



City of Tigard
Tigard Business Meeting – Agenda

TIGARD CITY COUNCIL & LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: November 22, 2016 - 6:00 p.m. Study Session; 7:30 p.m. Business Meeting

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

PUBLIC NOTICE:

Anyone wishing to speak on an agenda item should sign on the appropriate sign-up sheet(s). If no sheet is available, ask to be recognized by the Mayor at the beginning of that agenda item. Citizen Communication items are asked to be two minutes or less. Longer matters can be set for a future Agenda by contacting either the Mayor or the City Manager.

Times noted are *estimated*; it is recommended that persons interested in testifying be present by 7:15 p.m. to sign in on the testimony sign-in sheet. *Business agenda items can be heard in any order after 7:30 p.m.*

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 503-718-2419, (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: 503-718-2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

SEE ATTACHED AGENDA

VIEW LIVE VIDEO STREAMING ONLINE:

<http://live.tigard-or.gov>

CABLE VIEWERS: The regular City Council meeting is shown live on Channel 28 at 7:30 p.m. The meeting will be rebroadcast at the following times on Channel 28:

Thursday	6:00 p.m.	Sunday	11:00 a.m.
Friday	10:00 p.m.	Monday	6:00 a.m.



City of Tigard

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TIGARD CITY COUNCIL & LOCAL CONTRACT REVIEW BOARD

MEETING DATE AND TIME: November 22, 2016 - 6:00 p.m. Study Session; 7:30 p.m. Business Meeting

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

6:00 PM

- **STUDY SESSION - CITY ATTORNEY INTERVIEWS**

- **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.

7:30 PM

1. BUSINESS MEETING

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Call to Council and Staff for Non-Agenda Items

2. CITIZEN COMMUNICATION (Two Minutes or Less, Please)

- A. Follow-up to Previous Citizen Communication
- B. Tigard High School Student Envoy
- C. Tigard Area Chamber of Commerce
- D. Citizen Communication – Sign Up Sheet

3. **CONSENT AGENDA:** (Tigard City Council) These items are considered routine and may be enacted in one motion without separate discussion. Anyone may request that an item be removed by motion for discussion and separate action. Motion to: **7:35 p.m. estimated time**

A. APPROVE CITY COUNCIL MINUTES:

- October 18, 2016
- October 25, 2016

B. PROCLAIM NOVEMBER 26 AS SMALL BUSINESS SATURDAY

- Consent Agenda - Items Removed for Separate Discussion: Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Council/City Center Development Agency has voted on those items which do not need discussion.*

4. DISCUSSION ON THE COUNCIL GOAL TO PROVIDE RECREATIONAL OPPORTUNITIES FOR TIGARD RESIDENTS **7:40 p.m. estimated time**
5. LOCAL CONTRACT REVIEW BOARD DISCUSSION OF UPCOMING CONTRACTS **8:10 p.m. estimated time**
6. CONTINUED DISCUSSION ON DEFINING THE CITY'S ROLE IN HOMELESSNESS **8:30 p.m. estimated time**
7. CONSIDER APPROVAL OF TWO UTILITY BILLING PAYMENT PLANS **9:00 p.m. estimated time**
8. NON AGENDA ITEMS
9. 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.
10. ADJOURNMENT **9:20 p.m. estimated time**

AIS-2914

3. A.

Business Meeting

Meeting Date: 11/22/2016

Length (in minutes): Consent Item

Agenda Title: Approve City Council Meeting Minutes

Submitted By: Carol Krager, Central Services

Item Type: Motion Requested

Meeting Type: Consent
Agenda

Public Hearing:

Publication Date:

Information

ISSUE

Approve City Council meeting minutes.

STAFF RECOMMENDATION / ACTION REQUEST

Approve minutes as submitted.

KEY FACTS AND INFORMATION SUMMARY

Attached council minutes are submitted for City Council approval:

- October 18, 2016
- October 25, 2016

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Attachments

October 18, 2016 Meeting Minutes

October 25, 2016 Meeting Minutes



City of Tigard

Tigard City Council Meeting Minutes

October 18, 2016



STUDY SESSION

Council Present: Council President Snider, Councilor Woodard, Mayor Cook, Councilor Goodhouse and Councilor Henderson

Staff Present: Assistant City Manager Newton, Engineer Faha, Senior Transportation Projects Engineer McCarthy and Assistant City Recorder Burgoyne

A. COUNCIL LIAISON REPORTS

Councilor Woodard reported on his recent attendance at the National Recreation and Park Association (NRPA) conference. He reported on the break-out sessions he attended and what was discussed in each session.

Councilor Henderson reported on his recent attendance at the Regional Water Providers conference. He said that dues would be going up due to both Wilsonville and Metro pulling out.

Councilor Goodhouse reported on his recent attendance at the Rail Volution conference. He said there were several sessions that took place outdoors. He said Tigard was in a good place in being the most walkable community.

B. BRIEFING ON CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS

City Engineer Faha talked about the last update to council, bench marking for CIP, how effective management equals effective change, managing what they can control, the importance of good communication, the project management manual, understanding and implementing goals, status reports, importance of being transparent and tracking the percent of time spent on each project vs percent complete. She showed a chart engineering uses to track time spent on projects for budget and resource purposes.

Councilor Woodard asked if there were smaller projects that staff could design in-house and if that added value to the city. Ms. Faha responded that they do complete smaller projects in-house and the value added was that it allowed staff to keep current on technical skills. She said they hold a check-in meeting every Tuesday that includes project managers and finance staff.

Ms. Faha updated council on the Stormwater Master Plan and policy issues around stormwater. She gave a brief tutorial of the interactive story map program located on Tigard's website for the public

TIGARD CITY COUNCIL MEETING MINUTES – October 18, 2016

to use. She discussed current projects the engineering department was working on and explained the funding sources associated with those projects. She informed council that they recently learned the Tigard Street Bridge is in poor condition and they will need to do work to the structural support within the next year and discussed the cost associated with that.

Study Session was adjourned at 7:29 p.m.

1. BUSINESS MEETING

- A. At 7:34 p.m. Mayor Cook called the City Council meeting to order.
- B. Deputy City Recorder Burgoyne called the roll.

<u>Name</u>	<u>Present</u>	<u>Absent</u>
Council President Snider	√	
Councilor Woodard	√	
Mayor Cook	√	
Councilor Goodhouse	√	
Councilor Henderson	√	

- C. Mayor Cook asked the audience to stand for the pledge of allegiance.
- D. Call to Council and Staff for Non-Agenda Items – There was none.

2. JOINT MEETING WITH TTAC (WORKSHOP ITEM)

Members of the Tigard Transportation Advisory Committee present included: Yi-Kang Hu, Kevin Watkins, Benjamin Gooley, Robert Van Vlack, Erik Halstead and Joseph Vasicek.

TTAC Member Watkins presented the annual report to city council outlining general topics, recommendations, comments from TTAC members and a brief description of the committee's year in review. TTAC Member Halstead said they spoke with TriMet on improvements, restoring frequent transit service, extending the route along Durham Road, extending line 36 and adding more connectivity to the transit system. TTAC Member Watkins said they would like the city to evaluate the TTAC's housing recommendations, update the Transportation System Plan (TSP), work on sidewalks and develop fund traffic calming. He said they were working on a policy statement. Each member of the TTAC then presented to council the issues that are important to them individually and what they bring to the committee. TTAC Member Van Vlack said the TTAC is a good group of people and he was glad to see emphasis given to traffic calming. Senior Transportation Planner Brown said he is glad to be the liaison to the committee and said it is a good group of people who come with a passion for transportation with a lot of great ideas. TTAC Member Gooley who is also a member of the bicycle sub-committee said it is fun to watch things grow and change with the support of the city and feels like he is part of a growing transportation movement in Tigard. TTAC Member Vasicek thanked staff and council for their support. TTAC Member Yi Kang Hu stated staff is knowledgeable and he looks forward to working with them to make Tigard a more livable city. Streets and Transportation Senior Project Engineer McCarthy

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thanked the committee and said the group just completed a list of thirty-one projects, checked locations and discussed the issues. TTAC Member Watkins said their meeting next week would be their last for the year and they would continue to prioritize the thirty-one projects from highest to lowest.

Councilor Goodhouse asked if any members in their capacity as Tigard citizens have written any letters in support for the gas tax. Mr. Watkins replied he had and is grateful the city is trying to pass a gas tax. Mayor Cook explained the gas tax had been vetted by the Secretary of State and referred to a YouTube video on the gas tax and suggested people watch it. Council President Snider agreed it was ambitious and they need to figure out how to move forward in a manner the city could afford. Councilor Henderson asked if they have had people from Metro and TriMet come speak to the group and if they understood the committee's concerns. Mr. Halstead said they had, and they have been working with Tom Mills from TriMet. Mayor Cook explained the SW Enhancement Surface Study and that they were not sure when they would be implementing the plan and how they would move forward with it. Senior Transportation Planner Brown said Tom Mills brought forth several analyzed routes and that they are seeing plans start to move forward and he asked the city what they would like to see done first. Councilor Woodard said he was proud of the committee's ambitions and moving forward makes sense in a lot of ways and their input is valuable.

Mayor Cook thanked the committee for all they do and said he appreciates their passion.

3. CITIZEN COMMUNICATION

- A. Follow-up to Previous Citizen Communication – There was none.
- B. Citizen Communication

Neil Brown provided handouts to council regarding Wilsonville's Ballot Measure No. 3-485 and encouraged the city to study Wilsonville's proposal for recreation and for council to consider a more affordable public/private partnership for a recreation program in Tigard.

Mayor Cook informed Mr. Brown that council is scheduled to discuss recreational opportunities for Tigard residents at its meeting on November 22.

