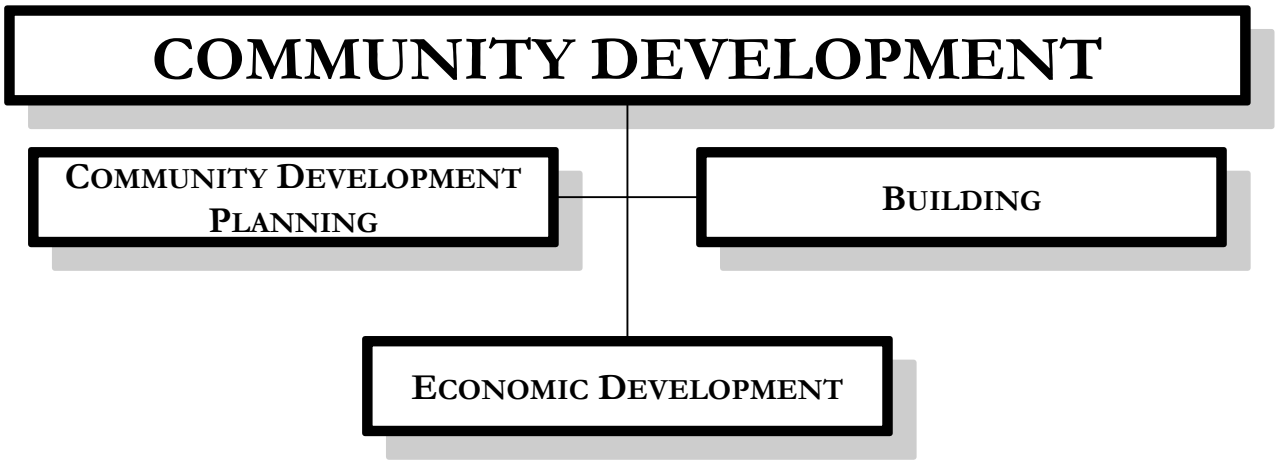
COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT PLANNING
BUILDING
ECONOMIC DEVELOPMENT

This section includes budget appropriations and explanatory materials for the Community Development Program. The Community Development Department budget includes three divisions: Community Development Planning, Building and Economic Development. These divisions are responsible for the following functions:

- Development review permit services,
- Long range land use and transportation planning,
- City code enforcement,
- Building inspection and permit services,
- Economic development and downtown urban renewal, and
- Department administration.

The department has successfully transitioned to a full service community development department with emphasis on developing its partnerships and operations to more actively stimulate new investment in key places. The city's Economic Development program continues to implement the City Center Urban Renewal Plan, including the development of new market rate housing in downtown Tigard. The department successfully delivered the River Terrace Community Plan and is now moving forward with review and approval of the first subdivisions and planned developments in the new community of River Terrace. The department is conducting a code audit that will help identify ways that the city's Community Development Code can be improved to better implement and support the city's Strategic Plan Vision of walkability. Policy planning has been completed for the Tigard Triangle and that plan is now moving into the implementation phase. The Triangle Plan will serve as the first plan area in the city to have development code that specifically fosters the development of a walkable and interconnected community. The department will also continue to update and improve its permitting, inspections and development review and customer service operations.

City of Tigard City Hall

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Revised	FY 2017 Proposed	2017Proposed vs.2016 Revised
Number of Positions	25.60	25.80	28.50	30.00	5.3%
Budget By Category					
Personal Services	2,546,565	2,707,395	3,195,450	3,437,375	7.6%
Materials & Services	676,820	690,680	1,247,324	888,173	-28.8%
Interdepartmental Costs	993,962	1,240,588	1,534,202	1,644,729	7.2%
Capital Outlay	2,133	2,075	10,050	90,550	801.0%
Other	0	0	0	0	0.0%
Total All Category	4,219,481	4,640,737	5,987,026	6,060,827	1.2%
Budget By Division					
Community Development Planning	395,428	2,677,365	3,240,248	2,966,483	-8.4%
Building	1,383,072	1,565,366	1,949,847	2,414,784	23.8%
Development Services	465,883	-8,219	0	0	0.0%
Community Planning	1,679,838	-37,940	0	0	0.0%
Capital Construction & Transportation	0	0	0	0	0.0%
Development Services-Engineering	0	0	0	0	0.0%
Street Lights & Signals	0	0	0	0	0.0%
Economic Development	295,259	444,166	796,931	679,560	-14.7%
Code Compliance	0	0	0	0	0.0%
Total All Division	4,219,481	4,640,737	5,987,026	6,060,827	1.2%
Budget by Fund					
General Fund - 100	2,836,409	3,075,371	4,037,179	3,646,043	-9.7%
Gas Tax Fund - 200	0	0	0	0	0.0%
Electrical Inspection Fund - 220	0	0	0	0	0.0%
Building Fund - 230	1,383,072	1,565,366	1,949,847	2,414,784	23.8%
Total All Fund	4,219,481	4,640,737	5,987,026	6,060,827	1.2%

PROGRAM DESCRIPTION:

This section includes budget appropriations and explanatory materials for the Community Development Program. The Community Development Department budget includes three divisions: Community Development Planning, Building and Economic Development. These divisions are responsible for the following functions:

- Development review and permit services,
- Long range land use and transportation planning,
- City code enforcement,
- Building inspection and permit services,
- Economic development and downtown urban renewal, and
- Department administration.

