



City of Tigard

Tigard Business Meeting – Agenda

TIGARD CITY COUNCIL, LOCAL CONTRACT REVIEW BOARD AND CITY CENTER DEVELOPMENT AGENCY

MEETING DATE AND TIME: June 11, 2013 - 6:30 p.m. Study Session; 7:30 p.m. Business Meeting

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

PUBLIC NOTICE:

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

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

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, ext. 2410 (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).

SEE ATTACHED AGENDA

VIEW LIVE VIDEO STREAMING ONLINE:

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

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

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



City of Tigard
Tigard Business Meeting – Agenda

**TIGARD CITY COUNCIL, LOCAL CONTRACT REVIEW BOARD AND CITY CENTER
DEVELOPMENT AGENCY**

MEETING DATE AND TIME: June 11, 2013 - 6:30 p.m. Study Session; 7:30 p.m. Business Meeting

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

6:30 PM

● **STUDY SESSION**

- A. Follow Up Discussion from April 30, 2013 Town Hall - Walmart Project
- B. Discussion of Council Travel Policy and Travel Budget

- **EXECUTIVE SESSION:** The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

7:30 PM

1. **BUSINESS MEETING**

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

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

7:35 p.m. - estimated time

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

3. CONSENT AGENDA: (Tigard City Council and Local Contract Review Board) - These items are considered routine and may be enacted in one motion without separate discussion. Anyone may request that an item be removed by motion for discussion and separate action. Motion to:
7:50 p.m. - estimated time
 - A. Receive and File:
 1. Council Calendar
 2. Council Tentative Agenda for Future Meeting Topics
 - B. Amend Resolution 10-36 and Set City Council and Mayor Compensation - Resolution
 - C. Local Contract Review Board:
 1. Award Contract for Construction of the Fanno Creek House Site Improvements Project to Casserly Landscape, Inc.
 - *Consent Agenda - Items Removed for Separate Discussion: Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Council/City Center Development Agency has voted on those items which do not need discussion.*
4. STATE OF THE TUALATIN VALLEY FIRE AND RESCUE DISTRICT PRESENTATION - CHIEF MIKE DUYCK
7:55 p.m. - estimated time
5. CERTIFY THAT THE CITY OF TIGARD PROVIDES SERVICES QUALIFYING FOR STATE-SHARED REVENUES - RESOLUTION
8:10 p.m. - estimated time
6. PUBLIC HEARING - DECLARE THE CITY OF TIGARD'S ELECTION TO RECEIVE STATE REVENUE FUNDING - RESOLUTION
8:15 p.m. - estimated time
7. ADOPT CITYWIDE MASTER FEES AND CHARGES SCHEDULE REPLACING RESOLUTION NO. 12-22 AND ALL SUBSEQUENT AMENDMENTS TO DATE AND ADOPT MISCELLANEOUS SOLID WASTE RATES TO BE INCLUDED IN THE SOLID WASTE RATE SCHEDULE ADOPTED BY RESOLUTION NO. 13-18 - TWO RESOLUTIONS
8:20 p.m. - estimated time
8. PUBLIC HEARING - ADOPT THE CITY OF TIGARD FISCAL YEAR 2014 BUDGET, MAKE APPROPRIATIONS, DECLARE THE AD VALOREM TAX LEVY AND CLASSIFY THE LEVY AS PROVIDED BY ORS 310.060(2) - RESOLUTION
8:30 p.m. - estimated time
- RECESS TIGARD CITY COUNCIL MEETING AND CONVENE THE TIGARD CITY CENTER DEVELOPMENT AGENCY MEETING - FISCAL YEAR 2014 BUDGET ADOPTION**
9. PUBLIC HEARING - ADOPT THE CITY CENTER DEVELOPMENT AGENCY FISCAL YEAR 2014 BUDGET WITH ADJUSTMENTS, MAKE APPROPRIATIONS, AND IMPOSE AND CATEGORIZE TAXES - RESOLUTION
8:45 p.m. - estimated time

**ADJOURN THE TIGARD CITY CENTER DEVELOPMENT AGENCY MEETING
AND RECONVENE TIGARD CITY COUNCIL MEETING**

10. PARKS ZONE PROJECT BRIEFING
8:50 p.m. - estimated time
11. UPCOMING DEVELOPMENT CODE UPDATE PROJECTS BRIEFING
9:15 p.m. - estimated time
12. COUNCIL LIAISON REPORTS
13. NON AGENDA ITEMS
14. 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.
15. ADJOURNMENT
9:30 p.m. - estimated time

AIS-1318

A.

Business Meeting

Meeting Date: 06/11/2013

Length (in minutes): 20 Minutes

Agenda Title: Follow Up Discussion from April 30, 2013 Town Hall - Walmart Project

Prepared For: Marty Wine, City Manager

Submitted By: Cathy Wheatley, Administrative Services

Item Type: Update, Discussion, Direct Staff **Meeting Type:** Council Business Mtg - Study Sess.

Public Hearing: No **Publication Date:**

Information

ISSUE

Council discussion of regulatory "tool box" that would affect existing "big box" retailers.

STAFF RECOMMENDATION / ACTION REQUEST

Review and discuss regulatory tools and provide guidance of desired next steps.

KEY FACTS AND INFORMATION SUMMARY

At its April 30 Town Hall meeting, several community members requested of the City Council that the city review the actions that a city could take to regulate the business environment or practices of big box retailers. The Council has subsequently received correspondence and petitions opposing WalMart coming to Tigard. The presenting question from April 30 was whether the city could take actions specifically that would discourage WalMart from operating within city limits. As was noted by Councilors on April 30, the zoning, land use and permitting decisions about this development have already been completed and are not subject to reconsideration unless the applicant (WalMart) requests reopening them. As such, this question is focused on other regulatory concepts. As noted in the attached memo from the City Attorney, the city cannot tailor a regulation to single out any specific retailer. If a regulation is to be considered, it should serve some rational and legitimate purpose and achieve desired policy objectives of the city. The concepts explored here include hours of operation, employee wage and hour standards, employee benefits standards, business license fees, and sales tax. If any of these concepts merit further consideration, the Council may wish to consider the broader impacts of these regulations and seek input from the business community.

OTHER ALTERNATIVES

This item is presented for Council discussion only. The City Council could choose to take no action based on this review, or to explore one or more of the regulatory options further. The City Attorney can work with the Council and staff to craft the specifics of a proposal that is not arbitrary and that achieves the Council's policy objectives.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

The Council has not previously discussed these types of regulations.

Attachments

CA memo bigbox

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LEGAL MEMORANDUM

TO: Tigard City Council and City Manager

FROM: Tim Ramis and Damien Hall

DATE: May 28, 2013

RE: **Regulatory Options to Impact Retailers Within the City**
File No. 50041-36799

**PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION**

I. Introduction

The City Council has requested that the City Attorney identify its “tool box” of regulatory that would impact the existing “big box” retailers in the City of Tigard (“City”). Because the focus is on the regulation of existing uses, this memorandum does not address any land use regulations.

This memorandum identifies various regulatory concepts that have been examined or adopted by local jurisdictions which would have varying levels of impact to the bottom line of a big box retailer. The memorandum also identifies some of the anticipated policy impacts and legal issues associated with each regulatory concept.