4. CONSENT AGENDA:

- A. RECEIVE AND FILE:
 - a. Council Calendar
 - b. Council Tentative Agenda for Future Meeting Topics
- B. APPROVE CITY COUNCIL MINUTES:
 - a. August 9, 2016
 - b. August 16, 2016
- C. TIGARD STREET HERITAGE TRAIL – GRANT AUTHORIZATION

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D. PROCLAIM NATIONAL MANUFACTURING DAY

E. LCRB CONTRACT AWARD – CANTERBURY LANE STORM LINE UPGRADE

Mayor Cook called for a motion to adopt the consent agenda.

Council President Snider motioned to approve the consent agenda and Councilor Goodhouse seconded the motion.

<u>Name</u>	<u>Yes</u>	<u>No</u>
Council President Snider	√	
Councilor Woodard	√	
Mayor Cook	√	
Councilor Goodhouse	√	
Councilor Henderson	√	

Mayor Cook announced that the consent agenda passed unanimously.

5. CONTINUED LEGISLATIVE PUBLIC HEARING (FROM SEPTEMBER 27, 2016): ON PROPOSED CODE CHANGES REGARDING MARIJUANA FACILITIES

- a. Mayor Cook opened the public hearing.
- b. City Attorney Olsen read the hearing procedures. A copy was at the front of the room.
- c. Staff Report: Associate Planner Agnes Kowacz presented background on the legal use of recreational marijuana, city adoption of new regulations for marijuana businesses and explained the minimum separation distance allowable by Oregon State Law. Ms. Kowacz discussed the hours of operations for Tigard marijuana businesses vs other local cities and said she had contacted the Tigard Police Department to see if any increase in crime had been attributed to marijuana facilities, and replied that there had not been. She provided background on the two maps staff provided council that showed where potential marijuana facilities could be located if not limited to Hwy 99W and showed an interactive map showing the location of current marijuana facilities and where schools and residential homes were located.

Councilor Goodhouse asked about the areas within the maps and what distance buffer other cities were allowing between facilities and parks. Ms. Kowacz said Beaverton required only the minimum buffer, Tualatin required a 3,000 feet buffer and Hillsboro is in the process of adopting a 1,000 feet buffer for active use parks and plazas.

- d. Public Testimony: Mayor Cook called for public testimony.

John Widmer, 8075 SW Thorn Street, Tigard OR 97223, said he has one license on Main Street and that the cannabis industry has struggled as a whole to be accepted. He would like council to consider this as a quantitative not qualitative decision and said this was about tax revenues, jobs and education. Mr. Widmer believed this topic has a lot to do with perception and reality coming together. He stated there has not been any crime related to his business in his location and that there has not been any negative or positive data submitted to support that having a cannabis business in the buffer area of a park has any impact, and that the City of Portland doesn't have any park buffer regulations. He asked the council to take the data for what it was and that the tax

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revenue can easily be assessed. He asked council to be involved and offered to help do whatever he could to help.

Jennifer Propst, 12156 SW Anton Drive, Tigard OR 97223, said she loves Tigard and is not opposed to dispensaries. She thinks they are a valuable part of the community, but would like to keep the original zoning onto Hwy 99W.

Council President Snider asked Ms. Probst if she viewed the downtown core as part of Hwy 99W or not. Ms. Probst responded they have tried to make the downtown core a place to bring kids and in her opinion it is not a place for cannabis shops.

Shannon Bernard, 11642 SW Pacific Hwy, Tigard OR 97223, said it is in her best interest to limit dispensaries in the city and that the market is saturated with dispensaries. She said she runs a sophisticated business operation and that safety is a big concern. She believes that allowing more cannabis businesses in Tigard will saturate the market and would create a safety concern for her, her business, patrons and her employees. She said adding more dispensaries will add more traffic and that more traffic should not be added to park areas; that park areas should be held sacred and are for children. Ms. Bernard suggested that when dispensaries go in, there should be a requirement they have a dedicated parking lot with enhanced lighting. Council President Snider asked Ms. Bernard which dispensary she owned. She replied she owns the Herbarium on Highway 99W.

Bill Widmer, 11509 Juanita Drive NE, Kirkland WA, said he helps consult, has been active from day one and has been through the lobbying process with the city of Redland in Washington. He discussed how defining a park can preclude this type of business from existing and takes a lot of available real estate away. He said there are several parks that are dedicated greenspaces where there is not much activity, but that an active park has activities such as soccer games and other events. He explained to council that if they included all parks, it would take away real estate for these types of businesses.

Ms. Bernard came back to the podium to discuss hours of operation before council. She stated that morning hours are safer and she would like to see morning hours extended. She said that going later would be up to council and isn't opposed to the hours of 7:00 a.m. to 10:00 p.m.

e. Council Questions:

Councilor Woodard asked Mr. Widmer what his opinion is if an already established cannabis shop was located in an area that later became an active park and what he would do in this situation. Mayor Cook explained the city had purchased park land that is currently vacant, but that the city intends for it to be an active park in the future. He then explained the definition of being grandfathered in. Council President Snider said it would be considered a non-conforming use. Mr. Widmer came back to the podium and said he wasn't certain, but his feeling is that the business should be considered grandfathered in, and that the business should not need to relocate.

f. Staff Recommendation: Associate Planner Kowacz explained staff came with information council had asked for and that staff was looking for direction.

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g. Mayor Cook closed the public hearing.

h. Council Discussion and deliberations:

Mayor Cook said the planning commission received public testimony last year, and then council explained what they had done to date, and that as a council they are allowed to tweak things without going back to the planning commission. However, he would like to send it back to the planning commission and have it vetted again from the beginning. He explained that the topic presented tonight required different noticing than what was being discussed at the meeting tonight, but believes the hours could be discussed and considered and that council could send focused suggestions back to the planning commission.

Councilor Goodhouse said he would support changing the hours of operation to 7:00 a.m. to 10:00 p.m. and would like the planning commission to look at expanding allowed locations.

Councilor Woodard stated he agreed with council on changing the hours of operation, but still has concern with location of businesses near park areas. Mayor Cook explained that the state legislature came back and said the maximum allowable buffer area is 1,000 feet and that the city could choose to go below that. Councilor Woodard said he is not concerned about the long linear parkways, but is concerned with active use parks, especially those within the city's Comprehensive Plan.

Councilor Henderson asked if the circle of limitations impeded the circle of schools and if that would disqualify locations. His concern is with a business being located near an elementary school and really wants to protect the children. Councilor Henderson said he agrees with changing the morning hours of operations to 7:00 a.m. more than he does with the evening hours. He asked staff how they measure the distance between the business and school. Associate Planner Kowacz said they measure the distance from one property line to the other.

Councilor Goodhouse explained that the money raised from marijuana taxes goes to education and believes there is a greater chance for kids to have more access to marijuana in the school system than there is from a marijuana facility being located near a school. Marijuana facilities are required to follow laws and regulations and they are not likely to take the risk in selling to minors. He doesn't think there will be a rapid problem in Tigard and believes that businesses being spread out and having proper enforcement will create a good program.

Council President Snider commented on the hours and said he had gotten feedback from people in the community wanting access during off business hours, so he supports the 7:00 a.m. to 10:00 p.m. hours. He believes the issue regarding allowable location of businesses should go back to the planning commission for a thorough review. He didn't believe council was clear enough the first time and wants to set the planning commission up to be more successful with their recommendation. He liked the idea brought up earlier regarding designating parking and would like the planning commission to consider that as well as looking at active parks vs greenspace parks.

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Mayor Cook agreed with Council President Snider. He discussed the hours of operation and feels that sticking with the state rules is appropriate and in certain cases is a good idea. He talked about the last LOC conference and what they discussed at conference regarding marijuana facilities. He continued talking about locations within park areas and the difference between active parks vs greenspace parks and what that looked like to him. He said when council originally looked at this topic they started out being conservative, knowing they could revise it in the future.

Council President Snider said he would also like the planning commission to consider cautious expansion and suggested they study the downtown area again and get input from the TTA and downtown business owners. He suggested the planning commission listen to the audio of tonight's meeting for this item.

Councilor Woodard agreed that the planning commission should discuss the downtown area. He had concerns with possible security issues as the density in the downtown area builds up. He said that when people talk to him, security is a concern.

Councilor Goodhouse agreed, and in addition would like to have the planning commission reach out to the developers in the downtown area.

Council President Snider motioned to amend the marijuana facility hours of operation to 7:00 a.m. to 10:00 p.m. and to decrease the minimum separation distance from 2,000 feet to 1,000 feet to comply with Oregon State Law. Councilor Goodhouse seconded the motion.

Mayor Cook asked if they needed to have a roll call vote.

City Attorney Olsen asked council if they had an ordinance in front of them as they have amended. Council President Snider replied they did not have any ordinance in front of them.

Associate Planner Kowacz said staff would need to come back with an ordinance for adoption, as they did not have one prepared tonight.

City Attorney Olsen recommended that council continue the item to a date certain so that staff could come back with an ordinance as amended for council consideration and final adoption.

Assistant City Manager Newton told council there was time available on the November 1 meeting and staff would come back at that time with the ordinance.

Council asked the City Attorney how they should proceed with the motion currently before them. City Attorney Olsen directed council to amend the original motion to add "continue to date certain of November 1 for final action and adoption".

Councilor Goodhouse motioned to amend the original motion to come back on November 1. Councilor Woodard seconded the motion. Motion passed by unanimous vote.

TIGARD CITY COUNCIL MEETING MINUTES – October 18, 2016

<u>Name</u>	<u>Yes</u>	<u>No</u>
Council President Snider	√	
Councilor Woodard	√	
Mayor Cook	√	
Councilor Goodhouse	√	
Councilor Henderson	√	

Mayor Cook called for the vote on the original motion. Motion passed by a majority vote.