The department is a full service community development department with emphasis on developing partnerships and operations that more effectively engage citizens and actively stimulate new investment in key places. The city's Economic Development program continues to implement the City Center Urban Renewal Plan, including the development of new market rate housing in downtown Tigard. The department successfully and rapidly approved the first subdivisions and planned developments in the new community of River Terrace and building permit review is following quickly along. The department is working with a consultant team to create a new form-based code for the Tigard Triangle that will simplify the development review process and better implement and support the city's Strategic Plan Vision of walkability in the Triangle. The Safe Routes to School program is up and running with nearly all schools in Tigard participating. The department also continues to update and improve its permitting, inspections and development review and customer service operations.

PROGRAM RESULTS:

Community Development Planning employees are highly motivated, well trained, and service oriented. The current responsibilities of the department include:

- Effective and innovative long range land use and transportation planning services
- Relevant and effective Community Development Code standards and Comprehensive Plan policies
- Timely and effective development review and code compliance services
- Public improvements associated with development approvals that are consistent with city codes and standards
- Protection of natural resources consistent with local, state and federal laws and implementation of the city's Urban Forestry Master Plan
- Community information and public involvement related to program and project activities
- Effective representation at intergovernmental venues
- Coordination on affordable housing opportunities through advocacy and cooperation with housing agencies and providers
- Efficient and fair enforcement of the land use, nuisance, housing and building codes
- Plan and implement appropriate public outreach/involvement and public information efforts

for all Community Development related projects and programs to assure community awareness and understanding of activities and to provide ample opportunity for community input and influence on outcomes

- Maintains, updates and implements the city's Comprehensive Plan to 1) meet regional and state requirements and 2) provide guidance for public and private investments in infrastructure, land development, and economic development activities
- Prepares legislative actions for Planning Commission and City Council consideration, such as Development Code amendments, specific area plans, and Plan and Zoning Map amendments that meet regional, state and federal requirements, and satisfy the stated purpose of the effort
- Develops and implements a transportation planning function that addresses the multi-modal transportation needs of the community and integrates land use, economic development and infrastructure needs

ACCOMPLISHMENTS:

FY 2015-2016:

- Launched a project to finalize the Housing Goal update and implement development code changes to better support housing policies
- Launched a development code update project to improve the process and procedural aspects of the code, implement the code audit recommendations, and better support the city Strategic Plan for walkability
- Actively participated in and represented Tigard's interests in the regional Southwest Corridor Planning process
- Made substantial progress on creating and implementing a form-based, lean development code for the Tigard Triangle to support an active livable and walkable community
- Received a grant from Metro and initiated the Tigard Triangle Strategic Plan and Urban Renewal Implementation Plan
- Applied for grants and sought other intergovernmental assistance to achieve community objectives
- Expanded and improved the Safe Routes to School effort through hiring of a temporary project coordinator
- Provided staff and administrative support to the Planning Commission, Tigard Transportation Advisory Committee and project specific citizen and technical advisory committees
- Processed seven planned development and subdivision applications for River Terrace, approving over 1200 new residential lots
- Processed all development permit applications within state mandated timeframes
- Created the Tigard Active Permits web page where the public can track active development applications and building permits in their neighborhood or around the city
- Continued to implement technological, procedural and organizational changes to improve code compliance response and permit counter efficiency
- Worked with Oregon Department of Transportation and Washington County to ensure adequate public improvements on state and county transportation facilities and associated development applications
- Provided support to Public Works on parks and other capital projects
- Successfully transitioned erosion control inspection responsibilities from Tigard to Clean Water Services

GOALS & OBJECTIVES:

FY 2016-2017:

- Complete the form-based, lean development code for the Tigard Triangle and begin to create an active livable and walkable community

- Make substantial progress toward completion of the update of the Housing Goal of the Comprehensive Plan and complete development code changes to better support housing policies

- Make substantial progress toward completion of the Tigard Triangle Strategic Plan and Urban Renewal Plan Implementation, meeting scheduled deadlines and project milestones

- Continue to participate in and represent Tigard's interest in the regional Southwest Corridor Planning process

- Update the Community Development Code by improving process and procedures and implementing the recommendations of the code audit

- Position the department to respond to unanticipated opportunities or issues to achieve council goals such as securing grants and intergovernmental/agency partnerships

- Effectively represent the city at intergovernmental venues and provide local and regional leadership for high priority projects and initiatives

- Continue to maintain a high standard of customer service and accountability in all aspects of the department's work

WORKLOAD MEASURES

	2013-2014	2014-2015	2015-2016	2016-2017
CD intergovernmental meetings/events	90	108	90	95
Citizen boards, commissions, standing and ad-hoc committees staffed by department	9	9	9	9
Commission/board meetings attended	80	80	80	80
Council agenda items originating in CD	100	120	130	130
Erosion control inspections	1,600	NA	NA	NA
Grant writing and administration - number of grants to apply for and awarded	2	3	4	5
Intergovernmental involvement and coordination meetings to attend with other governments	100	110	120	120
Issues/topics considered by CD staffed boards, commissions and ad-hoc committees	50	60	75	75

WORKLOAD MEASURES

	2013-2014	2014-2015	2015-2016	2016-2017
Major CD division projects/initiatives	15	20	17	21
Major land use reports/studies/plans completed	7	5	2	2
Number of development applications (includes all Type I, II , III, and IV applications)	NA	251	388	578
Number of land use decisions made by City Council	7	7	3	8
Number of land use decisions made by Director (includes Type I HOP, SGN, and TUP)	323	204	350	242
Number of land use decisions made by Planning Commission/Hearings Officer	4	10	6	15
Number of legislative amendment decisions made by City Council	7	10	3	2
Public Facility Improvement permits issued for private development (PFI)	27	NA	NA	NA
Support to City Council and City Manager special projects	NA	5	22	18
Total number of code compliance inquiries/contacts received	239	240	300	350
Total number of code compliance inquiries/contacts received (all NCC, DCC and ARB cases)	239	254	201	266

