



City of Tigard

Tigard Workshop Meeting – Agenda

TIGARD CITY COUNCIL

BUSINESS AND WORKSHOP MEETING **Revised August 15, 2016:**
Agenda Item No. 3 Blue Zones Briefing: Tualatin Mayor Lou Ogden was moved to the Business Meeting and additional items attached.

MEETING DATE AND TIME: August 16, 2016 - 6:30 p.m.

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

PUBLIC NOTICE:

Times noted are estimated.

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-718-2419 (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: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

VIEW LIVE VIDEO STREAMING ONLINE:

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

Workshop meetings are cablecast on Tualatin Valley Community TV as follows:

Replay Schedule for Tigard City Council Workshop Meetings - Channel 28

- Every Sunday at 12 a.m.
- Every Monday at 1 p.m.
- Every Thursday at 12 p.m.
- Every Friday at 10:30 a.m.

SEE ATTACHED AGENDA



City of Tigard

Tigard Workshop Meeting – Agenda

TIGARD CITY COUNCIL

BUSINESS AND WORKSHOP MEETING Revised August 15, 2016:
Agenda Item No. 3 Blue Zones Briefing: Tualatin Mayor Lou Ogden was moved to the Business Meeting and additional items attached.

MEETING DATE AND TIME: August 16, 2016 - 6:30 p.m.

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

6:30 PM

1. BUSINESS AND WORKSHOP MEETING

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

BUSINESS MEETING

2. APPOINT AUDIT COMMITTEE MEMBERS **6:35 p.m. estimated time**

3. BLUE ZONES BRIEFING: TUALATIN MAYOR LOU OGDEN **6:40 p.m. estimated time**

WORKSHOP MEETING

4. DISCUSSION ON PROPOSED CHANGES TO TMC CH. 12 - UTILITY SERVICES
RULES AND REGULATIONS **6:55 p.m. estimated time**

5. BRIEFING ON THE COUNCIL GOAL TO PROVIDE RECREATIONAL
OPPORTUNITIES FOR TIGARD RESIDENTS **7:15 p.m. estimated time**

6. REVIEW PROCESS FOR SOLICITING BIDS FOR GENERAL AND SPECIALIZED
LEGAL SERVICES **8:00 p.m. estimated time**

7. UPDATE ON THE IMPLEMENTATION OF THE STRATEGIC PLAN **8:10 p.m.
estimated time**

8. CITY PRIORITIES DISCUSSION: SCOPING A LOCAL OPTION LEVY AND FACILITIES BOND PROPOSAL **8:25 p.m. estimated time**
9. PHOTO RED LIGHT REPORT TO COUNCIL **8:50 p.m. estimated time**
10. NON AGENDA ITEMS
11. 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.
12. ADJOURNMENT **9:00 p.m. estimated time**

AIS-2795

2.

Workshop Meeting

Meeting Date: 08/16/2016

Length (in minutes): 5 Minutes

Agenda Title: Appoint Audit Committee Members

Prepared For: Cara Fitzpatrick, Finance and Information Services

Submitted By: Liz Lutz, Finance and Information Services

Item Type: Resolution

Meeting Type: Council
Workshop
Mtg.

Public Hearing: No

Publication Date:

Information

ISSUE

Consider a resolution to appoint Stephanie Veal and Aaron Fahr as members of the audit committee.

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends approval of this resolution.

KEY FACTS AND INFORMATION SUMMARY

On December 8, 2015, the City Council approved Julie Plotz as a member of the Audit Committee, and Drew Bisenius as an alternate to the Audit Committee. Julie and Drew moved out of the city limits of Tigard in early 2016.

On August 1st, Mayor Cook and Councilor Snider interviewed and recommended Stephanie Veal for the audit committee. Aaron Fahr will be interviewed on Tuesday, August 9th by Mayor Cook and Councilor Snider. Upon completion of that interview, a resolution will be submitted.

OTHER ALTERNATIVES

The staff try to recruit other candidates for Mayor Cook and Councilor Snider to interview.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Attachments

Resolution

CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO 16-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TIGARD, OREGON APPOINTING STEPHANIE VEAL AS A VOTING MEMBER TO THE AUDIT COMMITTEE AND AARON FAHR AS AN ALTERNATE ON THE ON AUDIT COMMITTEE.

WHEREAS, two positions are open on the city's audit committee; and

WHEREAS, Mayor Cook and Councilor Snider conducted an interview of Stephanie Veal on August 2, 2016 for the Audit Committee; and they have recommended that Stephanie Veal be appointed to the city's Audit Committee as a voting member-replacing Julie Plotz.

WHEREAS, Mayor Cook and Councilor Snider interviewed Aaron Fahr on August 9, 2016 and recommended he be appointed as the alternate, replacing Drew Bisenius.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Stephanie Veal is appointed to a three-year term on the City of Tigard's Audit Committee and that Drew Bisenius be appointed as the alternate member of the Audit Committee.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____, 2016.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

AIS-2812

3.