<u>Name</u>	<u>Yes</u>	<u>No</u>
Council President Snider	√	
Councilor Woodard	√	
Mayor Cook	√	
Councilor Goodhouse	√	
Councilor Henderson		√

Assistant City Manager Newton read through the list of concerns for the planning commission to consider:

- Consider cautious expansion
- Consider doorways facing street
- Active parks vs passive parks
- Dedicated parking
- Lighting
- Locations on major streets
- Reopen discussion on downtown
- Contact the TDA and the CCA
- Contact downtown business owners

6. **LOCAL CONTRACT REVIEW BOARD - CONSIDER AWARDING THE CONTRACT FOR PUBLIC OUTREACH AND MESSAGING**

Senior Management Analyst Barrett and Senior Management Analyst Wyatt presented this item. Mr. Barrett explained this was a contract with DHM Research and went over cost.

Councilor Woodard said he is still of the mindset that the city needs to have a performance audit done before going out for public outreach. Since the city doesn't know what needs to be done and how much money to ask voters for, he believes a performance audit would tell us that. He said parks and recreation programs are expected to run a data driven performance audit, and cost savings and cost recovery is important to him. He said the city needs to operate more like a hybrid business.

Council President Snider said the topic is important but doesn't see the direct connection between the two and in the interest of time would like to move for a motion.

Mayor Cook called for a motion to award the contract for public outreach and messaging.

TIGARD CITY COUNCIL MEETING MINUTES – October 18, 2016

Council President Snider motioned to approve awarding the contract for public outreach and messaging and Councilor Goohouse seconded the motion. Motion passed by a majority vote.

<u>Name</u>	<u>Yes</u>	<u>No</u>
Council President Snider	√	
Councilor Woodard		√
Mayor Cook	√	
Councilor Goodhouse	√	
Councilor Henderson		√

7. DISCUSSION OF A CONTRACT WITH A FEDERAL GOVERNMENTAL AFFAIRS AND LOBBYING FIRM

Senior Management Analyst Barrett said staff had released a request for bid in early September for federal lobbying services and they only received one response to the bid and it was from the city’s current lobbyist CFM. He explained staff was proposing a three-year contract with two one-year options for a total lifetime of \$350,000.

Council President Snider asked if the price was different than what they were currently paying. Management Analyst Wyatt said there was very little difference and that the last contract was five years ago. He said the city is currently paying roughly \$5,800 per month. Mayor Cook responded that is approximately only \$400 more. Council President Snider asked if council could approve the contract that night even though staff wasn’t currently requesting approval. Council agreed they could.

Councilor Henderson motioned to approve awarding the contract with a federal governmental affairs and lobbying firm and Councilor Goodhouse seconded the motion. Motion passed by a unanimous vote.

<u>Name</u>	<u>Yes</u>	<u>No</u>
Council President Snider	√	
Councilor Woodard	√	
Mayor Cook	√	
Councilor Goodhouse	√	
Councilor Henderson	√	

8. INFORMATIONAL PUBLIC HEARING: CONSIDER RESOLUTION APPROVING UTILITY FEE ADDITIONS AND CHANGES IN THE MASTER FEES AND CHARGES SCHEDULE

Mayor Cook opened the public hearing.

Utility Billing Supervisor Blecker and Finance and Information Services Director LaFrance explained staff was asking council to approve a reduction in utility fee for urgent notices to \$10 and establish a \$30 maintenance fee for clearing meters.

Mayor Cook asked if there was anyone in the audience who wanted to provide testimony. There was none.

Mayor Cook asked for clarification on the maintenance fee amount. Mr. Blecker said he had conducted a study of several other municipalities and their fees ranged from \$0-\$85, and that staff was requesting a one-time maintenance charge of \$30.

Councilor Woodard motioned for adoption of Resolution No. 16-44 and Council President Snider seconded the motion. Deputy City Recorder Burgoyne read the number and title of the resolution.

RESOLUTION NO. 16-44 - ADOPTING THE CITYWIDE MASTER FEES AND CHARGES SCHEDULE WHICH REPLACES RESOLUTION NO. 04-99 AND RESOLUTION NO. 16-22 AND ALL SUBSEQUENT AMENDMENTS TO DATE

Mayor Cook conducted a vote and the motion passed unanimously.

<u>Name</u>	<u>Yes</u>	<u>No</u>
Council President Snider	√	
Councilor Woodard	√	
Mayor Cook	√	
Councilor Goodhouse	√	
Councilor Henderson	√	

Mayor Cook announced that Resolution No. 16-44 passed by a unanimous vote of council.

9. **HUNZIKER INFRASTRUCTURE PROJECT – GRANT AUTHORIZATION**

Economic Development Manager Purdy explained that staff was seeking authorization allowing the City Manager to sign a grant agreement with the State and a grant agreement with the US Department of Commerce for the Hunziker Infrastructure project. He said the grant from the State is for appropriations and the grant with the US Department of Commerce is for executing the agreement.

Councilor Woodard asked what was meant by three-quarter street.

Mr. Purdy said the definition of the three-quarter street is the travel lane plus a lane.

Councilor Woodard motioned to authorize the City Manager to sign both grant agreements for the Hunziker Infrastructure Project and Councilor Henderson seconded the motion. Motion passed by a unanimous vote.

<u>Name</u>	<u>Yes</u>	<u>No</u>
Council President Snider	√	
Councilor Woodard	√	
Mayor Cook	√	
Councilor Goodhouse	√	
Councilor Henderson	√	

TIGARD CITY COUNCIL MEETING MINUTES – October 18, 2016

10. NON AGENDA ITEMS - There were none.

EXECUTIVE SESSION

At 9:40 p.m. Mayor Cook read the citation for an Executive Session to discuss real property negotiations under ORS 192.660(2)(e). He said the Tigard City Council will adjourn from the Red Rock Conference Room. The Executive Session concluded at 10:27 p.m.

11. ADJOURNMENT

At 10:27 p.m. Council President Snider motioned to adjourn the meeting from the Red Rock Conference Room and Councilor Goodhouse seconded the motion. Motion passed by unanimous vote.

<u>Name</u>	<u>Yes</u>	<u>No</u>
Council President Snider	√	
Councilor Woodard	√	
Mayor Cook	√	
Councilor Goodhouse	√	
Councilor Henderson	√	

Kelly Burgoyne, Deputy City Recorder

Attest:

John Cook, Mayor

Date



City of Tigard

Tigard City Council Meeting Minutes

October 25, 2016

STUDY SESSION

Council Present: Mayor Cook, Councilor Henderson, Councilor Woodard, Councilor Goodhouse and Council President Snider

Staff Present: Assistant City Manager Newton, Assistant City Engineer McMillan, Lake Oswego-Tigard Water Partnership Director Koellermeier and City Recorder Krager

COUNCIL LIAISON REPORTS

Mayor Cook said the Transportation System Funding Strategies group met to begin strategizing. The Tigard Triangle open house went well with over 50 people attending. People used the entire room for many different activities and were engaged.

Councilor Henderson said the Tigard Youth Advisory Council is making plans for their trip to Washington, DC. Four students will travel there this year. He commented that he has seen leadership demonstrated by the members who attended last year.

Councilor Woodard said he is interested in getting the state's perspective on resources available for funding park programs. Assistant City Manager Newton said recreational immunity is a big topic at League of Oregon Cities because individual employees can be sued for faulty playground equipment or pothole damage, etc. and the city would be liable. Mayor Cook added that the City of Redmond closed their climbing walls until the legislature plugs this hole in the liability issue. Councilor Goodhouse advised that staff may get complacent and should be more diligent about photo documentation of equipment and infrastructure.

CIVIC CENTER FACILITIES PLAN STATUS REPORT

Assistant City Engineer McMillan gave the staff report and introduced MWA Architects who gave council a briefing on project progress and next steps. Their slide show has been added to the packet for this meeting. The information gathering segment is almost complete, including public outreach. The findings from the community showed:

- Residents love Tigard and the downtown.
- Street upgrades are appreciated but traffic remains a concern.
- They are not familiar with the site, what services are provided and what the city's needs are.
- Voters need education and understanding of the issues before they are willing to spend money on them.

TIGARD CITY COUNCIL MINUTES – OCTOBER 25, 2016

The consultants studied staffing and are forecasting a 45 percent staff increase over the next 20 years. Space is already inadequate and buildings are not designed for Category 4. New space could include community spaces such as a plaza, splash pad, community meeting rooms, a commercial kitchen, wellness and exercise space, small commercial spaces and mixed-use development. Structured parking is needed to serve staff and visitors. Emerging themes are public safety and recreation.

Kittelson and Associates studied the traffic near the site and recommended reconfiguring the access to minimize traffic impacts. They suggested relocating the entry off of Hall Boulevard 600 feet from the Burnham.

MWA Architects said their major findings are:

- Everything can fit on the civic center site.
- The memorial skate park can remain.
- An adjacent lot should be leased for staging and parking.
- Existing buildings can remain and be phased out.
- Public education is required to explain the needs.
- An owner-development model would be the most successful strategy.

Future decisions need to be made on existing facilities, property acquisitions and the final site program. When the preferred design option is chosen, a phasing plan, resiliency memo and funding plan will need to be developed. Engineer McMillan will schedule an update for council. She asked that they let her know of any major concerns.

Councilor Goodhouse asked about purchasing the bus barn on Hall Boulevard. Engineer McMillan said it was considered once for the public works yard. Mayor Cook said the city has spoken to Tigard-Tualatin School District and they are not interested in selling.

Councilor Henderson said there are a few buildings in downtown Tigard that are adequate to move city hall to that would cost between \$5-10 million. He commented that phasing the building on the current site will create a mess for five years. The consultants estimated it would not take that long, more like 24 months, if pushed.