EFFECTIVENESS MEASURES

	2013-2014	2014-2015	2015-2016	2016-2017
Accuracy of planning related GIS data distributed to public	100%	100%	100%	100%
Developments that meet ordinance standards and process	100%	100%	100%	100%
Funds acquired or committed through grants	$400,000	$800,000	$450,000	$600,000
Inspections conducted within 24 hours	100%	100%	100%	100%
Land use decisions made with service standards	100%	100%	100%	100%
Land use decisions made within 120 days or extensions	100%	100%	100%	100%
Legislative amendments acknowledged by DLCD without revisions/remands	100%	100%	100%	100%
Reports/studies/plans adopted/ accepted by council	100%	100%	100%	100%
Success of CD divisions in achieving their work programs	80%	90%	90%	90%

FULL-TIME EQUIVALENT POSITIONS

	2013-2014	2014-2015	2015-2016	2016-2017
Community Development Director	1.00	1.00	1.00	1.00
Assistant Community Development Director	1.00	1.00	1.00	1.00
Confidential Executive Assistant	1.00	1.00	1.00	1.00
Sr Admin Specialist	1.00	1.00	1.00	1.00
Program Development Specialist	0.80	0.80	1.00	1.00
Livability Compliance Specialist	0.80	1.00	1.00	1.00
Associate Planner	5.00	5.00	5.00	5.00
Senior Planner	1.00	1.00	1.00	1.00
Sr Transportation Planner	1.00	1.00	1.00	1.00
Permit Technician Assistant	0.80	0.80	0.80	0.80
Building Division Services Supervisor	0.20	0.20	0.20	0.20
Senior Engineering Technician	1.00	0.00	0.00	0.00
Assistant Planner	0.00	1.00	1.00	1.00
Program Coordinator	0.00	0.00	1.00	1.00
Total FTE	14.60	14.80	16.00	16.00

FY 2014 Actual	FY 2015 Actual	FY 2016 Revised	Budget Resource Summary	2017 Proposed	Proposed FY 16 Revised
2.00	14.80	16.00	Total FTE	16.00	
184,315	878,572	1,017,806	**51001 - Salaries - Management**	998,820	-1.9%
642	138,868	152,185	**51002 - Salaries - General**	154,832	1.7%
124	46,920	39,448	**51005 - Part Time - Temporary**	22,858	-42.1%
2,065	10,850	0	**51006 - Overtime**	7,568	100.0%
0	502	0	**51007 - Incentive Pay**	0	100.0%
187,146	1,075,713	1,209,439	**Total Personal Services - Salaries**	1,184,078	-2.1%
2,599	12,292	6,088	**52001 - Unemployment**	1,155	-81.0%
397	10,627	12,148	**52002 - Worker's Compensation**	13,341	9.8%
13,779	80,753	93,058	**52003 - Social Security/Medicare**	88,254	-5.2%
1,348	7,785	8,808	**52004 - Tri-Met Tax**	8,349	-5.2%
22,487	123,888	157,782	**52005 - Retirement**	153,245	-2.9%
1,200	9,866	10,140	**52007 - VEBA - ER**	10,740	5.9%
199	1,266	7,169	**52008 - Life Ins/ADD/LTD**	7,138	-0.4%
628	3,100	0	**52009 - Long Term Disability**	0	100.0%
34,709	171,775	218,157	**52010 - Medical/Dental/Vision**	234,810	7.6%
4,876	20,863	0	**52011 - Dental Benefits**	0	100.0%
82,222	442,215	513,350	**Total Personal Services - Benefits**	517,032	0.7%
11,705	13,547	31,475	**53001 - Office Supplies**	32,475	3.2%
70	0	0	**53002 - Small Tools & Equipment**	0	100.0%
11,775	13,547	31,475	**Total Supplies**	32,475	3.2%
40	342,954	498,546	**54001 - Professional/Contractual Services**	236,291	-52.6%
4,532	100,348	90,000	**54003 - Legal Fees**	90,000	0.0%
0	0	11,988	**54006 - Software License and Maintenance**	11,988	0.0%
0	0	425	**54114 - R & M - Office Equipment**	425	0.0%
254	1,634	1,440	**54205 - Utilites - Phone/Pager/Cells**	1,440	0.0%
0	7,149	8,100	**54300 - Advertising & Publicity**	8,100	0.0%
983	1	1,405	**54301 - Fees and Charges**	2,000	42.3%
11,645	8,266	11,000	**54302 - Dues & Subscriptions**	11,000	0.0%
6,979	14,303	30,964	**54303 - Travel and Training**	30,964	0.0%
0	3,151	3,300	**54306 - Credit Card Fees**	4,500	36.4%
5,563	9,110	10,585	**54311 - Special Department Expenses**	12,585	18.9%
29,996	486,916	667,753	**Total Services**	409,293	-38.7%
247	2,075	2,800	**56004 - Computer Hardware and Software**	4,150	48.2%
247	2,075	2,800	**Total Capital Improvement**	4,150	48.2%