Workshop Meeting

Meeting Date: 08/16/2016

Length (in minutes): 15 Minutes

Agenda Title: Blue Zones Briefing: Tualatin Mayor Lou Ogden

Submitted By: Marty Wine, City Management

Item Type: Motion Requested
Update, Discussion, Direct Staff

Meeting Type: Council
Workshop
Mtg.

Public Hearing: No

Publication Date:

Information

ISSUE

Hear a briefing from Mayor Lou Ogden of the City of Tualatin regarding the joint application and consider draft resolution to become a Blue Zone Designated Community.

STAFF RECOMMENDATION / ACTION REQUEST

Receive a briefing for next steps in Tigards' involvement in the joint application and discuss draft resolution of support.

KEY FACTS AND INFORMATION SUMMARY

Mayor Ogden has begun an extensive effort to develop a community application for Tualatin and Tigard to become Blue Zones Designated Community. He has garnered considerable support for the application from neighboring governments, businesses, health care community, and invited Tigard to be part of the application. This briefing is intended as an introduction for the Council, and Mayor Ogden will provide more information about what the Blue Zones Community Designation means.

For advance information, please also see: <https://www.bluezonesproject.com/bluezones>.

"Blue Zones Project® is helping transform communities across the U.S. into areas where the healthy choice is easy and people live longer with a higher quality of life."

OTHER ALTERNATIVES

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

The Blue Zones concept and becoming a Blue Zones Designated Community aligns with the aims of the City's Strategic Plan, particularly the aspects of the city's vision to be more healthy and connected.

DATES OF PREVIOUS COUNCIL CONSIDERATION

This is the first discussion of Blue Zones by the City Council.

Attachments

Resolution

Blue Zones

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 16-**

A RESOLUTION ENDORSING THE APPLICATION BY THE CITIES OF TIGARD AND TUALATIN TO BE DESIGNATED AS A DEMONSTRATION COMMUNITY BY THE BLUE ZONES PROJECT.

WHEREAS, community-wide health and wellness can change lives across our region; and

WHEREAS, the Blue Zones Project encourages sustainable changes in our built environment and social networks so we can live longer and better lives; and

WHEREAS, the Blue Zones Project also lowers healthcare costs, increases productivity and provides a higher quality of life for people in communities; and

WHEREAS, the Cities of Tigard and Tualatin have partnered to compete to be designated as a “Demonstration Community” in Oregon as part of the Blue Zones Project and the Oregon Healthiest State Initiative; and

WHEREAS, this effort will help to promote community health and wellness across the region by engaging residents, businesses, and community organizations; and

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: We endorse the application for the Tigard and Tualatin communities to be designated as a Demonstration Community as part of the Blue Zones Project in partnership with Oregon Healthiest State Initiative.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2016.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

RESOLUTION NO. 16-

Page 1

Let's make the healthy choice the easy choice.

What are the benefits of Blue Zones Project?

Blue Zones Project[®] is a well-being improvement initiative designed to help make healthier choices easier by encouraging changes to communities that lead to healthier options. When individuals and organizations participate — from worksites and schools to restaurants and grocery stores — the small changes contribute to huge benefits: lowered healthcare costs, improved productivity, and ultimately, a higher quality of life.

A community-wide approach.



Worksites: We help your workers feel better and more connected to their colleagues, so they're more productive, miss less work, and have lower healthcare costs.



Grocery Stores: By helping you provide easier access to healthful and tasty foods, you can better educate families on improving nutrition.



Schools: By encouraging better eating habits, implementing tobacco-free policies, and increasing physical activity, we create healthy habits for life.



Community Policy: Sidewalks, community gardens, farmers' markets, and other community infrastructures affect your ability to move naturally, connect socially, and access healthy food.



Restaurants: We work with you to add healthier foods, so you can improve customer satisfaction and increase traffic.



Individuals: From moving naturally more often to finding individual purpose in our lives, making small changes in daily routines can lead to living happier and healthier lives.



Faith-Based Communities: We help inspire, encourage, and promote well-being, increasing connectivity and longevity among members.

Learn more at bluezonesproject.com.



What is Blue Zones Project®?

What began as a *New York Times* bestseller by National Geographic Fellow Dan Buettner has evolved into a global movement that's inspiring people to live longer more active lives. Blue Zones Project offers a unique opportunity for individuals, organizations, and communities to make permanent changes to the environments where they live, work, and play to make healthy choices easier.

POWER

9[®]

Live a longer, healthier life by applying these principles inspired by the people who have lived the longest.



Move Naturally: Find ways to move more! You'll burn calories without thinking about it



Purpose: Wake up with purpose each day and add up to seven years to your life



Down Shift: Reverse disease by finding a stress-relieving strategy that works for you



80% Rule: Eat mindfully and stop when 80% full



Plant Slant: Put more fruits and vegetables on your plate



Wine @ Five: If you have a healthy relationship with alcohol, enjoy a glass of wine with good friends each day



Family First: Invest time with family – and add up to six years to your life



Belong: Belong to a faith-based community and attend services regularly to add up to 14 years to your life



Right Tribe: Surround yourself with people who support positive behaviors – and who support you

To find out more about this exciting well-being initiative, email bluezonesprojectoregon@healthways.com or visit oregon.bluezonesproject.com.

 facebook.com/BlueZonesProjectOregon

Brought to Oregon by



AIS-2585

4.