II. Applicability of Regulations

Generally, each of the regulatory concepts that are examined below has the potential to be applied to all business within the City, or can be tailored to include only retail operations that exceed a certain square footage of retail floor area. This tailored approach would allow the City to regulate big box retailers without including retail operations with smaller footprints.

Some of the existing retail operations in the City that likely fall within the “big box” category are,

- Babies “R” Us,
- Costco,
- Fred Meyer,

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- Lowes,
- Walmart, and
- Winco.

That list is by no means exclusive and other retail outlets such as the Washington Square Mall and Bridgeport Village could potentially be impacted.

A case can be readily made for the policy rationale behind regulating big box retailers and their effects on the City economy (e.g. reduced market share for “mom and pop” retailers, lack of ties to the City business community, etc.). However, because any City regulation must have a rational and legitimate purpose, any regulation that seeks to distinguish between big box retailers must do so in a manner that is not arbitrary, or could result in liability to the City. As such, regulations that are more narrowly tailored to target specific retailers are not recommended.

III. Scale of Operations

Big box retailers tend to be national or international operations that rely on economies of scale to justify the overhead costs associated with such relatively large footprints for their retail businesses. The same scale of business operations allows a big box retailer to potentially spread any localized financial impacts from City regulation throughout its chain of stores. As such, the economic impact associated with potential City regulation will be less directly influential to a national or global retailer, than to a business with a greater percentage of total operations in the City.

IV. Regulatory Concepts

The following regulatory concepts are offered as models of potential alternatives that if adopted by Council would have a financial impact on existing big box retailers, as to increase the cost of doing business within the City, for such establishments. The regulatory concepts address the following aspects of big box retailers,

- hours of operation,
- employee wage and hour standards,
- employee benefits standards,
- business license fees, and
- sales tax.

Each of the below regulatory concepts could be adopted by the City, they are not alternative, and the cumulative impact if adopted in combination would be greater than adoption of any single concept.

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A. Hours of Operation

Within reason, the City can limit hours of operation of retailers within the City. For example, the City could require that all big box establishments be closed between the hours of 10:00 p.m. and 6:00 a.m. Such a limitation would apply to all similarly situated retailers, so the City should establish the hours of operation of all affected retailers to understand the impact of such a limitation.

B. Employee Wage and Hour Standards

The City has the authority to establish wage and hours standards for employment within the City. Essentially, such regulation would likely take the form of a local minimum wage. An example of a jurisdiction that has a local minimum wage is San Francisco. In San Francisco, the minimum wage that must be paid by all employers is \$10.55 per hour, as compared to the California state minimum wage of \$8.00 per hour.

Oregon minimum wage is currently \$8.95 per hour. Any local minimum wage that the City would adopt must be greater than the State minimum wage. In order to find the local minimum wage amount that has the desired impact, the City should inventory the wages paid by similarly situated big box retailers. The City could likely impose an industry specific minimum wage, tailored to only be applicable to big box retailers.

C. Employee Benefits Standards

The City has the authority to require employers within the City to provide their employees with specified benefits. An example of such regulation is the City of Portland's recently adopted ordinance requiring that all employees working in Portland be provided paid sick leave. The City could impose requirements for other kinds of benefits as well, such as medical benefits, vacation days, etc., and the requirements could likely be industry specific to big box retailers.

In order to ensure that such employee benefit requirements have the desired impact, the City should inventory the benefits packages currently offered by similarly situated big box retailers.

D. Business License Fees

The City could adopt a business license fee, that is due annually for all businesses or all big box retailers. The amount of the fee would be based on sales receipts of the business. The City of Portland has a similar fee, but it is not industry specific.

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E. Sales Tax

The City could adopt a sales tax. Due to heightened scrutiny of the uniformity of application of taxes, it may prove difficult to tailor an industry specific sales tax, as opposed to a City wide sales tax that takes in all point of sale transactions (car sales, cup of coffee sales, etc.). Due to the political nature of sales taxes, adoption could likely also involve a vote of the people.

Conclusion:

The City can adopt any of the regulatory concepts. However, the City cannot tailor the regulations to single out any specific retailer, so any adopted regulations would apply to all big box retailers within the City (with the possible exception of a sales tax that could apply more broadly).

It is unlikely that any of these concepts would result in the closure of any of the City operations of a big box retailer because the increased cost of doing business associated with any of the regulatory concepts can likely be passed along to consumers, both locally and throughout the operations of the retailer.

To the extent that Council desires to pursue any of the presented regulatory concepts, or an alternative regulatory concept, the City Attorney can work with Council and staff to craft the specifics of regulations to best achieve the desired policy objectives of Council.

Business Meeting

Meeting Date: 06/11/2013

Length (in minutes): 25 Minutes

Agenda Title: Discussion of Council Travel Policy and Travel Budget

Prepared For: Toby LaFrance

Submitted By: Cathy Wheatley, Administrative Services

Council Business Mtg - Study

Item Type: Update, Discussion, Direct Staff

Meeting Type: Sess.

Public Hearing: No

Publication Date:

Information

ISSUE

Review approach to 1) Council's inclusion in the citywide travel policy; and 2) the budget for council travel and training. Staff to discuss with council what has been done in the past and options for the future.

STAFF RECOMMENDATION / ACTION REQUEST

Staff requests Council direction on future administration and budgeting of Council travel for city purposes.

KEY FACTS AND INFORMATION SUMMARY

Currently, Council follows the same travel policies as all staff and city officials. The travel policy is designed to comply with IRS, state ethics, federal General Services Administration (GSA) rules which are designed to ensure that the city only pays actual and allowed expenses related to the employee's business travel. There are other options available for Council consideration than following the same policy as staff and volunteers that would meet all, or most, of the same requirements. These will be discussed during the study session.

Currently, Council has a budget of \$5,000 per councilor and \$9,000 for the Mayor for travel and training, plus in the upcoming budget will implement an automobile stipend of \$3,300 each to pay for local travel. The budget is managed for each councilor with assistance from the City Manager's Office. If an individual councilor is not planning to use their entire budget, that councilor is able to make travel/training funds available to other members. Council can discuss if they wish to continue to administer their annual travel and training budget in the same manner.

OTHER ALTERNATIVES

If Council does not wish to make changes, then Council can continue to use the same travel policy and administration of annual travel and training budget. Other approaches to payment for travel include the council not following the citywide policy, but arrange for separate per diem meal and hotel costs reimbursed directly and the city would arrange for hotel and transportation costs. Another alternative for reimbursement for council travel could involve travel-related purchasing cards. These options will be explored further at the meeting.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

On June 28, 2011, in study session, Council considered the citywide travel policy and decided to follow the same policy as staff and city officials.