FY 2014 Actual	FY 2015 Actual	FY 2016 Revised	Budget Resource Summary	2017 Proposed	Proposed FY 16 Revised
7,218	130,668	173,115	**58100 - Indirect Charges- City Management**	187,139	8.1%
7,267	49,427	55,678	**58110 - Indirect Charges- Human Resources**	49,153	-11.7%
3,473	24,029	26,375	**58120 - Indirect Charges- Risk Management**	27,161	3.0%
4,371	50,558	129,734	**58130 - Indirect Charges- Office Services**	170,219	31.2%
8,830	121,866	136,214	**58150 - Indirect Charges- Records**	125,203	-8.1%
189	1,173	2,432	**58200 - Indirect Charges- Finance Administration**	3,135	28.9%
11,241	51,199	54,775	**58210 - Indirect Charges- Financial Operations**	33,026	-39.7%
38,944	169,303	192,990	**58230 - Indirect Charges- Technology**	170,967	-11.4%
2,509	38,556	18,833	**58250 - Indirect Charges- Contracts and Purchasing**	26,375	40.0%
0	452	0	**58630 - Indirect Charges- Fleet Maintenance**	0	100.0%
0	19,669	25,285	**58640 - Indirect Charges- Property Management**	27,077	7.1%
84,042	656,899	815,431	**Total Internal Services**	819,455	0.5%
395,428	**2,677,365**	**3,240,248**	**Total Community Development Planning**	**2,966,483**	**-8.4%**

PROGRAM DESCRIPTION:

The Building Division is responsible for reviewing plans, issuing permits, and inspecting construction to determine compliance with the state of Oregon specialty codes. The specialty codes include building, fire, plumbing, mechanical, electrical codes and other State of Oregon rules and statutes. The division further enforces requirements of the Tigard Municipal Code, Community Development Codes, and ordinances. The Building Division is managed by the building official and is comprised of plans examiners, inspectors and support staff.

PROGRAM RESULTS:

The Building Division provides services that assure development outside of the public right-of-way is designed and constructed in accordance with applicable building standards and requirements and are properly documented. The Building Inspection Division is accounted for in a dedicated fund supported by permit revenues pursuant to state requirements. Specifically, the Building Division ensures that:

- The public receives timely and responsive Building Permit and Code services.
- There is coordination with Planning, Engineering, Public Works and other departments so that the full range of city and state codes and standards are complied with.
- Buildings are constructed and built to the State of Oregon specialty codes and are safe for all occupants and users.

ACCOMPLISHMENTS:

FY 2015-2016:

- Issued 42% of all permits online.
- Issued 74% of all eligible permits online.
- An additional 248 contractors signed up for a user account to create permits online.
- Completed upgrade of Accela 8.0 permit system.
- Completed new website content migration project.
- Enhanced Tigard Map services with a new active permits mapping tool.
- Completed migration of the erosion control inspection program from the City engineering department to CWS.
- Completed updates to the standard operating procedures manual for permit technicians.
- Completed address/parcel/owner export program implementation.

- Upgraded the inspection request module to integrate phone and online requests.
- Completed updates to the emergency operations plan for issuing permits.
- Completed over 10,000 inspections.
- Permitted and inspected major projects such as Bonaventure, Ifly and Muslum Educational Trust.
- Trained and cross certified multiple inspectors to perform electrical and plumbing inspections.

GOALS & OBJECTIVES:

FY 2016-2017:

- Complete Accela permit system and Laserfiche document management integration.
- Complete electronic document review program implementation.
- Complete fillable forms for website.
- Complete automated building permit expiration program.
- Continue to cross certify inspection staff to increase efficiency.
- Adjust staffing levels to handle expected increase in work load due to river Terrace.

WORKLOAD MEASURES

	2013-2014	2014-2015	2015-2016	2016-2017
Average Number of Inspections per Inspector Per Day	15.77	10.29	12.35	10.86
Inspections Performed	12,382	9009	10814	12,225
Mechanical Permits	856	787	854	865
Plumbing Permits	454	396	448	450
Electrical Permits	1,152	1175	1,296	1,250
Commercial Add/Alt Permits	534	506	548	550
New Commercial Buildings Permits	5	3	3	4
Residential Add/Alt Permits	158	188	206	225
New Multi-Family Permits (units)	0	136	474	400
New Single-Family Permits	86	57	125	265
Sewer Permits	154	126	208	275
Total Permits	3,404	3,239	3,678	3,860

EFFECTIVENESS MEASURES

	2013-2014	2014-2015	2015-2016	2016-2017
Plan Review turnaround time (New Commercial buildings) (weeks)	4	4	4	4
Plan Review turnaround time (Commercial tenant improvements) (weeks)	2	2	2	2
Plan Review turnaround time (Single family)(weeks)	3	3	3	3
Requested building inspections performed the day it was scheduled (%)	96%	98%	95%	100%

FULL-TIME EQUIVALENT POSITIONS

	2013-2014	2014-2015	2015-2016	2016-2017
Administrative Specialist I (Limited Duration)	0.00	0.00	0.50	0.00
Building Division Services Supervisor	0.80	0.80	0.80	0.80
Building Inspector I	0.00	0.00	0.00	1.00
Building Inspector I/Code Compliance Officer	1.00	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	0.00
Building Official	1.00	1.00	1.00	1.00
Inspecton Supervisor	0.00	0.00	0.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Permit Technician Assistant	0.00	0.00	0.00	1.00
Permit Technician Assistant	0.00	0.20	0.20	0.20
Plans Examiner	0.00	0.00	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00	2.00
Senior Permit Technician	1.00	1.00	1.00	1.00
Senior Plans Examiner	1.00	1.00	1.00	1.00
Total FTE	8.80	9.00	10.50	12.00