Workshop Meeting

Meeting Date: 08/16/2016

Length (in minutes): 20 Minutes

Agenda Title: Discussion on Proposed Changes to TMC Ch. 12 - Utility Services Rules and Regulations

Submitted By: Ron Blecker, Finance and Information Services

Item Type: Update, Discussion, Direct Staff
Meeting Type: Council Workshop Mtg.

Public Hearing No

Newspaper Legal Ad Required?:

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Discussion of proposed changes to the Tigard Municipal Code Chapter 12.01, "Utility Services Rules and Regulations" and Administrative Rules to clarify administration over utilities. Staff has also included recommended changes to the Administrative Rules for informational purposes only.

STAFF RECOMMENDATION / ACTION REQUEST

Requesting Council's direction on whether the attached changes to the TMC chapter 12.01 and Administrative Rules can move forward for adoption.

KEY FACTS AND INFORMATION SUMMARY

In general the proposed changes to TMC chapter 12.01 and the Administrative Rules will:

- Ensure consistent practices and equitable customer service in Utility Billing
- Allow for growth and expansion to support the city's strategic goals
- Enhance controls over utility billing procedures
- Reduce risk regarding customer account discrepancies by limiting the period of error, not to exceed one year from the date of discovery
- Increase operational efficiency of the Utility Billing division

Below is a summary of the proposed changes to the TMC and Administrative Rules with respect to Utility Billing processes and procedures. The complete proposed changes are attached to this AIS.

TMC Chapter 12.01 Proposed Changes:

- Utility charge adjustments and payment agreements are limited to the period of error, which shall not exceed one year from the date the error is identified.
- The city shall not enter into more than two payment agreements with a given customer in a one year period. Breach of a payment agreement by the customer shall result in further collection efforts and possible water service shut-off.
- The city shall have no liability for trimming of vegetation in order to read or service meters. Maintenance to clear a customer's water meter from vegetation or other obstructive items is the responsibility of the resident/owner. Customers will receive a 30 day written notice to remove any obstruction. Without proper maintenance of the water meter, the city will establish a maintenance fine. Staff suggests the fine be set at \$60 per violation.
- Grievances or complaints are filed with the Utility Billing Supervisor.

As a result of the proposed changes to the TMC, staff has also updated the operational and administrative rules. A copy of the proposed changes to the Administrative Rules is attached for your information. Highlights of the proposed changes to the Administrative Rules include:

- Single Family Dwelling & Metered Business Accounts – Customers that have not paid the “Urgent Notice” bill will receive a “Final Notice” via ground mail six calendar days prior to shut-off of water service.
- Meter Installation Fee - Separate service connections will be required for each dwelling, business, institution, and multi-use building. Multi-use buildings will have separate connections based on customer type within the structure.

These recommended changes to Utility Billing procedures will improve customer service, billing practices and the meter reading process with a focus on growth and process improvement.

OTHER ALTERNATIVES

Council may choose not to adopt the recommended changes to the code and administrative rules.

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 Strategic Goals – Ensure development advances the vision

Tigard Municipal Code Chapter 12.01

DATES OF PREVIOUS CONSIDERATION

N/A

Attachments

Recommended Changes to TMC Chapter 12.01 & Administrative Rules



City of Tigard Memorandum

To: Mayor Cook and Honorable Council Members

From: Ron Blecker, Utility Billing Supervisor

Re: Recommended Changes to Tigard Municipal Code and Administrative Rules

Date: 27 July, 2016

During the last few years the Utility Billing Division has undergone changes to improve customer service, billing and the meter reading process. The following are recommended changes to the Tigard Municipal Code and Administrative Rules with a focus on city growth and continued division progress.

Thank you for your consideration.

<u>Tigard Municipal Code</u>	<u>Recommended Changes</u>
<p>12.03.040 - Utility Charge Adjustments and Payment Agreements</p> <p>12.03.040 C – Utility Charge Adjustments and Payment Agreements// Also listed in; Administrative Rules 12.01.080-01-01 Para V. Section B-3</p>	<p>“When the Finance Director or designee determines that a billing error has occurred, the director or designee may authorize an adjustment of the customer’s utility account for the period of the error, not to exceed one year from the date the error is identified. Adjustments will be in the form of credits or additional charges to active utility accounts.”</p> <p>Errors in billing or collection shall be corrected in a timely manner by the city. Resulting credits on accounts or refunds shall be made as expeditiously as possible. Disputed billings Or other collection transactions shall be dealt with as follows:</p> <p>“The city shall not enter into more than two payment agreements with a given customer in a one year period, beginning as of the date the first payment agreement is executed by the parties.”</p> <p>“Breach of such agreement by the customer shall result in the further collection efforts and possible shut-off of water service.” Payment Agreements for amounts over \$10,000 must be approved by Tigard City Council. (Ord. 12-06 §1)</p>