Attachments

Citywide Travel Policy

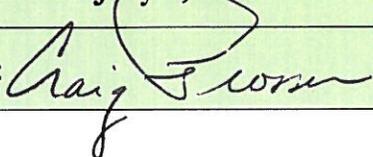


City of Tigard, Oregon

Citywide Travel Policy

Effective Date: July 1, 2011

Approved: Craig Prosser

Signature: 

SUMMARY

1. General Provisions
2. Compliance and Accountability
3. Definitions
4. Pre-Authorization
5. Travel Time
6. Travel Methods
7. Lodging
8. Meals
9. Payment Methods
10. Personal Expenses
11. Travel Reconciliation
12. Compliance Auditing

1. GENERAL PROVISIONS

- 1.1. **Purpose of Policy.** The purpose of this policy is to provide guidelines to City employees for payment of travel expenses in a cost-effective and efficient manner ensuring the best result for the City.
- 1.2. **Applicability.** This policy applies to all City employees. The policy is to be adhered to by the following groups:
 - 1.2.1. Mayor & City Council
 - 1.2.2. Executive Staff (City Manager & Directors)
 - 1.2.3. Management Staff
 - 1.2.4. SEIU Staff
 - 1.2.5. TPOA Staff
 - 1.2.6. Other City Officials
- 1.3. The City's Financial and Information Services Department shall administer the travel policy and shall periodically review travel and training records to ensure policy compliance and provide any necessary training to departments on the implementation of the policy.
- 1.4. Department Directors and Managers shall be responsible for the implementation of policy within their departments, ensuring their department's employees comply with

the policy, and ensuring expenditures are appropriate and directly related to City business. Questions regarding the intent or application of this policy document shall be directed to the City's Financial and Information Services Director.

- 1.5. The City Manager shall have final authority for administering, interpreting, and applying the terms of these procedures.
- 1.6. **Personal Expenses.** The City, with very limited exception, shall not pay for any personal expenses incurred by an employee during City business travel. For example, employees will not be reimbursed for personal grooming items, parking tickets, entertainment expenses, etc.

2. COMPLIANCE AND ACCOUNTABILITY

- 2.1. All City staff and agents must comply with the provisions contained herein. Periodically, the City's Finance and Information Services Department may perform a review of the City's travel records to ensure compliance with this policy. The Finance and Information Services Department, working with the City Manager's Office, may implement appropriate and progressive sanctions related to misuse. All City employees must fully comply with requests for records and documentation supporting all travel expense claims.
- 2.2. Any and all staff may be liable for improper use of public funds. As public employees, staff that order, authorize or cause to be made any expenditure in violation of City policies, state statutes, rules, or procedures can and will be held personally financially liable for inappropriate expenditures.

3. DEFINITIONS

The following terms may be used throughout these policies:

- 3.1. **Actual.** The actual meals or lodging cost supported by receipts. The City's policy is to pay actual costs for meals and lodging up to the Federal per diem rate for the location.
- 3.2. **Conference/Training Meal.** Any meal provided, through the registration process, by a conference or training.
- 3.3. **Contracted Travel Agency.** The travel agency under contract with the City to provide travel related services. Azumano Travel is the City's current Contracted Travel Agency.
- 3.4. **Employee.** An individual on the payroll of the City.
- 3.5. **Employee Travel.** Travel by City employees on official City business.
- 3.6. **Frequent Flyer Miles.** Credits acquired when making qualified air travel purchases. It is the City's policy that staff shall not earn any Frequent Flyer Miles while on City business.

- 3.7. **Incidental Expense.** Small costs associated with travel. Incidental Expenses include, but may not be limited to: Gratuities, taxi fare, work related mailing costs or phone charges, etc.
- 3.8. **Itinerary - Airfare.** Information provided by an airline or travel agency showing the traveler's name, dates of travel, class of travel, and travel route.
- 3.9. **Meals.** Standard breakfast, lunch, or dinner eaten by an employee during City business travel.
- 3.10. **Mileage.** The distance traveled via personal automobile by an employee during travel. The City calculates mileage during travel from Tigard City Hall, not the employee's home. To development the reasonable estimate of mileage, the City shall use an online travel/map site such as Mapquest.com or Yahoo.com
- 3.11. **Official City Business.** Business, and any travel associated with it, that directly provides a benefit to the City.
- 3.12. **Overnight Travel.** Any travel that requires an employee to stay overnight. A conference or training must be at least 50 miles away from the City to justify an overnight stay.
- 3.13. **Per Diem Allowance.** The allowance for lodging, meals and incidental expenses established for the travel destination as established by the U.S. General Services Administration (GSA). The City's policy is to pay actual expenses for meals and lodging up to the GSA rate unless otherwise required by union contract.
- 3.14. **Pool Vehicle.** A City-owned vehicle available for "check out" by general staff.
- 3.15. **Purchasing Card.** A City-issued credit card that is the preferred means of payment for travel expenses.
- 3.16. **Receipt.** A document detailing an expense incurred. To be valid, a receipt must provide the name and address of the business, the date of the purchase, an itemized description of the goods or service purchased, and the amount of the purchase. For lodging expenses, the receipt must also include the name of the guest, the number of guests, the dates occupying the room, the room number, the room rate, and the lodging tax.
- 3.17. **Travel Pre-Authorization Form.** A Departmental form that may or may not be required prior to any travel. Each Department Director shall determine the best way to document pre-authorization for their department.
- 3.18. **Travel Purchasing Card.** A generic purchasing card that can be checked out prior to travel by an employee who does not have a City-issued purchasing card.
- 3.19. **Travel Reconciliation Statement.** A City-required form that must be completed within five (5) full business days upon return from any overnight City business travel.

- 3.20. **Travel Time.** The amount of time that is required by an employee to travel to and from a conference or training.
- 3.21. **U.S. General Services Administration (GSA) Per Diem Rates.** The estimated daily cost of lodging, meals, and incidentals for various cities that is used by the City as the maximum actual costs to cover during travel.

4. **PRE-AUTHORIZATION**

Pre-Authorization shall be a Departmental responsibility. Each City Department shall have travel pre-authorization procedures in place and train their staff on these procedures. Pre-Authorization may be required by a Department for any travel but especially in the case of travel with overnight stay, travel requiring air travel, or travel where lodging exceeds the daily allowance.

- 4.1. **Pre-Authorization Form.** Each Department shall have a Pre-Authorization Form available for staff use. The FIS Department has created a generic form that may be used by any Department or each Department may create their own form that best meets their needs.
- 4.2. **Pre-Authorization Filing.** Each Department shall be responsible for retaining a file of the Department's travel pre-authorization documents. This file shall include approved and denied travel information.
- 4.3. **Travel Coordinator / Point of Contact.** It is the recommendation of this Policy that each Department designate a Travel Coordinator or single point of contact for employees to refer to for guidance and questions. The FIS Department shall have a Coordinator or single point of contract for Citywide travel information and guidance.

5. **TRAVEL TIME**

It is the policy of the City to use a reasonable estimate for allowable travel time during which the employee is considered "on-the-clock". Please see Citywide Personnel Policy # 47 for further information about travel time and compensation.

Under FLSA, the rules for paid travel change when the travel involves an overnight stay. In these cases, time spent traveling during normal work hours are paid, while time spent traveling outside of normal work hours are not. The only exception permitting an employee to be compensated for overnight travel outside of normal work hours is when the employee is the actual driver of the vehicle or is actively engaged in doing work tasks. Passengers, regardless of the mode of travel, are compensated only for travel time during normal work hours. Please note: This particular rule applies seven (7) days a week. So if an employee is normally scheduled 8:00 am to 5:00 pm, M-F, and travels between the hours of 12:00 pm and 4:00 pm on a Saturday, the employee would be paid for four (4) hours of travel pay, even though the employee traveled on a Saturday: Look at the hours of travel, not the day of travel.