FY 2014 Actual	FY 2015 Actual	FY 2016 Revised	Budget Resource Summary	2017 Proposed	Proposed FY 16 Revised
8.80	9.00	10.50	Total FTE	12.00	
160,370	239,752	170,101	**51001 - Salaries - Management**	255,428	50.2%
470,686	418,168	591,804	**51002 - Salaries - General**	698,819	18.1%
0	0	18,765	**51004 - Part Time - Regular**	189	-99.0%
15,868	4,547	25,426	**51005 - Part Time - Temporary**	25,426	0.0%
2,685	304	5,086	**51006 - Overtime**	6,054	19.0%
6,776	5,664	7,629	**51007 - Incentive Pay**	8,577	12.4%
656,385	668,436	818,811	**Total Personal Services - Salaries**	994,493	21.5%
9,135	7,652	4,102	**52001 - Unemployment**	969	-76.4%
5,277	7,662	9,344	**52002 - Worker's Compensation**	10,588	13.3%
49,637	50,172	62,647	**52003 - Social Security/Medicare**	74,134	18.3%
4,722	4,840	5,935	**52004 - Tri-Met Tax**	7,015	18.2%
65,637	74,221	86,187	**52005 - Retirement**	107,123	24.3%
7,315	7,285	9,360	**52007 - VEBA - ER**	11,760	25.6%
507	582	2,667	**52008 - Life Ins/ADD/LTD**	3,012	12.9%
1,410	1,700	0	**52009 - Long Term Disability**	0	100.0%
113,972	121,149	162,380	**52010 - Medical/Dental/Vision**	222,197	36.8%
12,208	12,881	0	**52011 - Dental Benefits**	0	100.0%
269,820	288,145	342,622	**Total Personal Services - Benefits**	436,798	27.5%
1,754	1,872	5,000	**53001 - Office Supplies**	5,000	0.0%
10	118	750	**53002 - Small Tools & Equipment**	1,000	33.3%
4,346	2,928	4,000	**53003 - Fuel**	4,500	12.5%
6,110	4,918	9,750	**Total Supplies**	10,500	7.7%
24,320	32,317	46,500	**54001 - Professional/Contractual Services**	55,500	19.4%
0	0	2,000	**54003 - Legal Fees**	2,000	0.0%
2,733	0	8,316	**54006 - Software License and Maintenance**	5,250	-36.9%
0	140	0	**54101 - R & M - Facilities**	0	100.0%
2,946	2,011	7,500	**54113 - R & M - Vehicles**	7,500	0.0%
125	0	1,000	**54114 - R & M - Office Equipment**	1,000	0.0%
4,528	6,955	8,000	**54205 - Utilites - Phone/Pager/Cells**	8,500	6.3%
0	465	2,500	**54300 - Advertising & Publicity**	2,500	0.0%
0	82	0	**54301 - Fees and Charges**	0	100.0%
935	971	2,500	**54302 - Dues & Subscriptions**	2,500	0.0%
5,091	8,097	12,600	**54303 - Travel and Training**	12,800	1.6%
0	16,655	18,000	**54306 - Credit Card Fees**	22,000	22.2%
3,921	5,610	5,200	**54311 - Special Department Expenses**	6,950	33.7%
44,599	73,302	114,116	**Total Services**	126,500	10.9%
0	0	0	**56003 - Vehicles**	75,000	100.0%
434	0	7,250	**56004 - Computer Hardware and Software**	11,400	57.2%
434	0	7,250	**Total Capital Improvement**	86,400	1091.7%

FY 2014 Actual	FY 2015 Actual	FY 2016 Revised	Budget Resource Summary	2017 Proposed	Proposed FY 16 Revised
140,005	165,661	295,266	**58000 - Interdepartmental Costs**	327,310	10.9%
30,081	33,098	45,423	**58100 - Indirect Charges- City Management**	67,468	48.5%
28,343	32,235	33,858	**58110 - Indirect Charges- Human Resources**	37,786	11.6%
11,452	16,079	17,298	**58120 - Indirect Charges- Risk Management**	21,531	24.5%
8,034	5,818	6,773	**58130 - Indirect Charges- Office Services**	7,924	17.0%
87,214	133,983	106,419	**58150 - Indirect Charges- Records**	143,275	34.6%
683	631	1,437	**58200 - Indirect Charges- Finance Administration**	1,757	22.3%
20,491	22,881	25,503	**58210 - Indirect Charges- Financial Operations**	25,506	0.0%
57,852	100,071	95,180	**58230 - Indirect Charges- Technology**	101,495	6.6%
4,139	2,027	6,305	**58250 - Indirect Charges- Contracts and Purchasing**	424	-93.3%
1,525	992	1,867	**58630 - Indirect Charges- Fleet Maintenance**	2,092	12.1%
15,905	17,089	21,969	**58640 - Indirect Charges- Property Management**	23,525	7.1%
405,724	530,565	657,298	**Total Internal Services**	760,093	15.6%
1,383,072	**1,565,366**	**1,949,847**	**Total Building**	**2,414,784**	**23.8%**

PROGRAM DESCRIPTION:

The Economic Development Division is responsible for creating and sustaining economic development tools and techniques to elevate the city's commitment to business development and a healthy business environment. These activities range from engaging individual businesses with issues that concern city services or codes, to creating new programs to support more economic activity in the city, be it through the provision of land, labor, infrastructure or capital. Working within the Community Development Department, the division will coordinate closely with community stakeholders, partner agencies and city staff in a broad range of planning and development activities that implement adopted plans and policies. The efforts undertaken by the division will either directly or indirectly raise the levels of employment, commerce, investment and satisfaction among firms doing business in the city.