<u>Tigard Municipal Code</u>	<u>Recommended Changes</u>
<p>12.10.160 Para B – Service Connection Maintenance</p>	<p>“Each customer is required to maintain vegetation and an obstruction free zone a minimum of two feet around the water meter fire hydrants and other water appurtenances. Clear access to the meter shall be from the street side in a direct path to the water meter. The customer shall remove any obstruction within 30 calendar days of written notice from the city. Failure to maintain the area within the time ordered by the city may result in city personnel clearing the area to meet the city’s meter reading and maintenance needs. The Tigard City Council may establish a service connection maintenance fine by resolution for violation of this provision. This fine may be included in the utility bill. Failure to pay the fine can result in discontinuance of service. The city shall have no liability for trimming of vegetation in order to read or service meters.”</p>
<p>12.10.210 - Grievances</p>	<p>“Any grievance as to the service or complaints should be made to the utility billing supervisor public works director, who shall attempt to resolve the problem. Any unresolved grievances as to service or complaints shall be reported and considered by the city manager.</p>
<p>END OF TMC RECOMMENDATIONS</p>	<p>END OF TMC RECOMMENDATIONS</p>

<u>Administrative Rule</u>	<u>Recommended Changes</u>
12.01.080-01-01 Para I. Billing Cycle , Sec. B	“Bills will be processed within 10 calendar 7 days of the meter being read and either mailed to the customer by the United States mail (U.S. Postal System) or sent electronically if the customer has signed up to request their bill via electronic delivery.”
12.01.080-01-01 Para II. Payments , Sec A	“By phone using a major credit card at 1-888-826-7211 503-718-2460 ”
12.01.080-01-01 Para II. Payments , Sec A-2	If payment is less than the full amount owed, the payment will be applied proportionately among the four utility services”
12.01.080-02-01 Para I. Sec B-1 & 2 Single Family Dwelling & Metered Business Accounts	<p>1. “If payment is not made by due date specified in the urgent notice, a Final Notice will be mailed out six calendar days before water service is shut-off.” a final notice is posted on the front door of the residence or business at least 36 hours before water service is terminated.</p> <p>2. The six calendar days shall include City holidays and weekends.</p> <p>The 36 hours shall not include City holiday or weekends.</p>

<u>Administrative Rule</u>	<u>Recommended Changes</u>
12.01.080-02-01 Sec II, Par B-2. Multi-Family and Commercial Accounts	“To the extent possible, tenants of the property will be notified 20 30 calendar days prior to water service shut-off.”
12.01.080-02-01 Sec II, Par C-1. Multi-Family and Commercial Accounts	Accounts remaining unpaid 20 calendar 30 -days after the issuance of Final Notice will be scheduled for shut-off.”
12.01.080-02-01 Sec II, Para F. Deposit Required For Past Due Accounts.	F. Deposit Required for Recurring Past Due Accounts 1. If a customer has been issued three Final Notices within a 12-month period, a proportional deposit will be required.
12.01.080-03-01 Sec I, Para A-2. Adjustment Considerations	“Customer can demonstrate leak was repaired within 20 calendar 40 -days of discovery.”
12.01.080-03-01 Sec II, Para A-3. Credit for Leak Adjustment Calculations	If no history exists for billing period, past usage will equal system average of 8ccf 16 ccf per billing cycle.”
12.01.080-04-01 Sec I, Para B. Meter Installation Fee	“Separate service connections will be required for each dwelling, business, institution, and multi-use building. Multi-use buildings will have separate connections based on customer type within the structure”.

AIS-2658

5.

Workshop Meeting

Meeting Date: 08/16/2016

Length (in minutes): 45 Minutes

Agenda Title: Briefing 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 Mtg - Study Sess.

Public Hearing: No

Publication Date:

Information

ISSUE

Discuss the feasibility of recreation partnership opportunities.

STAFF RECOMMENDATION / ACTION REQUEST

Consider recreational partnership opportunities, and then, decide which opportunities are worth further consideration.

KEY FACTS AND INFORMATION SUMMARY

A current goal of the City Council is to provide recreation opportunities for the people of Tigard. The council, specifically, identified the importance of exploring the feasibility of partnership opportunities with other cities, special districts, and non-profits.

Staff has begun to address the council's goal by identifying potential partners and conducting preliminary interviews with each potential partner. Tualatin Hills Park and Recreation District (THPRD), Tigard-Tigard Aquatics District (TTAD), Tigard-Tualatin School District (TTSD), and the City of Sherwood each expressed an interest in continuing the preliminary discussions pending tonight's council discussion.

Along with these four options, the City could decide to expand its own Parks and Recreation program, which began in 2014, to offer expanded recreation opportunities and events.

Background

The role that the City should play in recreation has been an ongoing discussion for several years.

In 2014, the City completed a Recreation Program Study which considered the role that Tigard should play in providing recreation programming and services. This community-driven process identified the following short- and long-term goals for recreation programming in Tigard:

- Short-Term Goal: Establish a pilot recreation program to test viability and build support for expanded services.
- Long-Term Goal: Support a comprehensive public recreation program with a hub of activity, augmented with programs spread across the community.

The City hired a recreation coordinator in 2015 and began implementing the short-term goals. To date, the Recreation program has focused on offering community events, including an Egg Hunt and a Youth Bike Fair.