Administrative Items:

1. The winter council outreach will be at 6-8 p.m. on January 31, 2017 at Max's Fanno Creek Brew Pub. Pizza will be served and the business community and neighbors will be invited.
2. The city attorney firm interviews are scheduled for 6:00 p.m. prior to the November 22 business meeting. The schedule is as follows: interviews, dinner, then council meeting.
3. The TVCTV holiday greeting will be taped at around 7:15 p.m. on November 22. Wear holiday attire.

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1. BUSINESS MEETING

- A. At 7:40 p.m. Mayor Cook called the Tigard City Council meeting to order.
- B. City Recorder Krager called the roll.

	Present	Absent
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

- C. Mayor Cook asked everyone to stand and join him in the Pledge of Allegiance.
- D. Mayor Cook called to Council and Staff for Non-Agenda Items.

2. CITIZEN COMMUNICATION

- A. Follow-up to Previous Citizen Communication – None.
- B. Tigard High School Envoy – Not present
- C. Tigard Area Chamber of Commerce – CEO Mollahan gave the Chamber report. Leadership Tigard class started with 18 participants. Their November 8 session will focus on human needs in the Tigard community. October 30 is the last Sunday of the year for the Tigard Farmers Market. The harvest market will be held on November 5 from 10:00 a.m.to 5:00 p.m. at Fowler Middle School. She reported that the Tigard Downtown Alliance Street Fair was a fantastic event and tripled the number of community member attendees. There were more partnerships this year and the TDA is very pleased and looking forward to next year. Trick or Treat Main Street is scheduled for October 31 and a pumpkin in the window of a business means they are participating.
- D. Citizen Communication – No one signed up to speak.

3. CONSENT AGENDA: (Tigard City Council) –

APPROVE CITY COUNCIL MINUTES:

- September 13, 2016

Council President Snider moved to approve the consent agenda as presented. Councilor Goodhouse seconded the motion. Mayor Cook conducted a vote and the motion passed unanimously.

TIGARD CITY COUNCIL MINUTES – OCTOBER 25, 2016

	Yes	No
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

4. (No LCRB items.)

5. LEGISLATIVE PUBLIC HEARING: COMMUNITY DEVELOPMENT CODE AMENDMENT REGARDING CEMETERY SETBACKS

- a. Mayor Cook opened the public hearing.
- b. City Attorney Rihala read the legislative hearing procedures.
- c. Staff Report: Associate Planner Pagenstecher gave the staff report. A request was received from Crescent Grove Cemetery Association (CGCA) to remove setbacks for grave sites and if the development code is amended it would apply to all currently active and future cemeteries in Tigard. The two working cemeteries in Tigard are Crescent Grove and St. Anthony's. Staff could find no written legislative history in support of setbacks for gravesites and no other Metro area cities have gravesite setbacks. It is consistent with the Comprehensive Plan policies for more efficient use of land within the urban growth boundary and removing the setbacks maximizes the investment of local businesses. A quasi-judicial notice was mailed to property owners within 500 feet of the two active cemeteries and a notice was published in the newspaper and on the city's website. At the Planning Commission meeting no public comment was received. The recommendation to amend the Development Code passed the Planning Commission by a 5-3 vote. Those opposed indicated concern for future impacts on nearby property owners.

Mr. Pagenstecher showed a slide of the Crescent Grove Cemetery Association property which indicates the ultimate right of way for Greenburg Road. There is no conflict with eliminating the 15-foot setbacks because the Development Code requires that a future right-of-way line be established and there is a two and one-half foot landscaping setback that continues to be part of this conditional use requirement. Landscaping standards also apply and there is a landscape buffer between the cemetery and adjacent property's (Washington Square) drive aisle. He said Keith Jones is the representative for this proposal and he and Nancy Felton of CGCA are present to respond to any questions.

- d. Public Testimony: Mayor Cook said no one signed up to testify. He asked if there was anyone present who wished to speak.

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Keith Jones, Harper Houf Peterson Righellis Inc., 205 SE Spokane Street, Suite 200, Portland, OR spoke on behalf of the Crescent Grove Cemetery Association as the applicant. He said the applicant agrees with the staff recommendation and the Planning Commission recommendation. They also searched the legislative history through a public records request and found nothing in writing but there was institutional memory. He said they do not see a reason for the 15-foot setback as the CGCA already dedicates 20 feet on Greenburg Road. He noted it is important to the community to have enough space to bury loved ones and this is the only non-denominational cemetery in Tigard. Councilor Henderson commented that there are more than two cemeteries within the city limits. Mayor Cook said there are other cemeteries around but they are not active.

Council President Snider asked if there were public health reasons for this setback. Mr. Jones said they found none but there are laws regarding burials and he referred the question to the applicant. Nancy Felton, CGCA, 9925 SW Greenburg Road, Tigard, OR said she knew of no health hazards and has been in the industry for 40 years. There is a requirement for an outer burial container.

- e. Council Questions: Councilor Goodhouse asked about the history of the 15-foot grave setback. Assistant City Manager Newton commented that she was a city planner at the time and there was not an ultimate plan for Greenburg Road. The concern was that Washington County said they might in the future want to go to five lanes on Greenburg and the city was reluctant to allow a situation where graves would have to be moved if the county expanded the road. In response to a question from Council President Snider about when the zoning decision was made, Ms. Newton replied that it was 25-30 years ago.

Mayor Cook asked Associate Planner Pagenstecher if notices were posted at St. Anthony's Cemetery. Mr. Pagenstecher said notices were not posted but he contacted St. Anthony's Cemetery and they polled their neighbors who signed a statement that they did not object. Mayor Cook confirmed this with neighbors present in the audience. Mr. Pagenstecher clarified that neighbors did receive written notices.

Mayor Cook asked about fencing requirements. Associate Planner Pagenstecher said Section 18.330.050.c reads that adequate fencing shall be provided. A fence four feet in height located at least two and one-half feet from the right of way shall completely surround the area and shall meet visual clearance requirements. Mayor Cook asked if this applies to either active cemetery or only to new ones. Mr. Pagenstecher said the CGCA recently did a minor modification and had an existing condition which was not problematic so the city did not require them to put up a fence along Greenburg Road. Mayor Cook noted that when St. Anthony's expanded they chose to put up a fence along Gaarde Road. Mr. Pagenstecher said it is a fair question and the city would require it for a new cemetery but did not for the minor modification. Mayor Cook suggested if the adjacent properties were houses it would be a good idea to require the fencing so that people walking in the cemetery do not stray onto private property. Council President Snider asked if there was a sidewalk along the front of the Crescent Grove Cemetery and Councilor Woodard said there is not.

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- f. Staff Recommendation – Associate Planner Pagenstecher said the staff recommendation is to approve the Development Code Amendment DCA 2016-00001 by adopting the ordinance.
- g. Council Discussion - Council President Snider asked if feedback was received from Washington Square. Associate Planner Pagenstecher said they had no comment. Mayor Cook noted that he talked to their general manager personally who indicated they were fine with the proposed change.
- h. Mayor Cook closed the public hearing.
- i. Council Deliberation and Consideration of Ordinance No. 16-21

Councilor Woodard moved to adopt Ordinance No. 16-21. Council President Snider seconded the motion.

City Recorder Krager read the number and title of the ordinance.

Ordinance No. 16-21 – AN ORDINANCE AMENDING THE TIGARD COMMUNITY DEVELOPMENT CODE SECTION 18.330.050.B.10.B.1 TO REMOVE THE 15-FOOT SETBACK FOR GRAVES (DCA2016-00001)

City Recorder Krager conducted a roll call vote.

	Yes	No
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

Mayor Cook announced that Ordinance No. 16-21 passed unanimously.

6. CONSIDER RESOLUTION TO APPROVE LAKE OSWEGO-TIGARD PARTNERSHIP IGA FOURTH AMENDMENT

Tigard Water Partnership Program Director Koellermeier gave the staff report and said the issue is the continuation of a conversation held with council on August 9. The Lake Oswego-Tigard water partnership recommends that an asset be added that was not considered earlier. The Waluga Reservoir No. 1 roof is failing and a structural analysis led to a recommendation to replace the roof. The question was raised whether this reservoir is a Lake Oswego asset or a partnership asset. Staff discussed this with council and the recommendation was to consider this a partnership asset. Lake Oswego council deliberated and passed a resolution to amend the Lake Oswego-Tigard Water Partnership Agreement with Amendment No. 4 to place this asset in the partnership. Their council approved a resolution. Mr. Koellermeier said staff recommends that Tigard council approve this resolution.

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Councilor Goodhouse motioned for approval of Resolution No. 16-45. Council President Snider seconded the motion.

City Recorder Krager read the number and title of the Resolution.

Resolution No. 16-45 - A RESOLUTION APPROVING THE FOURTH AMENDMENT TO THE WATER PARTNERSHIP INTERGOVERNMENTAL AGREEMENT BETWEEN LAKE OSWEGO AND TIGARD REGARDING WATER SUPPLY FACILITIES, DESIGN, CONSTRUCTION, AND OPERATION TO INCLUDE REPLACEMENT OF THE ROOF AT WALUGA RESERVOIR NO. 1

Mayor Cook conducted a vote and the measure passed unanimously.

	Yes	No
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

Mayor Cook announced that Resolution No. 16-45 passed unanimously.

7. CONSIDER AMENDMENT TO CITY MANAGER CONTRACT

Human Resources Director Bennett gave the staff report. This extension to the city manager’s contract is for an additional three year term. Council is being asked to authorize the mayor to sign the agreement on behalf of council. The extension was negotiated by City Attorney Rihala with City Manager Wine. Council expressed interest in ensuring consistency over the next few years as the city moves forward on many important initiatives. For a full performance on the three year contract extension, Ms. Wine will receive a portion of unused, accrued sick leave to roll into retirement. The details of this provision are on page 3 section 3 (f).