In further accordance with the FLSA, the employee shall be paid their hourly rate during any official training or conference hours.

- 5.1. To development the reasonable estimate, the City shall use an online travel/map site such as Mapquest.com or Yahoo.com. An employee may receive additional time if appropriate justification for the needed time (i.e. delayed flight) is submitted to his/her supervisor and approved.

6. **TRAVEL METHODS**

The City shall require the most direct and cost effective means of travel for an employee attending any conference or training. Prior to any travel, the traveling employee and his/her supervisor shall discuss the travel methods. During the discussion, the costs, both in dollars and requirements of staff, shall be weighed with the most beneficial to the City being utilized.

- 6.1. **Auto Travel.** Auto travel is the most common means of transportation used during City business travel.

- 6.1.1. **City Pool Vehicle.** Employees are strongly encouraged to use the City's Pool Vehicles during local travel. These vehicles may be reserved and checked out during the employee's travel dates.

- 6.1.1.1. **Non-City Employee Ride-Along.** Per the City's Personnel Policy:

“Family members or other non-City employees shall not be transported in city vehicles except as specifically authorized by the department director or consistent with department policy or in cases in which the city vehicle is regularly assigned to the employee as a provision of an employment contract”

As such, family member or other non-City employees may accompany an employee in a City-owned vehicle during City-related travel with the appropriate approvals.

- 6.1.2. **Personal Vehicle.** The City may authorize employees to use their own vehicles for City travel when it is in the benefit of the City. Use of a personal vehicle during City travel must be authorized during the pre-authorization process in the Department.

- 6.1.2.1. **Insurance.** Employees that use their private vehicle for City business are required to have personal automobile liability insurance to provide the primary coverage for any accidents involving that vehicle. Documentation of said coverage must be on file with the City's Risk Management Office.

- 6.1.2.2. **Mileage Reimbursement.** When an employee uses their personal vehicle for City travel, the City shall reimburse the employee for mileage up to, but not more than, the Federal per mile reimbursement rate. Total allowable mileage shall be calculated from Tigard City Hall to the lodging location and back. If required,

additional mileage may be granted under certain circumstances. No other means of fuel or mileage reimbursement shall be approved by the City.

6.1.2.2.1. The City shall use an online travel/map site such as Mapquest.com or Yahoo.com to develop the total allowable mileage distance.

6.2. **Air Travel.** The City shall pay actual cost for an employee's City business travel. All employees shall utilize coach when traveling commercial airline. Reservations, where possible, should be made at least fourteen (14) or more days in advance to take advantage of any and all available discounts. Increased fees related to late booking may be disallowed unless documented with a sound business reason. Employees may at their own expense pay to upgrade their airline accommodations or alter their flight itinerary for personal business.

6.2.1. **Contracted Travel Agent.** City employees are strongly encouraged to utilize the City's Contracted Travel Agent for air fare during City travel.

6.2.1.1. **Government Air Fare.** The City's Contracted Travel Agent is authorized to provide the City with government air fare ("City Pairs") which are contracted, discounted, unrestricted, and one-way fares that require little advance reservation and have no cancellation or transfer penalties. Employees should seek to use these fares in order to maximize the benefits to the City.

6.2.1.2. **Booking.** This City is able to book air transportation through the Contracted Travel Agent either online or through an agent via the telephone. Staff should make every effort to use online booking to reserve air travel to maximize cost savings for the City.

6.2.2. **Discount Travel Sites.** Employees may, with documentation of the reasoning, use discount travel sites such as Expedia, Travelocity, Hotwire, Orbitz, or Priceline.

6.2.3. **Airline Direct Booking.** Employees may, with documentation of the reasoning, book air transportation directly with the airline. As this tends to be the most expensive option, it should be the last option and have solid documentation of the reason for the expense.

6.2.4. **Cancelled/Missed Flights.** Should a non-refundable flight need to be cancelled for either City-related business or a medical or family emergency beyond an employee's control, the City, in so long as documentation and approval are placed in the travel file, shall incur the cost of the air fare. If the flight is cancelled or missed due to any neglect, mistake, or other fault of the registered employee, the employee shall bare the cost of the ticket and all associated costs.

6.3. **Rental Cars.** The City will pay actual for rental vehicles when it is found to be an economical and efficient means of transportation for an employee during travel. Authorization for a rental vehicle must be obtained during the pre-authorization process for the travel.

6.3.1. **Contracted Travel Agent.** City employees are strongly encouraged to utilize the City's Contracted Travel Agent for rental vehicles during City travel.

6.3.1.1. **Contracted Rental Car Company.** The City has a Contracted Rental Car Company and the City's Contracted Travel Agent is authorized to book against this agreement.

6.3.1.2. **Booking.** This City is able to book rental vehicles through the Contracted Travel Agent either online or through an agent via the telephone. Staff should take every effort to use online booking to reserve air travel to maximize cost savings for the City.

7. LODGING

The City shall pay true actual cost, up to the GSA daily per diem rate

7.1. **Receipts.** A detailed receipt is required for any lodging incurred during an employee's travel. For lodging expenses, the receipt must detail the following:

- 7.1.1. Name of the hotel
- 7.1.2. Address of the hotel
- 7.1.3. Name of the guest
- 7.1.4. Number of guests
- 7.1.5. Dates occupying the room
- 7.1.6. Room number
- 7.1.7. Total cost of the stay
- 7.1.8. Room rate
- 7.1.9. Lodging tax.

7.2. **Lodging Per Diem Allowance.** Lodging expenses are paid by the City at actual cost up to the specific GSA daily maximum allowable rate in effect at the time of travel for the specific area or locality.

7.2.1. The GSA rates can be found at this link: [GSA Domestic Per Diem Rates](#).

7.2.2. Department Heads have the authority to approve lodging expenses over the GSA daily maximum allowable rate when unusual conditions exist. This approval, which requires written documentation by the traveling employee detailing the reason for the higher expenditure, is to be made on a case-by-case basis and signed by the Department Head.

7.3. **Conference/Training Official Hotel.** If an employee attends a conference or training and stay at the official hotel where the conference or training is being held,

the City shall cover, within reason and with prior approval, all actual lodging costs if the rate exceeds the GSA lodging per diem allowance for the city. If this exception is granted, the employee must book the cheapest available room or personally pay the difference between the room they book and the room with the lowest rate. This exception serves to save the City additional incidental costs such as a rental car or other transportation fees.

- 7.4. **Alternative Lodging.** The intent of this section is to reimburse employees that use their personal travel trailer or motor home during official City travel and should result in an economic benefit to the City. The daily maximum allowable reimbursement rate for all alternative lodging shall be \$25. It is intended that the alternative lodging reimbursement rate apply for any overnight City travel.

8. MEALS

The City shall pay true actual cost, up to the GSA daily per diem rate, for meals incurred by employees during City related travel unless otherwise mandated by union contract.