Recreation Center

A survey conducted for the 2014 Recreation Program Study indicated that “there appears to be sufficient support for a recreation funding measure in the near future.” The study advises that the City investigate partner support to develop a multi-purpose recreation center. Developing a multi-purpose recreation center is possible with any of the potential partnerships except the Tigard-Tualatin School District.

Potential Partnership Opportunities

Since January 2016, staff has analyzed the feasibility of each partnership opportunity by reviewing previous recreation studies and surveys, interviewing staff from potential partners, identifying the benefits and challenges of each partnership, and completing a high-level review of the price of entry.

Each potential partner indicated an interest in continuing to explore the possibility of providing some level of recreation to Tigard residents.

1. **Tigard-Tualatin Aquatics District (TTAD):** The TTAD operates two pools, the Tigard Public Pool and the Tualatin Public Pool. Their boundaries align with the Tigard Tualatin School District. TTAD does not provide recreation beyond swimming lessons. TTAD and the City would need to merge staffing, develop recreation programming beyond swimming lessons, and secure facilities beyond the existing pool. Tigard residents living outside the TTSD boundaries would be excluded.

2. **Tigard-Tualatin School District (TTSD):** The district manages playing fields, gymnasiums, and classrooms. In the summer and during school breaks, these offerings are often unused but unavailable for public use. TTSD and City would partner to provide recreation activities through existing TTSD facilities. City staff would manage and operate any program offerings.

3. **Tualatin Hills Park and Recreation District (THPRD):** operates over 200 facilities including eight swimming centers and offers a full-scale recreation program. Public outreach

completed for the 2014 Recreation Program Study indicated that THPRD is the top public provider of recreation for Tigard residents. For example, 37% of respondents indicated that they had participated in a sports league, camps, or class offered by THPRD.

THPRD would become the sole recreation provider for Tigard residents. Residents would no longer pay out-of-district rates for THPRD offerings. The district would assume ownership and management of all City parks, trails, and open space.

4. City of Sherwood: The City contracts with the YMCA for operations and programming of the 56,000-square foot facility which includes a swimming pool, basketball courts, weight room, and rock climbing wall. Sherwood is conducting a feasibility study to evaluate possible management options for the facility. The cities of Sherwood and Tigard would create a district to decrease the redundant costs of offering recreation program and operating an aquatics facility/community center. Tigard would need to build a community center to make the partnership viable.

5. City of Tigard: The City is implementing year two of the recommendations from the Recreation Program Study, which calls for pilot programs and outdoor events. While implementing short-term goals, the Recreation Program Study calls for the City to test community support for implementing longer-term goals.

Next Steps to Consider

In considering next steps, the city council should:

1. Decide which potential partnerships merit further consideration. If the Council is not interested in pursuing any of the external partnership opportunities, Council could direct Tigard Parks and Recreation staff to continue implementing the current 5-year plan. In the final two years of the five-year plan, staff could examine the feasibility of a community center.
2. Advise staff on the information needed to advance the discussion about potential recreation partnerships. The council could direct staff to conduct public outreach, including a telephone survey, online survey, and focus groups, to measure the public's interest in the remaining partnership opportunities. Staff could also advance discussions with the potential partners including a closer examination of the financial costs and legal ramifications.

OTHER ALTERNATIVES

Consider sub-district options for the area of Tigard which is outside the Tigard-Tualatin School District.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Council Goal 1: Provide Recreation Opportunities for the People of Tigard.

2014 Recreation Program Study

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Attachments

Review of Partnership Opportunities

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-2782

6.

Workshop Meeting

Meeting Date: 08/16/2016

Length (in minutes): 10 Minutes

Agenda Title: Review Process for Soliciting Bids for General and Specialized Legal Services

Prepared For: Kent Wyatt, City Management

Submitted By: Kent Wyatt, City Management

Item Type: Receive and File

Meeting Type: Council Workshop Mtg.

Public Hearing: No

Publication Date:

Information

ISSUE

Determine the process for soliciting bids for the city's general and specialized legal services.

STAFF RECOMMENDATION / ACTION REQUEST

Issue separate RFPs for general and specialized legal services.

KEY FACTS AND INFORMATION SUMMARY

The City Attorney is appointed by the City Council. The city's current contracts for legal services expire on December 31, 2016.

Before soliciting bids for legal services in 2011, the City Council elected to issue an RFP for City Attorney services, while breaking out the more specialized legal service areas of Franchise, Labor & Employment, Public Prosecutor, and Real Estate. The city council selected:

- Jordan Ramis - General Legal Services and Real Estate
- Beery Elsner - Franchise
- Bullard Law - Labor and Employment
- Larry Blake - Public Prosecutor

Staff is proposing a similar process for soliciting bids for legal services for the next five years. Staff is seeking feedback on the proposed process and Council's level of interest in participating in the interviews and recruitment process.

OTHER ALTERNATIVES

Determine a different process for selecting the city's legal services.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

AIS-2601

7.

Workshop Meeting

Meeting Date: 08/16/2016

Length (in minutes): 15 Minutes

Agenda Title: Update on the Implementation of the Strategic Plan

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

Staff will update the mayor and council on action items taken to implement the strategic plan.