The division will work closely with staff and members of the City Center Development Agency Board (CCDA), the City Center Advisory Commission (CCAC), the Planning Commission (PC), and the Transportation Advisory Committee (TTAC) as well as other ad-hoc committees, and will interact closely with community groups such as the Tigard Chamber of Commerce and the Tigard Downtown Alliance.

PROGRAM RESULTS:

The Economic Development Division is responsible for securing and strengthening Tigard's economic future. It does so by partnering with local businesses, recruiting new companies, supporting the improvement of land, infrastructure systems and existing buildings to enable higher levels of economic activity, and contributing an economic development focus to community development projects, interpretations of the Community Development Code, and policy discussions related to land use and capital investments in the city. In addition, the division oversees the Downtown Redevelopment Program to implement Tigard's City Center Urban Renewal Plan and brings forward tools and programs to enhance economic development and job growth downtown and in other targeted areas in the city. Specific activities include:

- Developing and updating strategies, work programs, and action plans to implement economic development initiatives downtown and in other commercial and industrial districts.
- Developing and executing key programs in partnership with local, regional, state and federal agencies to help stimulate job growth in the city.
- Preparing demographic information, maps, databases and marketing materials to educate and promote businesses and stakeholders including other economic development agencies about Tigard's competitive assets.
- Coordinating with downtown business and property owners to develop projects and programs that revitalize downtown.
- Developing financial tools such as loan funds, tax credits, development charge offsets, a working capital fund or export/import financing to attract and support business development in the city.
- Representing the city and its business interests to other organizations, such as with Greater Portland Inc., Business Oregon, the Oregon Innovation Council, Departments of Revenue and Employment, Association of Oregon Redevelopment Agencies, and with other local governments.
- Serving as city liaison and advocate for Tigard business and property owners on development issues.
- Marketing Tigard and its special districts, like downtown, to prospective businesses, investors, and other public and private entities.

ACCOMPLISHMENTS:

FY 2015-2016:

- Managed tasks leading to breaking ground of Burnham/ Ash Redevelopment, including completion of Development Agreement and approval by the CCDA Board; interdepartmental coordination for Public Works Yard demolition and dog park relocation, problem solving permitting issues.
- Started up Brownfields assessment program, including public outreach, property owner outreach, broker and banker outreach, and and organization of two well-attended community meetings
- Completed Saxony property acquisition and managed redevelopment, including coordination with jurisdictional partners.
- Completed installation of art and gateway improvements.
- First two grant-funded Strolling Street projects completed or near completion
- Obtained $100,000 CET grant for Downtown Urban Lofts project.
- Prepared $400,000 EPA Brownfield Cleanup Grant request
- Managed three Agency property acquisitions
- Advanced the public/private partnership to add infrastructure in the Hunziker Industrial Core.
- Completed and put to practice a Public Infrastructure Finance Strategy for the Hunziker Industrial Core.
- Secured $1.5M in infrastructure funding for Hunziker Core (as part of city team).
- Prepared a $3M EDA Grant Request.
- Prepared a $1M Connect Oregon VI funding request.
- Initiated "Tigard's Table" food innovation/entrepreneur program with local entrepreneurs.
- Certified 4 firms for Tigard Enterprise Zone (one new application in progress).
- Expanded Enterprise Zone in collaboration with Lake Oswego.
- Continued the Tigard Business Roundtable and added site visit/field trip.
- Technical Advising to TDA: Urban Art Award, Art Walk, Streetscape Amenities, Street Fest, Art.
- Created TDA performance measures and challenge grant for capacity building for private sector downtown revitalization efforts.
- Worked with GPI on Regional 2020 Economic Development Agenda.
- Amended City's Economic Opportunity Analysis.

GOALS & OBJECTIVES:

FY 2016-2017:

- Make significant progress on Saxony redevelopment plan including initiating permitting process and initiating clean up (if grant is awarded.)

- Increase property owner participation in Brownfields Assessment Program.

EFFECTIVENESS MEASURES

	2013-2014	2014-2015	2015-2016	2016-2017
Number of employees in the Urban Renewal District (GIS estimate)	1,061	1,208	1,253	1,280
Number of businesses in the Urban Renewal District (GIS estimate)	243	235	230	235
Percentage increase in UR District assessed value from previous year	3.5%	2%	3.4%	3.5%
Incremental assessed value (in millions) - includes utilities	$26.99	$27.90	$32.3	$35.8
Annual tax-increment revenues	$342,331	$351,000	$397,792	$434,000
UR District Improvement to land value	1.21	1.22	1.29	1.35
Number of businesses in Tigard	2985	3013	3,000	3,000
Value of Industrial zoned property (in millions)	$782.6	$817	$825	$850
Value of Employment land (in billions)	TBD	2.8	TBD	TBD
Tigard unemployment rate	5.6%	5.3%	5.3%	4.3%
Tigard employment	40,035	41,236	42,532	44,122
Percentage of Tigard residents working locally	8%	9%	9%	8%
Number of businesses participating in Economic Development programs	5	10	15	20
Percentage of employed residents earning more than $3,333 per month	40%	41%	TBD	TBD

FULL-TIME EQUIVALENT POSITIONS

	2013-2014	2014-2015	2015-2016	2016-2017
Economic Development Manager	1.00	1.00	1.00	1.00
Redevelopment Project Manager	1.00	1.00	1.00	1.00
Total FTE	2.00	2.00	2.00	2.00

