what is currently being done. We already have smart growth plans in the region.

- Washington County is updating its Transportation System Plan; their last update was in 2001. Senior Transportation Planner Gray is monitoring this process with Tigard's interests in mind (River Terrace area, potential roadway jurisdiction changes and county road projects/resources).
- Washington County is doing a separate study on alternative performance measures that is parallel but separate from the Transportation System Planning process. Different measures, other than traffic congestion, appear to be called for to accommodate economic development and meet the demand to provide safe modes of transportation. Congestion might have to be tolerated to make places more desirable in other ways. This study is being monitored by Tigard officials to give input regarding local experience and for potential Tigard or SW Corridor application.
- Washington County is also conducting the "Westside Transportation Study." There is a lot of concern for general transportation capacity from south to north to Hillsboro. Last year the Legislature allocated $1.5 million to Washington County to do a study. The scope is still being developed. Tigard officials are monitoring for purposes of coordination and representing the city's interests – many Tigard residents travel to this part of the county for employment.
- The Southwest Corridor Plan status was reviewed. This Plan is being coordinated with work being done now for the Triangle planning. Elements of the Southwest Corridor plan include integration into the RTP and ATP and identification of alternative potential performance measures for Pacific Highway. Types of alternative potential performance measures were reviewed by Senior Transportation Planner Gray and discussed by the council.
- Senior Transportation Planner Gray referenced the TriMet Service Enhancement Plan and the refined high capacity transit alignments as elements of the Southwest Corridor Plan.

8. CONSIDER AUTHORIZING THE CITY MANAGER TO EXECUTE AN EASEMENT RELATED TO THE POTSO DOG PARK PARKING LOT PROJECT

This agenda item was set over to the City Council Business meeting of December 10, 2013.

9. COUNCIL LIAISON REPORTS: None.

10. NON AGENDA ITEMS

Mayor Cook reported on the preliminary 2013 population estimate. Portland State's certified estimate shows that Tigard's population grew in 2013 by 400 to a total of 49,135. This is a one percent growth rate.

City Manager Wine reported that Tualatin Valley Fire and Rescue responded to a fire earlier this evening in a detached box car filled with recycled paper. The box car is located at the end of Wall Street.

11. EXECUTIVE SESSION: Not held.

12. ADJOURNMENT – 8:55 p.m.

Motion by Councilor Snider, seconded by Councilor Woodard, to adjourn the meeting.

The motion was approved by a unanimous vote of City Council present:

Mayor Cook	Yes
Council President Henderson	Yes
Councilor Buehner	Absent
Councilor Snider	Yes
Councilor Woodard	Yes

Catherine Wheatley

Catherine Wheatley, City Recorder

Attest:

Mayor, City of Tigard

Date: February 11, 2014