- 8.1. **Multiple Locations/Single Rate.** The City shall use a single per diem threshold rate for an entire day. If an employee travels to more than one location in one day, the per diem threshold shall be for the location in which the employee spends the night. On the final day of travel, the per diem threshold shall be for the location in which the traveler stayed the last night.
- 8.2. **Actual Costs with Per Diem Rate Threshold.** The City shall pay actual costs for lodging, meals and incidental expenses up to the U.S. General Services Administration's (GSA) established daily rates for the travel destination City unless otherwise required by union contract.
- 8.2.1. The GSA rates can be found at this link: [GSA Domestic Per Diem Rates](#).
- 8.2.2. The allowance is a true daily allowance and unused portions do not roll to the next day.
- 8.3. **True Per Diem.** As may be required by union contract, the City shall pay negotiated true per diems to certain employees covered by the contract during travel
- 8.3.1. Refer to union contracts for details on negotiated per diem.
- 8.3.1.1. [SEIU/OPEU Agreement](#)
- 8.3.1.2. [TPOA Agreement](#)
- 8.4. **Conference/Training Provided Meals.** When meals are provided by the conference/training and paid for through the employee's registration, the daily meal allowance or per diem shall be reduced for that particular meal. See Section 8.5 for a breakdown of the meal allowance.
- 8.4.1. If the meal is an optional piece of the conference or training registration process, the employee shall have the choice to participate in the meal or, instead, to receive the meal as part of the daily meal allowance or per diem.

8.5. **Meal Allowance Breakdown.** The City shall use the following meal breakdown regardless of a traveler using the actual costs or true per diem meals method:

8.5.1. **Breakfast.** Equals 25% of daily allowance.

8.5.2. **Lunch.** Equals 25% of daily allowance.

8.5.3. **Dinner.** Equals 50% of daily allowance.

8.6. **Travel Day Meals.** The City shall pay for meals on travel days according to the following schedule (per IRS rules the City cannot pay more than 75% of the maximum daily allowance during travel days):

8.6.1. **Prior to Noon – 75%.** When an employee leaves on travel prior to Noon the employee shall be entitled to actual meals at 75% of the daily allowance.

8.6.2. **Between Noon and 7:00 p.m. – 50%.** When an employee leaves on travel between Noon and 7:00 p.m. the employee shall be entitled to actual meals at 50% of the daily allowance.

8.6.3. **After 7:00 p.m. – 0%.** When an employee leaves on travel after 7:00 p.m. the employee shall not be entitled to any meal allowance until the following day.

8.7. **Alcohol.** At no point or under any circumstance shall the City pay any alcohol expense incurred during a meal or travel. Any alcohol which is purchased by the employee must be paid for at the time by the employee and should be on a separate check.

9. PAYMENT METHODS

The City's preferred method of payment during City travel is a City Purchasing Card. Other means of payment shall remain available but every effort must be taken to use a purchasing card then at all possible.

9.1. **Purchasing Cards.** The City preferred mean of purchase during City travel. The Purchasing Card is a City-issued MasterCard that can be used nearly anywhere MasterCard is accepted. Many employees have been issued an individual Purchasing Card and it is this card that should be used by the employee during City travel. If a traveling employee has not been issued an individual Purchasing Card, Travel Cards are available for issuance during travel. Follow the City's established procedures to utilize the Travel Cards.

9.2. **City Check.** Under a limited number of situations, a City-issued check may be used to pay for a portion of the travel costs. Employees shall follow the City's established procedures, which shall include documenting the reasoning for a check rather than a Purchasing Card, to obtain a travel-related check.

9.3. **Employee Reimbursement.** Under rare circumstances, and with detailed documentation, the City may directly reimburse an employee for costs incurred during travel.

10. **PERSONAL EXPENSES**

The City, with very limited exception, shall not pay for any personal expenses incurred during City business travel.

10.1. **Combining Personal Travel with City Business Travel.** The City's policy for business travel does allow for combining personal travel with business travel with additional rules.

10.1.1. **Personal Portion of Trip.** If an employee combines personal travel with City business travel, the City will pay only the actual costs associated with City business, any additional cost shall be incurred by the employee.

10.1.2. **Airline Costs.** When an employee combines personal travel with City business travel and airfare is required, the City shall pay no more than the lowest cost of round-trip coach airfare for the days that the City business would have required. Any additional cost due to an extended personal stay shall be borne by the employee.

10.2. **Alcohol.** See Section 8.7.

10.3. **Entertainment Expenses.** The City shall not pay, at any time, for any entertainment expenses incurred by an employee on official City business. Entertainment expenses shall include, but not necessary be limited to, the following:

- 10.3.1. Movies, including in-room
- 10.3.2. Health Club/Gym Fees
- 10.3.3. Sporting Events
- 10.3.4. Golf (Including Conference-related Tournaments)
- 10.3.5. Spa Services

Refer to [Oregon Ethic Laws](#) for further details on entertainment expenses.

10.4. **Personal Grooming Items or Services.** At no time, and for no reason, shall the City pay for any personal grooming items or services during an employee's time on City business travel.

10.5. **Personal Phone Calls.** No personal phone calls while on travel shall be paid by the City other than the following exception:

10.5.1. Personal telephone calls to immediate family members or significant others to confirm the traveler's well being while on overnight travel are allowed under this policy. The employee shall be allowed one phone call a day while on travel for not more than ten (10) minutes. The City does encourage the

traveler to use a personal cell phone in lieu of this personal call allowance when at all possible.

11. TRAVEL RECONCILIATION

Within five (5) business days of return from any City business travel and employee must submit to the FIS Department's Accounts Payable Office a completed and authorized Travel Reconciliation Statement. The City shall develop guidelines to assist employees through the travel reconciliation process.

12. COMPLIANCE AUDITING

The City's FIS Department shall conduct routine review of a Department's travel records to ensure compliance with all aspects of this Travel Policy. The FIS Department, working with the City Manager's Office, may implement appropriate and progressive sanctions for inappropriate use of City funds related to travel. All employees must fully comply with requests for records and documentation supporting any and all travel expenses.

AIS-1350

3. A.

Business Meeting

Meeting Date: 06/11/2013

Length (in minutes): Consent Item

Agenda Title: Receive and File: Council Calendar and Council Tentative Agenda

Submitted By: Carol Krager, City Management

Item Type: Receive and File

Meeting Type: Consent - Receive and File

Public Hearing: No

Publication Date:

Information

ISSUE

Receive and file the Council Calendar and the Tentative Agenda for future Council meetings.

STAFF RECOMMENDATION / ACTION REQUEST

No action requested; this is a receive and file summary for information purposes.

KEY FACTS AND INFORMATION SUMMARY

Attached are the Council Calendar and the Tentative agenda for future Council meetings.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Long-Term Council Goals: Continue pursuing opportunities to reduce traffic congestion.