FY 2014 Actual	FY 2015 Actual	FY 2016 Revised	Budget Resource Summary	2017 Proposed	Proposed FY 16 Revised
2.00	2.00	2.00	Total FTE	2.00	
169,395	191,428	206,253	**51001 - Salaries - Management**	191,960	-6.9%
0	11,158	23,248	**51005 - Part Time - Temporary**	36,000	54.9%
169,395	202,586	229,501	**Total Personal Services - Salaries**	227,960	-0.7%
2,356	2,258	1,149	**52001 - Unemployment**	193	-83.2%
1,087	1,257	1,771	**52002 - Worker's Compensation**	1,783	0.7%
13,054	15,597	17,560	**52003 - Social Security/Medicare**	14,685	-16.4%
1,219	1,466	1,663	**52004 - Tri-Met Tax**	1,389	-16.5%
18,711	26,695	28,915	**52005 - Retirement**	26,875	-7.1%
1,195	1,200	1,200	**52007 - VEBA - ER**	1,200	0.0%
174	199	1,062	**52008 - Life Ins/ADD/LTD**	1,062	0.0%
421	606	0	**52009 - Long Term Disability**	0	100.0%
21,119	23,738	28,407	**52010 - Medical/Dental/Vision**	29,827	5.0%
3,173	3,443	0	**52011 - Dental Benefits**	0	100.0%
62,509	76,459	81,727	**Total Personal Services - Benefits**	77,014	-5.8%
1,666	268	3,000	**53001 - Office Supplies**	3,000	0.0%
0	2	0	**53002 - Small Tools & Equipment**	0	100.0%
1,666	270	3,000	**Total Supplies**	3,000	0.0%
14,532	93,304	368,000	**54001 - Professional/Contractual Services**	250,000	-32.1%
8,068	7,013	10,000	**54003 - Legal Fees**	30,000	200.0%
0	0	720	**54205 - Utilites - Phone/Pager/Cells**	720	0.0%
76	760	2,000	**54300 - Advertising & Publicity**	2,000	0.0%
0	1,701	0	**54301 - Fees and Charges**	0	100.0%
244	577	7,500	**54302 - Dues & Subscriptions**	10,000	33.3%
2,621	3,840	5,000	**54303 - Travel and Training**	5,000	0.0%
1,192	4,531	4,010	**54311 - Special Department Expenses**	8,685	116.6%
0	0	24,000	**54402 - Contributions to Community Org**	0	-100.0%
26,733	111,726	421,230	**Total Services**	306,405	-27.3%
3,576	7,214	11,421	**58100 - Indirect Charges- City Management**	12,979	13.6%
3,634	7,163	7,524	**58110 - Indirect Charges- Human Resources**	6,144	-18.3%
1,186	2,173	2,359	**58120 - Indirect Charges- Risk Management**	2,420	2.6%
13,832	17,627	13,889	**58130 - Indirect Charges- Office Services**	18,084	30.2%
32	0	0	**58150 - Indirect Charges- Records**	0	100.0%
88	196	609	**58200 - Indirect Charges- Finance Administration**	621	2.0%
7,673	9,665	12,096	**58210 - Indirect Charges- Financial Operations**	11,793	-2.5%
3,256	7,569	9,632	**58230 - Indirect Charges- Technology**	5,670	-41.1%
407	150	2,186	**58250 - Indirect Charges- Contracts and Purchasing**	5,589	155.7%
1,272	1,366	1,757	**58640 - Indirect Charges- Property Management**	1,881	7.1%
34,956	53,124	61,473	**Total Internal Services**	65,181	6.0%
295,259	**444,166**	**796,931**	**Total Economic Development**	**679,560**	**-14.7%**