Councilor Woodard moved to authorize the mayor to sign an extension to the city manager’s employment contract and Councilor Goodhouse seconded the motion. Mayor Cook conducted a vote and the motion passed unanimously.

	Yes	No
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

TIGARD CITY COUNCIL MINUTES – OCTOBER 25, 2016

8. INFORMATIONAL PUBLIC HEARING: DISCUSS AND ADOPT STANDARDS, CRITERIA AND POLICY DIRECTIVES TO BE USED IN EVALUATING THE CITY MANAGER

- a. Mayor Cook opened the public hearing.
- b. Mayor Cook announced that any person wishing to comment on this matter shall be given the opportunity to comment.
- c. Staff Report – Human Resources Director Bennett gave the staff report. She noted that the changes proposed by council for this year have been included. The new rating form includes a rating scale changed from a four-point to a five-point scale. Also, a brief definition of each rating level has been added as an appendix to the form. The process this year allows council to receive feedback provided by city staff and external partners prior to council completing their evaluations.
- d. Testimony – No one signed up to speak.
- e. Staff Recommendation – Human Resources Director Bennett said the staff recommendation is to receive input during the public hearing and receive direction from council regarding any suggestions for the input form and process.
- f. Mayor Cook closed the public hearing.
- g. Council discussion and direction to staff.

Councilor Woodard commented that the standards looked good and he like the additional scoring levels. Council President Snider asked if it was unusual not to have anyone from the public offer testimony on this contract and Ms. Bennett said it was not. City Recorder Krager said she did hear from someone who said they intended to send testimony but none was received.

9. NON AGENDA ITEMS None

10. EXECUTIVE SESSION None Scheduled

11. ADJOURNMENT

At 8:13 p.m. Council President Snider moved for adjournment. Councilor Henderson seconded the motion and all voted in favor.

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	Yes	No
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

Carol A. Krager, City Recorder

Attest:

John L. Cook, Mayor

Date

TIGARD CITY COUNCIL MINUTES – OCTOBER 25, 2016

AIS-2845

3. B.

Business Meeting

Meeting Date: 11/22/2016

Length (in minutes): Consent Item

Agenda Title: Proclaim November 26 as Small Business Saturday

Prepared For: Joanne Bengtson, City Management

Submitted By: Joanne Bengtson, City Management

Item Type: Receive and File

Meeting Type: Proclamation

Public Hearing: No

Publication Date:

Information

ISSUE

Should Mayor Cook proclaim November 26, 2016 as Small Business Saturday?

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

Pam Woo, Senior Director at Women Impacting Public Policy requested Mayor Cook issue a proclamation in support of Small Business Saturday in Tigard. Women Impacting Public Policy and the Small Business Saturday Coalition support a national effort to drive consumers to shop at local independently owned businesses on the Saturday after Thanksgiving, November 26, 2016.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

This item has not been considered by Council in the past.

Attachments

Small Business Saturday Proclamation

Proclamation

City of Tigard

SMALL BUSINESS SATURDAY

Whereas, Tigard celebrates its local small businesses and the contributions they make to our local economy and community; and

Whereas, the Small Business Administration notes that small businesses are responsible for 63 percent of net new jobs created over the past 20 years; and

Whereas, small businesses contribute positively to the local community by supplying jobs and generating tax revenue; and

Whereas, small businesses are critical to the overall economic health of the city; and

Whereas, small businesses rely on local residents and visitors to support the services and goods that small business owners provide to the community; and

Whereas, the city supports local businesses that create jobs, boost the local economy and preserve our neighborhoods; and

Whereas, advocacy groups as well as public and private organizations across the country endorse the Saturday after Thanksgiving as Small Business Saturday.

NOW THEREFORE BE IT RESOLVED that I, John L. Cook, Mayor of the City of Tigard, Oregon, do hereby proclaim Saturday, November 26, 2016 as,

SMALL BUSINESS SATURDAY

in Tigard, Oregon and encourage people throughout the city to support Small Business Saturday and celebrate the role these entrepreneurs play in the growth of our community.

Dated this ____ day of _____, 2016

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Tigard to be affixed.

John L. Cook, Mayor
City of Tigard

Attest:

Carol Krager, City Recorder

AIS-2834

4.

Business Meeting

Meeting Date: 11/22/2016

Length (in minutes): 30 Minutes

Agenda Title: DISCUSSION ON THE COUNCIL GOAL TO PROVIDE RECREATIONAL OPPORTUNITIES FOR TIGARD RESIDENTS

Prepared For: Kent Wyatt, City Management

Submitted By: Kent Wyatt, City Management

Item Type: Update, Discussion, Direct Staff

Meeting Type: Council Business Meeting - Main

Public Hearing: No

Publication Date:

Information

ISSUE

Receive and discuss additional information about potential recreation partnership opportunities.

STAFF RECOMMENDATION / ACTION REQUEST

Consider recreational partnership opportunities, and then, decide which opportunities are worth further consideration. Discuss additional information needed.

KEY FACTS AND INFORMATION SUMMARY

The City Council has a goal "to provide recreational opportunities for the people of Tigard", and specifically, to explore the feasibility of partnerships with THPRD, Tigard-Tualatin Aquatics District, Tigard-Tualatin School District and the City of Sherwood.

City staff presented a preliminary report, at the August 20 meeting, which outlined the considerations for each potential partnership opportunity. The city council discussed the preliminary findings of the staff report and requested additional information needed to further examine the partnership opportunities. Each of the follow up items requested by Council is listed below and additional details have been provided in the Council packet.

1. Review the City of Wilsonville's proposed aquatics and recreation center.
2. Examine partnership opportunities with the City of Tualatin.
3. Provide the latest information on the City of Sherwood and the YMCA.
4. Examine partnerships with for-profit providers.

5. Provide a breakdown of how much residents currently pay for parks and recreation.
6. Explore the possibilities of a Recreation Provider Task Force.

To gauge community opinion about recreation, the city council may elect to direct staff to administer a telephone and web survey and/or host focus groups.

OTHER ALTERNATIVES

- Direct staff to provide additional information about the potential partnerships.
- Elect for the City of Tigard to be the sole recreation provider. The city would continue to fulfill the 5-year MIG Recreation Study.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

- Council Goal 1: Provide Recreation Opportunities for the People of Tigard.
- MIG 2014 Recreation Program Study.

DATES OF PREVIOUS COUNCIL CONSIDERATION

August 16, 2016: Briefing on the Council Goal to Provide Recreational Opportunities for Tigard Residents.

Attachments

PowerPoint

Recreation Provider Table

CITY OF TIGARD

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



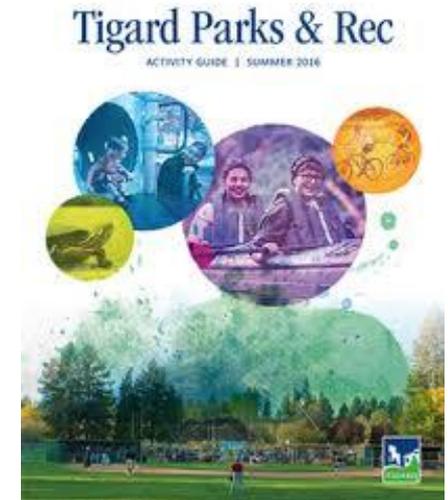
Follow Up: Discussion on the Council Goal to Provide Recreational Opportunities for Tigard Residents



Framework for Tonight's Discussion

- ▶ Council Goal
 - ▶ Council established a goal “to provide recreation opportunities for all people of Tigard.”
 - ▶ Specifically, Council asked staff to “explore feasibility of partnership opportunities.”

- ▶ Purpose of the Agenda Item
 - ▶ Staff will provide information on six items that were requested by Council at the August 16 meeting.
 - ▶ Direct staff on next steps.



1. Status of Wilsonville's Proposed Aquatics & Recreation Center

- ▶ A November ballot measure asked residents whether the City should issue \$35 million of general obligation bonds to pay for land acquisition, design, and construction of the facility.
- ▶ Ballot measure was defeated – 62% to 38%.
- ▶ City will most likely not place the item on the ballot again.

2. Explore Partnership Opportunities with the City of Tualatin

- ▶ In 2000, Tigard, along with Tualatin, Sherwood & portions of unincorporated Washington County, voted on a measure to create the Atfalati Recreation District. The measure failed (54% to 46%)
- ▶ In 2008, Tualatin voters rejected a \$49.4 million parks bond.
- ▶ After the last Council discussion, Tigard and Tualatin staff discussed potential recreation partnerships. Three takeaways:
 - ▶ Discussions of partnership opportunities may arise when Tualatin updates their Parks and Recreation Master Plan.
 - ▶ Tualatin is willing to explore informal partnerships between recreation staffs.
 - ▶ Tualatin is open to revisiting a joint recreation district.



3. Provide Information on Sherwood and YMCA

- ▶ The city hired a firm to conduct a \$31,000 YMCA feasibility study.
- ▶ The city will make a decision on an operator in early 2017.
- ▶ Willing to consider partnership opportunities when the timing is right.



4. Examine Partnerships with For-Profit Providers

- ▶ As part of the 5-year recreation study, the city is partnering with non-profits and for-profit providers for recreation programming.
- ▶ Ex: Skyhawks Soccer and Mad Science
- ▶ In the next Recreation Activity Guide, the city will generate revenue from advertising.



BLASTOFF16

For \$15 off *Mad Science: Rockets*
& the *Science of Flight* camp
www.tigard-or.gov/recreation

5. How Much Are Residents Currently Paying for Parks & Rec?

- ▶ Parks and Recreation is funded by the General Fund and Parks & Rec Fee.

- ▶ Parks & Rec Budget: \$2,460,582
 - ▶ General Fund: \$1,460,582
 - ▶ Parks & Rec Fee: \$1,000,000

- ▶ General Fund: A Tigard household pays approximately \$58/year in property tax that goes toward the city's parks and recreation budget.