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A - Receive and File Items

Attachments

Council Calendar

Tentative Agenda



Agenda Item No. _____
For Agenda of June 11, 2013

MEMORANDUM

TO: Honorable Mayor & City Council/City Center Development Agency Board
FROM: Cathy Wheatley, City Recorder
RE: Three-Month Council/CCDA Meeting Calendar
DATE: June 4, 2013

June

4	Tuesday	City Center Development Agency – 6:30 p.m., Red Rock Creek Conference Room
11*	Tuesday	Council Business Meeting—6:30 p.m., Town Hall
18*	Tuesday	Council Workshop Meeting – 6:30 p.m., Town Hall
25*	Tuesday	Council Business Meeting – 6:30 p.m., Town Hall

July

2	Tuesday	City Center Development Agency – 6:30 p.m., Red Rock Creek Conference Room
4	Thursday	Independence Day Holiday – City Hall offices closed
9*	Tuesday	Council Business Meeting—6:30 p.m., Town Hall
16*	Tuesday	Council Workshop Meeting – 6:30 p.m., Town Hall
23*	Tuesday	Council Business Meeting – 6:30 p.m., Town Hall

August

6	Tuesday	National Night Out (City Center Development Agency Meeting Cancelled)
13*	Tuesday	Council Business Meeting—6:30 p.m., Town Hall
20*	Tuesday	Council Workshop Meeting—6:30 p.m., Town Hall
27*	Tuesday	Council Business Meeting—6:30 p.m., Town Hall

Regularly scheduled Council meetings are marked with an asterisk (*).

- Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

City Council Tentative Agenda
6/3/2013 11:44 AM - Updated

Form #	Meeting Date	Submitted By	Meeting Type	-----Title-----	Department	Inbox or Finalized
1127	06/11/2013	Carol Krager	AAA	June 11, 2013 City Council Business Meeting		
1318	06/11/2013	Cathy Wheatley	ACCSTUDY	20 Minutes - Follow Up Discussion from April 30, 2013 Town Hall - Wal-Mart Project	City Management	MartyW, City Manager
1344	06/11/2013	Cathy Wheatley	ACCSTUDY	25 Minutes - Discussion of Council Travel Policy and Travel Budget	City Management	06/03/2013
Total Time: 45 of 45 minutes have been scheduled						
1304	06/11/2013	Joseph Barrett	ACONSENT	Consent Item - Contract Award - Fanno Creek House Site Improvements	Financial and Information Services	06/03/2013
1337	06/11/2013	Cathy Wheatley	ACONSENT	Consent Item - Approve Resolution Amending Resolution 10-36 and Setting City Council and Mayor Compensation	City Management	06/03/2013
1350	06/11/2013	Carol Krager	ACONSENT	Consent Item - Receive and File: Council Calendar and Council Tentative Agenda	City Management	05/30/2013
1351	06/11/2013	Carol Krager	ACONSENT	Consent Item - Approve City Council Meeting Minutes	City Management	05/30/2013
1213	06/11/2013	Cathy Wheatley	CCBSNS	1 15 Minutes - State of the Tualatin Valley Fire District Presentation - Chief Mike Duyck	Administrative Services	06/03/2013
1223	06/11/2013	Liz Lutz	CCBSNS	2 5 Minutes - Resolution Certifying that the City of Tigard Provides Services Qualifying for State-Shared Revenues	Financial and Information Services	MartyW, City Manager
1224	06/11/2013	Liz Lutz	CCBSNS	3 5 Minutes - Resolution Declaring the City's Election to Receive State Revenue Sharing	FIS	06/03/2013

Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

**City Council Tentative Agenda
6/3/2013 11:44 AM - Updated**

1225	06/11/2013	Liz Lutz	CCBSNS	4 10 Minutes - Resolution Adopting Citywide Master Fees and Charges Schedule replacing Res 12-22 and All Subsequent Amendments to Date	Financial and Information Services	06/03/2013
1226	06/11/2013	Liz Lutz	CCBSNS	5 15 Minutes - Public Hearing-Adopting the Budget, Making Appropriations, Declaring the Ad Valorem Tax Levy, and Classifying the Levy As Provided	Financial and Information Services	06/03/2013
1227	06/11/2013	Liz Lutz	CCBSNS	6 5 Minutes - Public Hearing-Adopting City Center Development Agency FY 2013-2014 Budget, Making Appropriations, Imposing and Categorizing Taxes	Financial and Information Services	06/03/2013
1283	06/11/2013	J Floyd	CCBSNS	7 25 Minutes - Briefing on Parks Zone Project	Com Development	06/03/2013
1284	06/11/2013	Tom McGuire	CCBSNS	8 15 Minutes - Briefing on Upcoming Development Code Update Projects	Community Development	06/03/2013
Total Time: 95 of 100 minutes have been scheduled						
1128	06/18/2013	Carol Krager	AAA	June 18, 2013 City Council Workshop Meeting		
1287	06/18/2013	Greer Gaston	CCWKSHOP	1 20 Minutes - Briefing on the City's Continuity of Operations Plan (COOP)	Public Works	Lueck M,
1303	06/18/2013	Kristie Peerman	CCWKSHOP	2 15 Minutes - New Washington County Emergency Management Cooperative Agreement	Public Works	Gaston G, Conf Executive Asst
1340	06/18/2013	C Wheatley	CCWKSHOP	3 20 Minutes - Legislative Report from Joel Rubin, CFM (Schedule between 7-8 p.m. for Joel's schedule)	City Management	Newton L,
1273	06/18/2013	Kristie Peerman	CCWKSHOP	4 90 Minutes - Discuss Naming Policy, Park Reservation Preferences, Agreement with SSC and TTL, Park Bond Status	Public Works	Rager B, Asst. PW Director
1346	06/18/2013	T LaFrance	CCWKSHOP	5 35 Minutes - Executive Session on Potential Litigation - CCDA/City Council	FIS	05/29/2013
Total Time: 180 of 180 minutes have been scheduled						

Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

**City Council Tentative Agenda
 6/3/2013 11:44 AM - Updated**

1129	06/25/2013	Carol Krager	AAA	June 25, 2013 City Council Business Meeting - Mayor Cook Absent		
1306	06/25/2013	Steve Martin	ACCSTUDY	30 Minutes - Executive Session - Real Property (Park Bond)	Public Works	05/20/2013
Total Time: 30 of 45 minutes have been scheduled						
1288	06/25/2013	Greer Gaston	ACONSENT	Consent Item - Consider a Resolution Adopting the City's Continuity of Operations Plan (COOP)	Public Works	Gaston G, Conf Executive Asst
1329	06/25/2013	Steve Martin	ACONSENT	Consent Item - Acceptance of the Quail Hollow Tract S Open Space Donation	Public Works	Martin S, Parks Manager
1343	06/25/2013	Cathy Wheatley	CCBSNS	1 15 Minutes - Update by Tualatin Riverkeepers-Environmental Education Program-Dirksen Nature Park	Administrative Services	
1282	06/25/2013	Kent Wyatt	CCBSNS	2 20 Minutes - Public Hearing - Consider an Ordinance Amending the Tigard Municipal Code to Authorize Social Gaming	City Management	Wyatt K, Management Analyst
1260	06/25/2013	Judith Gray	CCBSNS	3 30 Minutes - Update on Initial Recommendation from Southwest Corridor Plan Steering Committee	Community Development	Gray J, Sr Transportation Planner
Total Time: 65 of 100 minutes have been scheduled						
1335	07/02/2013	Carol Krager	AAA	July 2, 2013 City Center Development Agency Meeting – Councilor Snider absent - As of June 3 – nothing scheduled		

Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

City Council Tentative Agenda
6/3/2013 11:44 AM - Updated

1334	07/09/2013	Carol Krager	AAA	July 9, 2013 City Council Business Meeting		
1349	07/09/2013	S Zodrow	ACCSTUDY	20 Minutes - Executive Session - Labor Relations	City Management	05/29/2013
Total Time: 20 of 45 minutes have been scheduled						
1295	07/09/2013	Cheryl Caines	ACONSENT	Consent Item - Citizen Advisory Committee - Tigard Triangle Strategic Plan	Community Development	Caines C, Assoc Planner
1296	07/09/2013	Cheryl Caines	ACONSENT	Consent Item - Appoint Members of Tigard Triangle Citizen Advisory Committee	Community Development	Caines C, Assoc Planner
1342	07/09/2013	Joanne Bengtson	ACONSENT	Consent Item - Neighborhood Involvement Committee Revised Bylaws	City Management	06/03/2013
1169	07/09/2013	Kristie Peerman	CCBSNS	10 Minutes - Adopt a Resolution of Necessity to Acquire Property for Derry Dell Creek Culvert Replacement Project	Public Works	Berry G, Project Engineer
Total Time: 10 of 100 minutes have been scheduled						
1308	07/16/2013	Carol Krager	AAA	July 16, 2013 Workshop Meeting - Mayor Cook Absent		
1085	07/16/2013	Greer Gaston	CCWKSHOP	30 Minutes - Review Draft Sustainability Plan	Public Works	Wright, M., PW Business Manager
1290	07/16/2013	John Goodrich	CCWKSHOP	60 Minutes - Future Water Supply Opportunities	Public Works	Gaston G, Conf Executive Asst
1302	07/16/2013	Judith Gray	CCWKSHOP	45 Minutes - Southwest Corridor Plan -- Update	Com Development	Gray J,
Total Time: 135 of 180 minutes have been scheduled						

Meeting Banner Business Meeting
 Study Session Special Meeting
 Consent Agenda Meeting is Full
 Workshop Meeting

**City Council Tentative Agenda
 6/3/2013 11:44 AM - Updated**

1309	07/23/2013	Carol Krager	AAA	July 23, 2013 City Council Business Meeting As of June 3, 2013 – nothing scheduled		
1310	08/06/2013	Carol Krager	AAA	August 6, 2013 City Center Development Agency Meeting - CANCELLED DUE TO NATIONAL NIGHT OUT		
1311	08/13/2013	Carol Krager	AAA	August 13, 2013 City Council Business Meeting - Mayor Cook Absent – As of June 3, 2013, nothing scheduled for study session or the consent agenda.		
1300	08/13/2013	S Farrelly	CCBSNS	CCDA - 10 Minutes - Main Street Gateway Public Art Update	ComDevelopment	Farrelly S
Total Time: 10 of 100 minutes have been scheduled						
1312	08/20/2013	Carol Krager	AAA	August 20, 2013 City Council Workshop Meeting - Mayor Cook Absent		
1237	08/20/2013	G Gaston	CCWKSHOP	15 Minutes - Briefing on Capital Improvement Plan Projects	Public Works	Stone Mike,
1347	08/20/2013	G Gaston	CCWKSHOP	10 Minutes - Briefing on Dispersing LID No. 1	Public Works	Stone Mike,
1352	08/20/2013	Kristie Peerman	CCWKSHOP	30 Minutes - Briefing on Alignment Options for the Tiedeman Ave./North Dakota St. Intersection	Public Works	Stone Mike, City Engineer
Total Time: 55 of 180 minutes have been scheduled						
1313	08/27/2013	Carol Krager	AAA	August 27, 2013 City Council Business Meeting – Councilor Snider absent		

AIS-1337

3. B.

Business Meeting

Meeting Date: 06/11/2013

Length (in minutes): Consent Item

Agenda Title: Approve Resolution Amending Resolution 10-36 and Setting City Council and Mayor Compensation

Prepared For: Liz Newton

Submitted By: Cathy Wheatley,
Administrative
Services

Item Type: Motion Requested
Resolution

Meeting Type: Consent Agenda

Public Hearing

Newspaper Legal Ad Required?: No

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Shall Council pass a resolution establishing Mayor and Council compensation which supersedes Resolution No 10-36?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends passage of resolution

KEY FACTS AND INFORMATION SUMMARY

During public Budget Committee meetings held on April 22, 29, and May 6, 2013, the Budget Committee discussed and approved an update to the compensation to Mayor and Council. Key factors considered in the decision include:

- Mayor and Council compensation is supposed to be addressed annually per City Charter and Tigard Municipal Code.
- Mayor compensation has not been updated since 2008.
- Council compensation has not been updated since 1999.
- During this period, non-represented staff has received a cost of living adjustment in most years.
- The cost of local travel and fuel has increased significantly during this period.
- Since city staff are eligible for city-paid technology for city business, such as city cell phones or cell phone stipends, should Council and the Mayor also be eligible?

The decision of the Budget Committee was to grant a stipend increase for Mayor and Council commensurate with non-represented staff COLA, provide an automobile allowance, and provide city-paid technology for city business.

OTHER ALTERNATIVES

Do not pass the resolution and maintain current compensation for Mayor and Council.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

DATES OF PREVIOUS CONSIDERATION

April 22, 29, and May 6 2013 during Budget Committee public meetings.

Attachments

Resolution

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13-**

A RESOLUTION ESTABLISHING MAYOR AND COUNCIL COMPENSATION WHICH SUPERSEDES RESOLUTION NO 10-36.

WHEREAS, the City Council is charged by City Charter Section 11 and by the Municipal Code Section 2.44.010 with responsibility to set annually the amount of compensation for the appointed or elected officers of the City ; and

WHEREAS, the Budget Committee studied the matter in a public meeting and approved the FY 2013-2014 budget to include additional compensation; and

WHEREAS, Council compensation has not been changed since passage of Resolution 99-50 on June 29, 1999; and

WHEREAS, Mayor compensation has not been changed since passage of Resolution 08-63 on October 14, 2008; and

WHEREAS, city staff has received a cost of living adjustment in most years since Mayor and Council compensation was last updated; and

WHEREAS, Tigard Municipal Code 2.22 states that the purpose of Mayor and Council compensation is for attendance at regularly scheduled meetings of the city council and meetings for an intergovernmental board, committee, or agency; and

WHEREAS, the cost of local travel and fuel has increased significantly since Mayor and Council compensation was last updated; and

WHEREAS, the City Council recognizes that the Mayor has important duties over and above regular City Council duties and liaison assignments, including: attendance at meetings of committees, governmental bodies and stakeholders relating to regional decisions; and the regular involvement of an elected official to connect with citizens, businesses, and property owners on city issues.

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

SECTION 1: The annual stipend for the Council Members, other than the Mayor, shall be \$5,700.

SECTION 2: The annual stipend for the Mayor shall be \$43,910.

SECTION 3: Mayor and Council will each receive an automobile stipend of \$275 per month.

SECTION 4: Mayor and Council are eligible for city paid technology for city business purposes; including a cell phone stipend or a city cell phone.

SECTION 5: Mayor and Council are eligible to participate in the City's health insurance benefit plans offered to City employees.