STAFF RECOMMENDATION / ACTION REQUEST

Receive the report on the implementation of the strategic plan.

KEY FACTS AND INFORMATION SUMMARY

In 2014, the City of Tigard adopted a strategic plan to become the most walkable community in the Pacific Northwest where people of all ages and abilities enjoy healthy and interconnected lives. The strategic plan provides guidance and direction for the city's priorities over the next 20 years.

Below is an update of some of the progress being made on each of the four goal areas for the strategic plan.

Walking and Connecting:

- The Walk Friendly Assessment awarded Tigard an "honorable mention" designation for the city's work toward becoming the most walkable city in the NW.
- The Tigard Safe Route to School Program finished its first full school year. More than 1,800 students participated in the walk and roll to school events in October and May.
- Tigard parks, trails, and properties became smoke and vape free.

Growing and Planning:

- A new economic development video was completed and released.

- Tigard has been selected for two EPA brownfields grants totaling \$400,000.
- New sidewalks were constructed along 95th Ave north of Greenburg Rd. and North Dakota St.
- An updated Walk Tigard map was completed.

Engaging and Communicating:

- Tigard Trivia debuted to convey messaging about Tigard's culture, infrastructure, walkability, and history. Residents and local businesses are participating on the city's social media outlets.
- Tigard Parks and Recreation released the first activity guide
- Public Works Day, Egg Hunt, Youth Bike Fair, and a skateboarding event were offered to the community.

Financing and Sustaining:

- Two LQC projects were recently completed.
 - Native wildflowers were planted around the Scheckla Trail.
 - Improvements, including paving, was added to the existing bike/pedestrian connection from Center Street to Commercial Street through Commercial Park.
- In the 2016-17 budget, four patrol officers to be hired in the Tigard Police Department to support the department's goal for patrols during highest call volumes and improving call response times for highest-priority calls.

You can track the implementation of the strategic plan through weekly updates on the city's website.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

The strategic plan is a 20-year plan approved by Council in November 2014.

DATES OF PREVIOUS COUNCIL CONSIDERATION

In 2014, the City Council approved the Strategic Plan. Council received an update on the implementation status of the strategic plan in November 2015.

AIS-2778

8.

Workshop Meeting

Meeting Date: 08/16/2016

Length (in minutes): 20 Minutes

Agenda Title: City Priorities Discussion: Scoping a Local Option Levy and Facilities Bond Proposal

Prepared For: Marty Wine, City Management

Submitted By: Kelly Burgoyne, Central Services

Item Type: Update, Discussion, Direct Staff

Meeting Type: Council Workshop Mtg.

Public Hearing: No

Publication Date:

Information

ISSUE

What services and facilities are should be a priority for investment as Tigard looks ahead to the possibility of asking voters for a local option levy and facilities bond measure at a future date?

STAFF RECOMMENDATION / ACTION REQUEST

Begin a discussion of what services and facilities might be included in a local option levy and facilities bond.

Questions for discussion include:

- Using the choices considered in the 2016-17 Budget, what does the City Council consider a priority for the next investment by the General Fund in services and facilities?
- What would be useful for the Council to know from citizen surveys or focus groups about public priorities?
- The Leadership Team's operating assumption is that both a local option levy and a bond for capital facilities would be placed before voters in November 2017, based on the need for considerable lead time for gathering information about the city's needs, providing information to the public, and building community awareness and support. What is the Council's consideration for timing for potential voter-approved measures?

KEY FACTS AND INFORMATION SUMMARY

In March 2015, ahead of the 2016-17 Budget, the City Council had a broad discussion of city priorities, namely: what were important investments that the city should be making in services and facilities for the future? The purpose of that discussion was for the Council to begin to understand the breadth of potential General Fund service investments and facilities needs going into the 2016-17 budget process.

The choices in the 2016-17 budget process were largely focused on where investments of General Fund dollars should be made for the upcoming year (because there was \$1,000,000 of General Fund that once supported Parks that could be invested in other General Fund needs). The budget message stressed the dangers of eroding the city's day-to-day city services if we continue on our current financial path and will be unable to keep up with city population growth and demand for services. The proposed budget highlighted the need to ask voters to supplement the City's low permanent property tax rate through a local option levy, and a capital bond measure to replace or repair the city's facilities. With the adoption of the 2016-17 Budget and the support of the Budget Committee and the City Council to seek a voter-approved local option levy and facilities bond at a future election, the work begins now to determine what should be requested of voters. In prior Council discussions, the Council has acknowledged that:

- The structural imbalance in the General Fund (in which costs grow at least one-half of one percent faster than revenues) will require new resources
- Investing in new or expanded programs and services will require new resources
- All of what needs to be done in Tigard can't be accomplished in a single year
- There may be limits to what, and how much, of a request to be made to voters
- If voter approval is sought for a measure, it should be for something that the whole Council can advance supportively.