- ▶ Parks & Rec Fee: A Tigard household pays a parks and recreation of \$45/year.

6. Explore a Recreation Advisory Committee

- ▶ Considerations for a Recreation Advisory Committee
 - ▶ The current Parks and Recreation Advisory Board advises Council on issues:
 - “Concerning the expenditure of such funds as shall be appropriated by the City Council for public park and recreation facilities and programs.”
 - “Concerning the management, care and control of public parks and recreation facilities and programs of the City, together with all park property and recreation facilities which may be acquired and developed.”
 - A new advisory committee would need a charge that does not overlap.
 - ▶ Advisory Committee would solely focus on the potential recreation partnerships.
- ▶ Other options
 - ▶ Create a PRAB subcommittee.
 - ▶ Engage interested stakeholders in a recreation summit.
 - ▶ Identify and interview key stakeholders in a small group setting.
 - ▶ Administer a survey to gauge citizen input.

Items for Council Consideration

- ▶ Direct staff to focus on certain partnership opportunities.
- ▶ Decide that the City of Tigard will be the recreation provider.
 - ▶ The City would continue to implement the 5-year Recreation Study.
- ▶ Seek community input through a survey.
- ▶ Direct the creation of a Recreation Advisory Committee.

Council Goal #1: Provide Recreation Opportunities for the People of Tigard
Reviewing the Feasibility of Partnerships

	City of Tigard	Tigard Aquatics District (TTAD)	Tualatin Hills Park & Recreation District (THPRD)	City of Sherwood	Tigard-Tualatin School District (TTSD)
Description of Potential Partnership	The City continues to implement the MIG 5-year plan.	TTAD and City partner to provide recreation.	THPRD becomes the sole provider of parks and recreation.	Sherwood & Tigard create district to decrease redundant costs of operating a center.	TTSD & City partner to provide recreation through existing TTSD facilities.
Opportunity to Build a Community Center?	Yes. Community center would be considered toward the end of the 5-year plan.	Yes. A center can be built but not on current site of TTAD pool in Tigard.	Yes. For the short-term, Tigard residents could use THPRD's existing facilities.	Maybe. Tigard would need to build a center to advance partnership.	No. TTSD owns the TTAD pool and would not be part of city's effort to build a center.
Current Assessed Value (AV)	\$2.51/1,000 AV	0.09/\$1,000 AV	\$1.62/\$1,000 AV	0.51/\$1,000 AV (20 years) facility bond repayment	Facilities bond: \$1.49/1,000 AV current; \$0.37/1,000 AV additional for new bond
Current Offerings	Events and camps	Swimming lessons	Full range from swimming to camps	Swimming, meeting space, classes	None
Assets	540 acres of parks, greenways and natural areas	Swimming pools in Tigard & Tualatin.	200 facilities totaling 2,100 acres including eight swimming centers.	Center with swimming pool, rock climbing, sport courts.	A limited number of school facilities would be available.
Considerations	<ul style="list-style-type: none"> City would need to determine the appropriate level of recreation programming for the long-term. 	<ul style="list-style-type: none"> Residents outside the TTSD boundary would be excluded. TTSD would continue to have first priority of current pool. 	<ul style="list-style-type: none"> Tigard would no longer own or manage parks and recreation. TTAD is currently the sole provider of swimming in Tigard. 	<ul style="list-style-type: none"> YMCA is the current operator of Sherwood center. Tigard would need to build a center for the partnership to work. 	<ul style="list-style-type: none"> Residents outside TTSD would be excluded. Limited availability of TTSD facilities during the school year.

AIS-2804

5.

Business Meeting

Meeting Date: 11/22/2016

Length (in minutes): 20 Minutes

Agenda Title: LOCAL CONTRACT REVIEW BOARD
DISCUSSION OF UPCOMING CONTRACTS

Prepared For: Joseph Barrett **Submitted By:** Kelly
Burgoyne,
Central
Services

Item Type: Update, Discussion, Direct Staff **Meeting Type:** Local
Contract
Review
Board

Public Hearing No

Newspaper Legal Ad Required?:

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Discussion of upcoming contracts.

STAFF RECOMMENDATION / ACTION REQUEST

Staff is seeking the Local Contract Review Board's direction on any additional information or direction they would like to see in preparation of an award decision for the proposed contracts.

KEY FACTS AND INFORMATION SUMMARY

Banking Services

The City of Tigard currently has its primary banking services contract with US Bank. This contract provides a variety of services:

- General checking
- Merchant services
- Lock box (automatic processing of check payments, primarily for utility billing)

Every five years the city re-evaluates the contract. Our five years are up, and the city needs a new contract. The city has been pleased with the service from US Bank. The bank's staff

responds quickly to questions from city staff. US Bank consistently receives high ratings from web services that rate banks for safety, such as Bankrate.com. Staff believes it to be in City's best interest to continue with US Bank.

Staff is asking the Local Contract Review Board to allow the use of the City of Salem's Request for Proposal (RFP) and subsequent contract and approve new banking services agreement with US Bank. Staff is recommending the use of a permissive cooperative procurement, as authorized under ORS 279A.215 through the use of the existing Salem contract and solicitation. The permissive cooperative procurement method allows the city to save on both staff time and materials when compared to a traditional RFP.

The City spends roughly \$100,000 annually (with a \$20,000 offsetting credit) on typical banking analysis fees and related services. The estimated total for these services is roughly \$450,000 over the next five years. This money is allocated to the Financial Operations annual budget. In addition, the city pays roughly \$300,000 annually in merchant transaction fees for credit and debit card payments. These are made either by phone, internet, or point of sale. Staff estimates that roughly \$60,000 are via US Bank and the remainder via third party vendor. These fees continue to escalate and staff is looking at negotiations for lower fees or other solutions. The total amount paid to US Bank under this agreement for the full five years could be roughly \$750,000.

If the council agrees to move forward, the intent to award the contract to US Bank will be published giving potential vendors a chance to comment. An action item to approve the award will then go on the December 13th consent agenda.

Prosecutorial Attorney

The City issued a Request for Proposal for special legal services, including prosecutorial services, on September 23, 2016. Proposals for the services were due by October 18, 2016 and the city received one proposal, from the Law Office of Larry J. Blake, Jr. for prosecutorial services. Mr. Blake is the city's current prosecutor.

Mr. Blake has been serving as the prosecutor for Municipal Court since 1994, the selection team felt his experience justified proceeding with the review process. The Selection Committee comprised of representatives from Court, Central Services, and City Management reviewed Mr. Blake's proposal and scored the response based on the following criteria:

- Firm and Team Qualifications
- Project Understanding and Approach
- Cost Structure

Based on the discussion the Committee unanimously endorsed recommending that the Local Contract Review Board award The Law Office of Larry J. Blake, Jr. the contract for prosecutorial services. The first year of the five-year contract Mr. Blake will bill the City at a rate of \$150.00/hour and will total an estimated \$40,000. The total over the possible five years is \$200,000.

Virtual Desktop Infrastructure (VDI)

History

The City of Tigard IT Department has been tasked with replacing 250+ computers that are 5 years old or older. A budget line item of \$249,000 was added to the 2016-17 IT budget to accomplish this task. The history of Tigard IT has proven that the physical desktop replacement model is problematic with the current IT staffing and budget levels.

The City of Tigard currently has nearly 500 desktops, laptops, and tablet (mobile) devices.

Previous hardware and software practices has resulted in over 6109 types and versions of software spread across the previously mentioned devices. This hardware and software combination is managed by a 4.0 FTE staff of 1-Senior Network Administrator, 2- Network Administrators, and 1- Help Desk Technician. Additional support is provided by the IT Manager and Database Administrator as needed. The IT staff must manage, deploy, secure, repair, install, update, and inventory all of the software and hardware that is in use around the city. This has ultimately driven the IT environment to an unmanageable level with no standardization and aged / poorly performing hardware with low user satisfaction.

Why VDI

With the underlying goals of standardization, manageability, mobility, maintainability, and security the IT department is recommending a VDI program described below instead of recreating and intensifying the current desktop replacement model. With a VDI environment the computing horsepower lives in the datacenter and is delivered to the end user via the network to any device with a network connection. VDI turns the aging, poorly performing computer into a modern supercharged workstation without hardware replacement. This VDI project will allow IT to refresh all City of Tigard computers instead of limiting results to the 250 that were identified as aged. VDI is centrally managed in the datacenter allowing for faster and more flexible deployment and streamlined changes. Software is standardized and installed once in the datacenter and deployed instantly to users as license quantities allow and the end user request is approved. Software licensing can be on a full time, or as need basis depending on the need. Updates to operating systems and software are performed at the datacenter level and instantly available to all users simultaneously. VDI will standardize the operating systems, software packages, and versions in use across the city increasing consistency and standardization for the end user while increasing manageability to the IT staff. With VDI the full software and computing experience can be securely made available to any device with a network connection wired or wireless regardless of physical location. VDI will increase the mobility and efficiency of city employees and prepare the city for a distributed environment if ever needed. This can be beneficial in many ways, but specially in preparation for a civic center project, or major renovations to existing building where the possibility of entire departments needing to be relocated to alternate locations.

The Plan

IT staff has started the evaluation process and are creating and testing proof of concept environments with the 2 major VDI vendors VMware and Citrix. Since proven and reliable competition in the VDI scope is limited to the two major vendors, under section 10.125 of

the Tigard Public Contracting Rules which allows software to forgo the formal competitive process if little competition exists. With only 2 vendors in the field that meet the city's needs and requirements, staff will contact these firms directly and evaluate them without the cost of a full RFP that would result in no other viable options. Staff will analyze, test, and demonstrate the differences between the two VDI solutions ultimately deciding on a path to present to the review board in the form of a software licensing and implementation contract. It is estimated that the overall cost of the project is roughly \$250,000.