FY 2014 Actual	FY 2015 Actual	FY 2016 Revised	Budget Resource Summary	2017 Proposed	Proposed FY 16 Revised
3.80			Total FTE		
78,658	-3,104	0	**51001 - Salaries - Management**	0	100.0%
79,719	-1,954	0	**51002 - Salaries - General**	0	100.0%
369	0	0	**51006 - Overtime**	0	100.0%
111	-18	0	**51007 - Incentive Pay**	0	100.0%
158,857	-5,077	0	**Total Personal Services - Salaries**	0	100.0%
2,214	-61	0	**52001 - Unemployment**	0	100.0%
932	-15	0	**52002 - Worker's Compensation**	0	100.0%
11,817	-377	0	**52003 - Social Security/Medicare**	0	100.0%
1,142	-37	0	**52004 - Tri-Met Tax**	0	100.0%
16,799	-615	0	**52005 - Retirement**	0	100.0%
2,276	-195	0	**52007 - VEBA - ER**	0	100.0%
164	-15	0	**52008 - Life Ins/ADD/LTD**	0	100.0%
457	-44	0	**52009 - Long Term Disability**	0	100.0%
19,828	-1,596	0	**52010 - Medical/Dental/Vision**	0	100.0%
2,310	-187	0	**52011 - Dental Benefits**	0	100.0%
57,939	-3,142	0	**Total Personal Services - Benefits**	0	100.0%
177	0	0	**53001 - Office Supplies**	0	100.0%
272	0	0	**53003 - Fuel**	0	100.0%
449	0	0	**Total Supplies**	0	100.0%
55,555	0	0	**54001 - Professional/Contractual Services**	0	100.0%
15,936	0	0	**54003 - Legal Fees**	0	100.0%
2,200	0	0	**54006 - Software License and Maintenance**	0	100.0%
382	0	0	**54113 - R & M - Vehicles**	0	100.0%
125	0	0	**54114 - R & M - Office Equipment**	0	100.0%
1,106	0	0	**54205 - Utilites - Phone/Pager/Cells**	0	100.0%
285	0	0	**54300 - Advertising & Publicity**	0	100.0%
75	0	0	**54301 - Fees and Charges**	0	100.0%
342	0	0	**54302 - Dues & Subscriptions**	0	100.0%
1,710	0	0	**54303 - Travel and Training**	0	100.0%
1,397	0	0	**54311 - Special Department Expenses**	0	100.0%
79,113	0	0	**Total Services**	0	100.0%
716	0	0	**56004 - Computer Hardware and Software**	0	100.0%
716	0	0	**Total Capital Improvement**	0	100.0%
45,468	0	0	**58100 - Indirect Charges- City Management**	0	100.0%
16,714	0	0	**58110 - Indirect Charges- Human Resources**	0	100.0%
9,213	0	0	**58120 - Indirect Charges- Risk Management**	0	100.0%
10,814	0	0	**58130 - Indirect Charges- Office Services**	0	100.0%
40,984	0	0	**58150 - Indirect Charges- Records**	0	100.0%
404	0	0	**58200 - Indirect Charges- Finance Administration**	0	100.0%
14,667	0	0	**58210 - Indirect Charges- Financial Operations**	0	100.0%
17,141	0	0	**58230 - Indirect Charges- Technology**	0	100.0%
641	0	0	**58250 - Indirect Charges- Contracts and Purchasing**	0	100.0%
1,971	0	0	**58630 - Indirect Charges- Fleet Maintenance**	0	100.0%
10,794	0	0	**58640 - Indirect Charges- Property Management**	0	100.0%
168,811	0	0	**Total Internal Services**	0	100.0%
465,885	**-8,219**	**0**	**Total Development Services**	**0**	**100.0%**

FY 2014 Actual	FY 2015 Actual	FY 2016 Revised	Budget Resource Summary	2017 Proposed	Proposed FY 16 Revised
9.00			Total FTE		
586,676	-22,728	0	**51001 - Salaries - Management**	0	100.0%
40,362	-1,626	0	**51002 - Salaries - General**	0	100.0%
20,765	0	0	**51005 - Part Time - Temporary**	0	100.0%
1,111	0	0	**51006 - Overtime**	0	100.0%
648,914	-24,354	0	**Total Personal Services - Salaries**	0	100.0%
9,038	-292	0	**52001 - Unemployment**	0	100.0%
6,768	-286	0	**52002 - Worker's Compensation**	0	100.0%
49,090	-1,859	0	**52003 - Social Security/Medicare**	0	100.0%
4,668	-176	0	**52004 - Tri-Met Tax**	0	100.0%
79,921	-3,134	0	**52005 - Retirement**	0	100.0%
5,616	-475	0	**52007 - VEBA - ER**	0	100.0%
815	-66	0	**52008 - Life Ins/ADD/LTD**	0	100.0%
1,964	-167	0	**52009 - Long Term Disability**	0	100.0%
86,118	-6,427	0	**52010 - Medical/Dental/Vision**	0	100.0%
9,380	-704	0	**52011 - Dental Benefits**	0	100.0%
253,378	-13,587	0	**Total Personal Services - Benefits**	0	100.0%
6,912	0	0	**53001 - Office Supplies**	0	100.0%
6,912	0	0	**Total Supplies**	0	100.0%
411,062	0	0	**54001 - Professional/Contractual Services**	0	100.0%
32,398	0	0	**54003 - Legal Fees**	0	100.0%
700	0	0	**54114 - R & M - Office Equipment**	0	100.0%
5,316	0	0	**54300 - Advertising & Publicity**	0	100.0%
208	0	0	**54301 - Fees and Charges**	0	100.0%
1,674	0	0	**54302 - Dues & Subscriptions**	0	100.0%
12,089	0	0	**54303 - Travel and Training**	0	100.0%
6,021	0	0	**54311 - Special Department Expenses**	0	100.0%
469,468	0	0	**Total Services**	0	100.0%
736	0	0	**56004 - Computer Hardware and Software**	0	100.0%
736	0	0	**Total Capital Improvement**	0	100.0%
76,731	0	0	**58100 - Indirect Charges- City Management**	0	100.0%
32,703	0	0	**58110 - Indirect Charges- Human Resources**	0	100.0%
7,757	0	0	**58120 - Indirect Charges- Risk Management**	0	100.0%
34,385	0	0	**58130 - Indirect Charges- Office Services**	0	100.0%
29,568	0	0	**58150 - Indirect Charges- Records**	0	100.0%
751	0	0	**58200 - Indirect Charges- Finance Administration**	0	100.0%
22,406	0	0	**58210 - Indirect Charges- Financial Operations**	0	100.0%
78,847	0	0	**58230 - Indirect Charges- Technology**	0	100.0%
8,549	0	0	**58250 - Indirect Charges- Contracts and Purchasing**	0	100.0%
1,220	0	0	**58630 - Indirect Charges- Fleet Maintenance**	0	100.0%
7,513	0	0	**58640 - Indirect Charges- Property Management**	0	100.0%
300,430	0	0	**Total Internal Services**	0	100.0%
1,679,838	**-37,940**	**0**	**Total Community Planning**	**0**	**100.0%**

The Place to Be...Downtown Tigard
Next Project:
Main Street Green Street
TIGARD
Project History