Several efforts are now underway to begin to identify facilities and services that the Council will be discussing over the next year:

- The City Council approved a contract for the Civic Center Visioning Project, and the Building Conditions Assessment, designed to identify which investments in facilities are needed and can be made on the existing Civic Center campus;
- Work with a survey and research firm is proposed to gather input from Tigard residents and businesses about what services and facility investments they are aware of are needed, and would prioritize for an investment through a local option levy or capital bond for facilities.
- Leadership Team discussions (Department Directors) have begun to identify the potential specific investments, timeline and key milestones needed to seek a levy and bond measure with voters, and also to begin to frame the choices about what General Fund services would be supported in a future levy. All of the General Fund budget "packages" that were considered but not funded in the current fiscal year represent future General Fund service needs to be considered for a local option levy. Scoping a local option levy will need to be better informed by some type of survey or research effort to collect the opinions of Tigard residents and businesses.
- Consideration of a timeline, and key milestones to seek a voter-approved measure: when should the city ask?

OTHER ALTERNATIVES

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Strategic Plan Goal 4 - Fund the Vision while Maintaining Core Services

DATES OF PREVIOUS COUNCIL CONSIDERATION

The City Council had a preliminary discussion of this topic ahead of the 2016-17 Budget presentation on March 1, 2016.

operation and maintenance of the cameras.

- The PD and Municipal court have identified several staffing and workspaces needs.
Estimated annual expenses: \$490,000 (plus inflation)
- Potential gross annual revenues of approximately: \$905,000
- Potential net annual revenues after expenditures: \$414,000

OTHER ALTERNATIVES

An alternative would be to not implement a photo red light program in Tigard at this time.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

Implementing a photo red light camera program would support the Police Department's goal to "enhance the safety and security of Tigard's residents, visitors and businesses" while supporting the City's vision to become "the most walkable community in the Pacific Northwest . . . "

DATES OF PREVIOUS CONSIDERATION

Staff presented a report to Council on a photo red light camera program during the June 16, 2015 workshop.

Fiscal Impact

Cost: \$513,000

Budgeted (yes or no): NO

Where Budgeted (department/program): PD / Muni Court

Additional Fiscal Notes:

Implementation of the photo red light program will result in a staffing impact within both the Police Department and the Municipal Court. Ongoing expenses are estimated to be \$490,000 and a year 1 cost (including the one-time set up costs) is estimated to be approximately \$513,000. There are unknown costs associated with the expansion of the Municipal Court office space as well as potential space impacts to the Courtroom and the visitors' parking lot.

- The Police Department estimates hiring one (1) full time officer at an ongoing cost of: approximately \$122,000.
- One-time PD set-up costs: approximately: \$5,000
- The Municipal Court projects a staffing need of five (5.0) additional court clerks and an increase in the judge's dedicated time. Estimated ongoing salary and benefits: \$362,000
- One-time Court set-up costs: approximately \$16,000 for a software system update.
- Ongoing annual materials and services costs to support all staff: \$6,500

Most similar jurisdictions experience citation workloads that fluctuate over the life of the program. A Tigard program is estimated to generate, on average, approximately \$905,000 in program revenue annually. Revenues net of expenses are estimated to be \$414,000 annually.

Additional expense and revenue details are available in the attached staff report.

As is the case with other citation revenues, these will be deposited into the General Fund and will be available for future budget decisions. In keeping with the intent of the photo red light statute, investing funds into additional traffic and pedestrian safety programs could be considered.

Attachments

Staff report



City of Tigard Memorandum

To: Honorable Mayor and City Councilors
From: Commander James McDonald *J. McDonald 7/26/16*
Re: Photo Red Light Staff Report
Date: July 26, 2016

In June 2015 the Tigard Police Department (PD) was tasked by City Council with conducting a study on the feasibility of implementing a photo red light program within the City of Tigard. The following report outlines all of the additional program information acquired over the past year and a request for Council direction.

Summary of Findings

- The Oregon State law authorizing cities to implement photo red light systems requires that a sworn police officer must issue each citation.
- The state law is mature and well tested. No statutory problems are anticipated.
- Photo red light vendor Redflex Traffic Systems (Redflex) conducted an initial traffic survey in November 2015 to gather data for program evaluation.
- Beaverton, Portland, Sherwood and Tualatin all have active and well established programs and have shared details regarding their actual citations and workload experiences.
- With the exception of Portland, all currently have contracts with Redflex for the operation and maintenance of the cameras.
- The PD and Municipal court have identified several staffing and workspaces needs. Estimated ongoing annual expenses: \$490,000 (plus inflation)
- Potential annual revenues approximately: \$905,000
- Potential annual net revenues after expenditures: \$414,000

Survey

To identify the best locations to deploy cameras for the survey, City Engineering suggested intersections with demonstrated higher levels of traffic crashes. Four (4) locations on Pacific Highway were selected for the initial survey:

1. SW Hall
2. SW Walnut
3. SW Gaarde/McDonald
4. SW Durham

The survey was completed on a Tuesday in mid-November 2015 and ran for 12 hours between 6am and 6pm. Using their business model metrics, Redflex relayed the survey results indicated a red light program would be viable. After the review of the survey videos, it was evident there is a consistent flow of traffic violations at each location. Of particular concern, was the number of violations where

motorists go straight through the intersections, often entering the intersection after the light has already turned red which demonstrates a significant safety hazard.