Staff's goal is to have the contract ready for Local Contract Review Board approval on December 13th. The contract would be executed before the end of the calendar year.

OTHER ALTERNATIVES

The Local Contract Review Board may stop future consideration of any of these contracts and direct staff to resolicit the work or stop the projects.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

This is the first time the Local Contract Review Board has discussed these potential contracts.

Attachments

No file(s) attached.

AIS-2863

6.

Business Meeting

Meeting Date: 11/22/2016

Length (in minutes): 30 Minutes

Agenda Title: CONTINUED DISCUSSION ON DEFINING THE CITY'S ROLE IN HOMELESSNESS

Prepared For: Kent Wyatt, City Management

Submitted By: Kent Wyatt, City Management

Item Type: Update, Discussion, Direct Staff

Meeting Type: Council Business Meeting - Main

Public Hearing: No

Publication Date:

Information

ISSUE

Continue to define the City's role in addressing homelessness and provide direction to staff.

STAFF RECOMMENDATION / ACTION REQUEST

Consider the additional information, determine whether staff should take additional steps, and discuss whether homelessness should be discussed at Council goal setting.

KEY FACTS AND INFORMATION SUMMARY

At the September 20th city council meeting, city staff, including representatives from the police department, presented information on city resources currently being devoted to homelessness and additional opportunities for the council to consider in defining the city's role in homelessness. Stemming from the conversation, city council requested additional information on a number of items. City staff has addressed each item below.

1. Explore the Creation of a Task Force: In the attached handout, staff has drafted a mission statement, membership composition, and schedule for a task force on homelessness.
2. Research the City of Eugene's Approach: Tigard Police Officers, who work the most with Tigard's homeless population, spent a day with City of Eugene staff who are responsible for implementing the city's approach. Details can be found in the Council packet.
3. Provide a post office box for Homeless Individuals: Just Compassion is considering

renting a dedicated post office box for homeless individuals in Tigard. The group has asked whether the city would fund the annual cost of \$90. The lack of a mailing address for homeless individuals is considered a major impediment when homeless individuals are applying for job opportunities.

4. Homelessness as a Council Goal: Councilor Woodard mentioned that addressing homelessness should remain a priority for the city council.

Additional Information: Recently, city staff participated in a community discussion, hosted by the Tigard-Tualatin School District, about the increasing homeless family population in the area. In the past two years, TTSD has experienced a substantial rise in identified homeless students, including a 20 percent increase year-to-date from last year. With county shelters at capacity and long wait lists, TTSD is investigating ideas to help find appropriate and stable housing for students and their families. The community discussion focused on Family Promise and whether the initiative is the right fit for Tigard. Family Promise is a non-profit homeless shelter program for families with children, supported by volunteers and faith communities who PROMISE to help families return to a home of their own. Family Promise is active in Beaverton, Hillsboro, and Salem. In December, city staff will attend the next discussion about Family Promise where TTSD will consider moving forward with the initiative.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Council Goal: Define and Establish the City's Role in Addressing Homelessness.

DATES OF PREVIOUS COUNCIL CONSIDERATION

September 20, 2016: Define the City's Role in Addressing Homelessness

June 16, 2015: Discussion on Homelessness

Attachments

PowerPoint

Task Force for the Homeless

Eugene Community Outreach Response Team

CITY OF TIGARD

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



Follow Up: Defining the City's Role in Homelessness



Framework for Tonight's Discussion

- ▶ City Council Goal
 - ▶ Council established a goal to “define and establish the city’s role in addressing homelessness”.
 - ▶ An initial discussion was held on September 20.
 - ▶ Staff presented a report on current city resources devoted to homelessness and additional opportunities for defining the city’s role.
- ▶ Purpose of Tonight’s Agenda Item
 - ▶ Provide the City Council with information that they requested during the last discussion.
 - ▶ Direct staff on next steps.

1. Explore the Creation of a Task Force

- ▶ A “Task Force for the Homeless” would develop recommendations that are well-developed, factually supported, capable of implementation and fall within the Council's scope of authority to implement.
- ▶ The City of Tigard understands that effective local action on homelessness requires a task force engaging all parts of the community—residents, faith community, and the business community.



2. Research the City of Eugene's Approach

- ▶ Officers Orth and Wakem spent a day in Eugene learning about the City of Eugene's approach to homelessness.
- ▶ Information on the Community Outreach Team has been included in the Council packet.



3. Provide a Post Office Box for Homeless Individuals

- ▶ Just Compassion would like to provide a post office box for homeless individuals.
- ▶ The post office box would be located at the downtown Tigard Post Office.
- ▶ The City could assist by paying the annual fee.



4. Developing the Council Goal on Homelessness

- ▶ During the September discussion, the City Council discussed opportunities for continuing to focus on homelessness in Tigard.
- ▶ Council goal setting is scheduled for December 15.
- ▶ City staff can provide any information needed for the goal setting discussion.

Other City Efforts

- ▶ City staff is participating in the Tigard-Tualatin School District's discussion about bringing "Family Promise" to the community.
- ▶ In early November, over 20 non-profit and faith leaders provided feedback to the city about strategies for addressing homelessness.



Potential Next Steps



- ▶ Direct the creation of a Task Force for the Homeless.
- ▶ Approve funding for Just Compassion to provide a post office box for homeless individuals.
- ▶ Consider the development of a Council goal related to homelessness.



Tigard Task Force for the Homeless – DRAFT

In 2016, the City Council discussed “defining the City’s role in homelessness”. The creation of the Task Force for the Homeless stemmed from the council’s commitment to better understanding how the City can play a role in addressing homelessness. This is a limited duration task force.

Purpose

The Task Force will develop recommendations that are well-developed, factually supported, capable of implementation and fall within the Council's scope of authority to implement. In particular, the Task Force will address:

- Advancing the council goal of "[Defining the City's Role in Homelessness](#)."
- Maximizing efficiency and effectiveness of city resources in addressing homelessness;
- Engaging community partners in solutions; and
- Providing a strategic road map for city action.

The Task Force’s report to Council will include short-term recommendations and long-term recommendations, and will group recommendations by financial impact – under \$10,000, \$10,001 to \$50,000, and more than \$50,000.

Membership Composition

The City of Tigard understands that effective local action on homelessness requires a task force engaging all parts of the community—residents, faith community, and the business community.

The Task Force will be composed of representatives from:

- Just Compassion
- Good Neighbor Center
- Tigard-Tualatin School District
- Luke Dorf
- Tigard Police Department
- Washington County
- Business
- Faith Community
- Cascadia Behavioral Healthcare

Timeline

January 4:	1st meeting - Discuss systems in place to address homelessness.
January 18:	2nd meeting - Broad discussion about opportunities to address homelessness.
February 1:	3rd meeting – Begin defining short and long term recommendations.
February 15:	4th meeting – Finalize recommendations to council.
February 16 to 28:	Draft report to Council
Mid-March:	Presentation to the City Council

Community Outreach Response Team:

The Eugene Police Department Downtown team has endeavored to reach out to our client base and offer what limited assistance we can outside of the criminal justice system. We regularly encounter the chronic homeless who often suffer from mental disorders, substance abuse issues and co-occurring disorders. We also encounter chronically homeless and substance abusing veterans. We have contact with runaway or otherwise endangered youth with dysfunctional family backgrounds. **We are striving to increase our ability to provide outreach services to our most chronic contacts. We hope to reach out to these populations through a partnership with mental health professionals and homeless advocates to identify the individual's life circumstances and needs.** Through CORT assistance these individual will be connected to the proper resources such as Veteran's Assistance, Department of Human Services, or other medical professionals who can assist in mental health diagnosis or substance abuse treatment. Working in partnership we will build trust, make our community safer, and reduce the impact on the Criminal Justice System in Eugene.

Focus on Highest Utilizers – Chronic Contacts

- MULTIPLE POLICE CONTACTS –EPD
- CAHOOT Clients
- UDH
- EFD/ MEDICS
- EUGENE MUNICIPAL COURT
- JAIL
- Estimated cost \$1 Million per client a year.

Column	Name	EPD 2014	EPD 2015	EMC 2015	SPR 2015
1	BERTINI, JOSEPH (2/24/1965)	x	x	x	x
2	BATTLES, DAVID (1/24/1964)	x	x	x	
3	IRISH, ROBIN (9/18/1962)	x	x	x	
4	MILLER, CARRIE (5/29/1958)	x	x	x	
5	RAY, JAMES (6/16/1962)	x	x	x	
6	SMITH, JILL (3/18/1967)	x	x	x	
7	STETTA, DAVID (1/4/1958)	x	x	x	
8	DUARTE, FRANK (11/21/1977)		x	x	
9	EADS, ZACHARY (12/5/1978)		x	x	
10	ELI, WILLIAM (12/8/1967)		x	x	
11	KERCHEE, IAN (4/4/1974)		x	x	
12	MCBRIDE, CYDNEY (5/17/1966)		x	x	
13	MILLER, TERENCE (2/5/1960)		x	x	
14	PAYNE, LEROY (10/24/1951)		x	x	
15	ROYALS, MICHAEL (7/19/1971)		x	x	
16	SEXTON, BLAKE (2/10/1984)		x	x	
17	STROUP, LESLIE (4/15/1962)		x	x	
18	WEBB, DONNA (3/1/1961)		x	x	
19	MATHER, ROBERT (9/26/1966)	x	x		
20	ZYBACH, DANNY (9/13/1959)	x	x		
21	HANCOCK, RICHARD (5/3/1960)		x		
22	ROSAUER, JUSTIN (7/3/1981)		x		
23	SEARS, RASHEL (3/11/1971)		x		
24	VERT, KORI (6/10/1964)		x		
25	WITT, WILLIAM (3/22/1988)		x		
26	BORGES, JOHNPAUL			x	
27	BRANDON, CARL JAMES FREDERICK			x	
28	DALEY, IRA (10/24/1983)			x	
29	ELLIOTT, VICTORIA JEANETTE			x	
30	HANCOCK, KERI LEE			x	
31	MAZA, BRADLEY RYAN			x	
32	SMITH, THOMAS EARL			x	
33	YOUNG, HENRY LEE			x	
34	ACQUES, DEE (3/7/1966)	x			
35	ALIMOSSY, DUSTIN (9/21/1985)	x			
36	ANDERSON, TODD (12/20/1954)	x			
37	HAMILTON, CORY (1/14/1985)	x			
38	HARRIS, KELVIN (5/14/1995)	x			
39	HOKE, CHRISTOPHER (11/11/1967)	x			
40	KUBIK, SHAWN (9/6/1971)	x			
41	MARINEZ, JESUS (1/3/1990)	x			
42	MASON, JACOB (3/2/1991)	x			
43	OLIVERA, ROSANN (6/5/1984)	x			
44	RETZMAN, RODNEY (9/10/1963)	x			
45	SHACKELFORD, LAURINDA (10/7/196	x			

Phase 1 – Client Outreach Identification

- Client Identification. (Conducted by Downtown Team (DT))
- Intake Form Completed (Conducted by DT)
- Comprehensive Records Search Conducted (Conducted by DT)
- Identification of Services Needed (Conducted by DT and CORT Team)
- Client Triage and Action Plan Completed (Conducted by DT and CORT)

Phase 2 – Crisis Intervention Outreach



Phase 2:

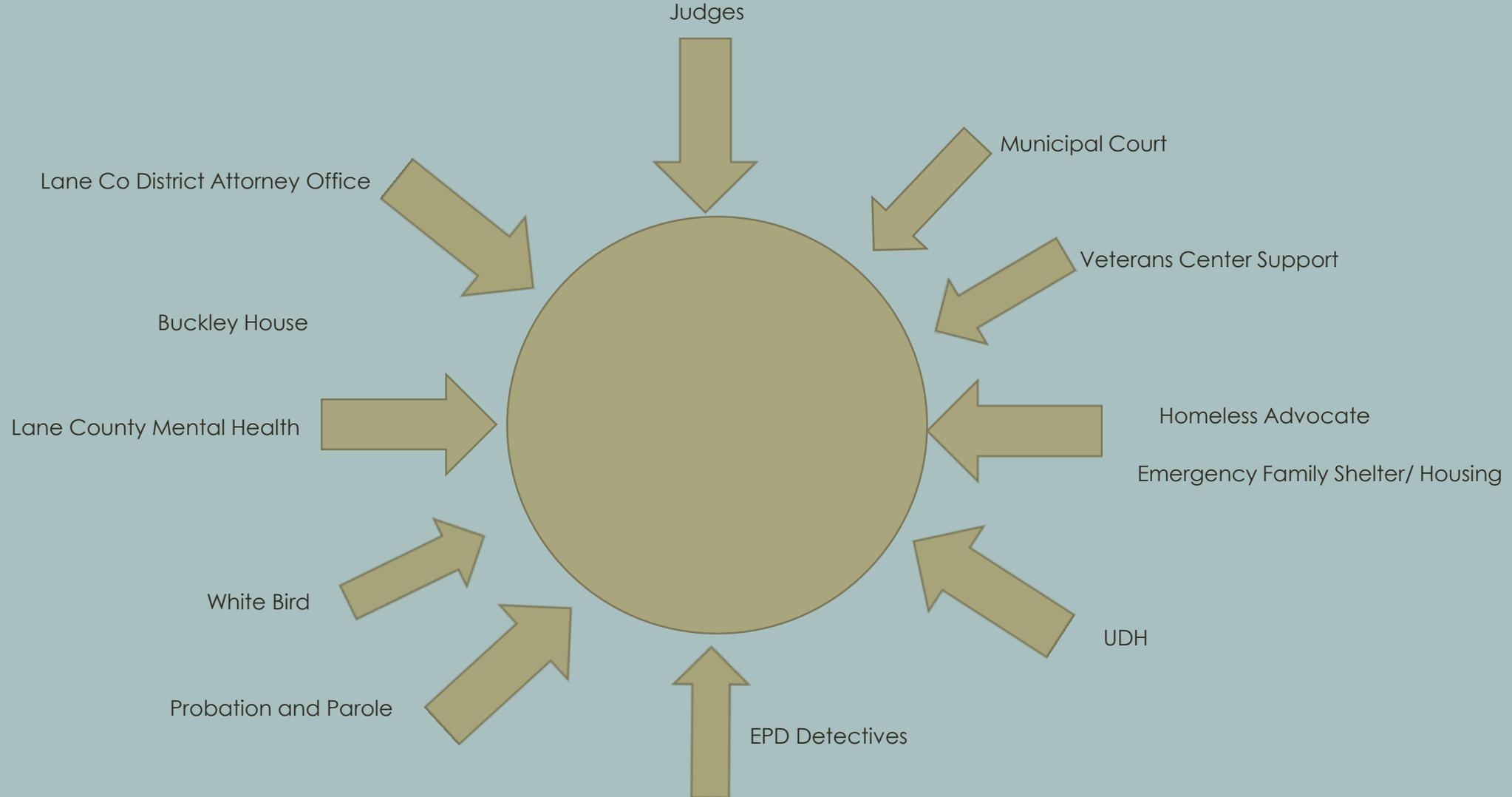
The CORT Team will be comprised of:

- (2) Downtown Bike Team Officers
- (1) Lane County Mental Health Specialist
- (1) Homeless Advocate (Field Staff)
- (1) CAHOOTS Team

The team will function together as a team one full day a week (Thursday) to conduct field outreach services to identified clients.

[Goal date for the CORT Team to begin field outreach end of March 2016]

Phase 3 – Multidisciplinary Task Group



Goal – If CORT Team helps place 2-3 clients a month....over a year that is 24-36 subjects off the street.

- Reduction in police services for highest utilizers.
- Reduce impact to criminal justice system.
- Reduction in crime statistics for Society type crimes.

- This model works hand in hand with Community Court.

Phase 4 – Measurable Achievements

- Completed surveys before and after (6 months) to measure “Change in perception of how police interact with the Homeless.” (Building trust with our community).
- # of Clients served/ helped. (Keeping our community safe.)
- \$ Dollar value saved by connecting services directly to repeat clients.
- Decrease in workload affecting our Criminal Justice System.
- Satisfaction of workforce and Community (Outstanding work place).

AIS-2876

7.

Business Meeting

Meeting Date: 11/22/2016

Length (in minutes): 20 Minutes

Agenda Title: CONSIDER APPROVAL OF TWO UTILITY BILLING PAYMENT PLANS

Prepared For: Toby LaFrance **Submitted By:** Carol Krager, Central Services

Item Type: Motion Requested **Meeting Type:** Council Business Meeting - Main
Update, Discussion, Direct Staff

Public Hearing No

Newspaper Legal Ad Required?:

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Shall Council approve two payment plans as allowed under TMC 12.03.040 for two delinquent sewer accounts with past due balances of approximately \$45,000 and \$22,000 each?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends Council make a motion to approve payment plan for a past due sewer account with a balance of approximately \$44,000. In addition, request to have council authorize staff to negotiate a payment plan for another past due sewer account balance of approximately \$22,000.

KEY FACTS AND INFORMATION SUMMARY

In mid-October, staff investigated two past-due utility accounts with balances greater than \$10,000. Each of these accounts had been turned over to the city's contracted collection agency after ninety days delinquent. Both accounts are sewer only as water is provided to the customers by Tualatin Valley Water District. As of October 2016 the past due sewer account balances were:

- Account #014915-000, multi-family dwelling, = \$44,000
- Account #041099-002, commercial account, = \$22,000

The collections agency informed the city that they have been unable to locate the owner of

either property. Therefore no collection has been made on these accounts. The city has since been able to locate the property owner of the multi-family dwelling. Upon further review of this account staff learned the property had been sold nearly a year ago and the city's utility department was not made aware of the transfer of ownership by neither the previous property owner nor the current property owner. At this time the city is still investigating the commercial account owner's contact information.

Staff contacted the property owner of the multi-family dwelling and learned they assumed their sewer bill was included on the bill from Tualatin Valley Water District. The current owner stated they were not informed by the previous owner that the city provided sewer services. Utility Billing contacted the property owner regarding the past due sewer balance and the customer requested a payment plan for the \$44,000. The property owner agreed to a payment plan of \$5,000 each month for the next nine months in addition to paying the current sewer service billing.

Under Tigard Municipal Code (TMC) 12.03.040 paragraph C, Council has the authority to approve a payment plan on a delinquent utility account if it exceeds \$10,000. Staff recommends Council approve the proposed payment plan for the multi-family account. In addition, upon locating the owner for the commercial account, the city will enter into a payment plan to bring the account balance current. Payment plans will not exceed twelve months. In the future, staff may explore Council's interest in raising this threshold to be more in line with the citywide signature authority found in other policies.

OTHER ALTERNATIVES

Council may choose to amend the proposed payment plans. Doing so may lead to a lengthy negotiation or the possibility of the customer and the city not coming to an agreement. Council may choose not to adopt the proposed sewer utility account payment plans. Or Council may choose to decline authorizing the payment arrangements and proceed with elimination of sewer service.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

Tigard Strategic Goals - Fund the vision while maintaining core services.
Tigard Strategic Goals - Engage the community through dynamic communication
Tigard Municipal Code Chapter 12.03.040

DATES OF PREVIOUS CONSIDERATION

N/A

Attachments

No file(s) attached.