Redflex estimates the number of annual violations based on the number of violations observed on the videos taken during the 12-hour survey timeframe. This estimate was calculated by using an equation that takes into account the reduction in violations due to compliance over time. The survey results indicated that these four intersections could produce approximately 33,000 violation *detections* per year. After accounting for a variety of factors including, glare on vehicle windows, rain on camera lenses, driver identification issues as well as inaccurate DMV owner information, we estimate that 30% to 35% of these detections could produce confirmed violations and result in 10,000 - 12,000 citations issued annually. These Tigard estimates compare similarly with more established local programs that have a sustained average citation-to-detection ratio of 40% to 45%.

Estimated Revenues and Expenses

Implementation of the photo red light program will result in a staffing impact within both the Police Department and the Municipal Court resulting in ongoing expenses estimated to be \$490,000. Please see Table 1 for more details.

Currently, the presumptive fine for ORS 811.265, *Fail to Obey a Traffic Control Device* is set at \$260. Most citations will result in a required payment to Washington County and the State of Oregon of \$61 and all citations will result in some payment to the vendor. Our current vendor payment is estimated to be \$60 per citation. Based on a review of the most recent 12 months of Municipal Court data, about 27% of issued citations result in a ‘diversion’ program; these fees averaged approximately \$125 and *would not* require the County/State administrative payment. The majority of citations, 73%, result in conviction and payment. A discount rate of 75% was then applied based on 2015 fine collection data. Based on the four intersections evaluated as part of the initial survey, staff estimates that the City could receive approximately \$905,000 in annual revenues. Please see Table 2 for details.

Table 1

Annual EXPENSE Estimates	Ongoing Costs
Police Officer - 1.0 FTE	\$122,372
Court Clerk I - 2.0 FTE	\$107,770
Court Clerk II - 3.0 FTE	\$190,800
Judge - .25 FTE increase	\$63,757
Materials & Services	<u>\$6,500</u>
Estimated ONGOING Costs	\$491,199
One-time PD costs	\$5,000
One-time Court costs	<u>\$16,000</u>
Estimated ONE-TIME costs	\$21,000

Estimated YEAR 1 Costs	\$512,199
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Table 2

Annual REVENUE Estimates	Revenues
Estimated ongoing gross receipts*	\$2,356,868
Payment: State and County	(\$489,830)
Payment: Vendor contract	(\$660,000)
Revised revenues	\$1,207,038
Collection Rate assumption	75%
Estimated ongoing revenues	\$905,279
Potential Revenue net of Expenses	\$414,080

* based on 11,000 citations annually

After the program is stabilized, staff projects that the City could realize approximately \$414,000 in net revenues annually. Like other citation revenues, these will be deposited into the General Fund and will be available for future budget decisions. In keeping with the intent of the photo red light statute, investing future funds into additional traffic and pedestrian safety programs could be considered.

Police Department. By statute, ORS 810.436 (1)(f), the City is required to have a sworn police officer sign all issued citations. It is estimated that one (1.0) full-time officer would be needed to view, process and issue citations, attend court and provide related traffic safety support. Initially we anticipate this need may be higher, however we could supplement with part time temporary employees (e.g. background investigators) or officers on modified duty status as available. One-time costs would be needed to outfit the officer with office equipment including a computer and air-card internet connection.

In addition to the intersections used during the initial survey, other intersections which could be considered, either for the initial program or for a program expansion of up to eight (8) intersections:

- 72nd & Pacific Highway
- 72nd & Upper Boones Ferry
- 72nd & Bonita
- Dartmouth & Pacific Highway
- Greenburg & Pacific Highway
- 69th & Pacific Highway
- 217 & Pacific Highway

The PD would work with the identified vendor to secure the appropriate approvals and permits from the Oregon Department of Transportation prior to any level of program implementation.

Municipal Court. Court staff will need to process every citation issued, necessitating an increase of five (5.0) Court Clerks and an increase in the judge's dedicated time. Additionally, it is estimated there would be a one-time computer upgrade to necessary software and hardware with an estimated cost of \$16,000 initially, and ongoing annual costs to maintain around \$1,000.

There is also a significant space impact related to the additional Municipal Court staff, as well as courtroom and parking needs. The scope and cost estimates for these needs are unknown.

Safety Results

Research indicates that the installation of photo red light enforcement cameras have demonstrated improvements in traffic safety. The City of Beaverton noted in their 2015 report to the legislature that they have experienced a 41% decrease in injury crashes at intersections with photo red light cameras and a 6% overall reduction. This was recorded over a ten year period from 2001-2010. Other agencies in other parts of the country have experienced similar results with their programs as well. In Tualatin, the program has resulted in a reduction in violations at their intersections and with Washington County Land Use and Transportation adjusting light timing at one intersection. This has improved traffic safety and reduced traffic crashes at these intersections as well.

Council Direction

If the Council would like staff to move forward in this process, the next steps include Council direction / authorization to:

- Conduct an RFP to identify a vendor and establish a program model and more refined cost and revenue estimates.
- Conduct additional traffic surveys at additional high traffic intersections.
- Seek future Council authorization for FTE and associated appropriation increases for the PD and Municipal Court.