- SECTION 6: Mayor and Council are expected to abide by the Council Rules, and make best efforts to attend City Council meetings, and perform liaison, committee, board and other responsibilities assigned by the City Council.
- SECTION 7: It is the expectation of the City Council that the assignments given to the Mayor, over and above the usual and customary assignments, will require an average of twenty (20) hours each week.
- SECTION 8: Should the duties of the Mayor average less than 20 hours per week, the stipend may be adjusted downward with the approval of the Mayor and City Council.
- SECTION 9: The Mayor shall submit regular reports to the City Council summarizing activities and reporting on issues and outcomes and time required for each area of activity.
- SECTION 10: Renewal of the provisions of this resolution pertaining to the additional responsibilities and compensation for the Mayor shall be deliberated during the City's budget process each fiscal year.
- SECTION 11: Consideration on the amount of compensation and benefits to City Council members shall be deliberated during the budget process for each fiscal year.
- SECTION 12: This resolution is effective July 1, 2013.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

AIS-1304

. C.

Business Meeting

Meeting Date: 06/11/2013
Length (in minutes): Consent Item
Agenda Title: Contract Award - Fanno Creek House Site Improvements
Prepared For: Joseph Barrett
Submitted By: Joseph Barrett, Financial and Information Services

Item Type: Motion Requested

Consent
Meeting Type: Agenda - LCRB

Public Hearing

Newspaper Legal Ad Required?: No

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Shall the Local Contract Review Board award a contract for construction of the Fanno Creek House Site Improvements project to Casserly Landscape, Inc.?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends the Local Contract Review Board award the contract for the construction of the Fanno Creek House Site Improvements project to Casserly Landscape, Inc. in the amount of \$135,000 and authorize the City Manager to carry out all necessary steps to execute the contract.

KEY FACTS AND INFORMATION SUMMARY

The city is set to begin the second phase of improvements to the Fanno Creek House. Phase 1 consisted of remodeling the house during fiscal year 2010-2011. Phase 2 includes landscaping upgrades, parking enhancements, and riparian area improvements. The project was presented to the Parks and Recreation Advisory Board (PRAB) and that Board's approval.

The city issued an Invitation to bid for the second phase improvements on April 24, 2013. A mandatory pre-bid walk-through was held on May 2, 2013, at the project site. This afforded prospective bidders and the city's project team an opportunity to clarify segments of the work and familiarize the contractors with the site layout. The Invitation to Bid closed on May 14th and the city received bids from four (4) firms:

<u>Contractor</u>	<u>Bid</u>
Casserly Landscape	\$135,000
Columbia Cascade Construction	\$144,900
Crown Landscape	\$151,131
Desantis Landscape	\$157,848

Engineer's Estimate - \$134,000

Staff has reviewed the bids and determined that Casserly Landscape has submitted the lowest responsible bid. Casserly is not on the Bureau of Labor and Industries ineligible list and had the proper bonding with the State's Contractor's

Construction Board (CCB) for this project. Staff recommends the contract for the Fanno Creek House Site Improvements (Phase 2) construction project be awarded to Casserly Landscape for \$135,000.

OTHER ALTERNATIVES

The Local Contract Review Board may decide to not award this contract and direct staff to conduct a new solicitation.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

This is the first time this contract award has been before the Local Contract Review Board.

AIS-1213

4.

Business Meeting

Meeting Date: 06/11/2013

Length (in minutes): 15 Minutes

Agenda Title: State of the Tualatin Valley Fire District Presentation - Chief Mike Duyck

Submitted By: Cathy Wheatley, Administrative Services

Item Type: Update, Discussion, Direct Staff

Meeting Type: Council Business Meeting - Main

Public Hearing: No

Publication Date:

Information

ISSUE

Tualatin Valley Fire and Rescue (TVF&R) District Chief Mike Duyck is scheduled to give a "State of the Fire District Presentation."

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

TVF&R Chief Duyck will present information on current and planned activities of the fire district.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

N/A

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Business Meeting

Meeting Date: 06/11/2013

Length (in minutes): 5 Minutes

Agenda Title: Resolution Certifying that the City of Tigard Provides Services Qualifying for State-Shared Revenues

Prepared For: Liz Lutz

Submitted By: Liz Lutz, Financial and Information Services

Item Type: Resolution

Meeting Type: Council Business Meeting - Main

Public Hearing: No

Publication Date:

Information

ISSUE

Shall the City Council approve a resolution certifying that the City of Tigard provides certain services making the city eligible to receive state shared revenues?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends approval of the attached resolution.

KEY FACTS AND INFORMATION SUMMARY

The city has estimated the receipt of the following state shared revenues:

	FY 2012-13	FY 2013-14
Cigarette Tax	\$ 60,127	\$ 57,241
Liquor Tax	\$ 736,341	\$ 791,567
State Gas Tax	\$2,826,073	\$2,910,855

The State of Oregon requires the city to certify its eligibility to receive these revenues by stating that it provides more than four of the services listed in ORS 221.760. The city does provide six of the seven required services and is therefore eligible for receiving the state shared revenues. The services that the city provides includes police services; street construction; maintenance and lighting; sanitary sewer and storm water management; planning, zoning and subdivision control; and water utility. Approval of the attached resolution will meet the State of Oregon requirement for certification.

OTHER ALTERNATIVES

Do not accept the revenues from the State of Oregon.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

Acceptance of these revenues will assist in the funding of the city focus points and strategies.

DATES OF PREVIOUS COUNCIL CONSIDERATION

NA

Attachments

Resolution for State Shared Revenues

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13-**

A RESOLUTION CERTIFYING THAT THE CITY OF TIGARD PROVIDES SERVICES QUALIFYING FOR STATE SHARED REVENUES.

ORS 221.760 (1) provides as follows:

The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.82, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance and lighting
- (4) Sanitary sewers
- (5) Storm sewers
- (6) Planning, zoning and subdivision control
- (7) One or more utility services; and

WHEREAS, City Officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760

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

SECTION 1: The City of Tigard hereby certifies that it provides the following six services enumerated in Section 1, ORS 221.760:

- (1) Police protection
- (2) Street construction, maintenance and lighting
- (3) Sanitary sewers
- (4) Storm sewers
- (5) Planning, zoning and subdivision control
- (6) Water utility

SECTION : This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

RESOLUTION NO. 13-

Page 1

Business Meeting

Meeting Date: 06/11/2013

Length (in minutes): 5 Minutes

Agenda Title: Resolution Declaring the City's Election to Receive State Revenue Sharing

Prepared For: Liz Lutz

Submitted By: Liz Lutz,
Financial and
Information
Services
Council
Business
Meeting -
Meeting Type: Main

Item Type: Resolution
Public Hearing - Informational

Public Hearing

Newspaper Legal Ad Required?: Yes

Public Hearing Publication

Date in Newspaper: 04/04/2013

Information

ISSUE

Should the City of Tigard elect to receive State Revenues as outlined in ORS 221.770, State Revenue Sharing Law?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends adopting this resolution.

KEY FACTS AND INFORMATION SUMMARY

State Revenue Sharing Law, ORS 221.770, allocates 14 percent of state liquor tax to cities on a formula basis. The law requires cities to annually pass an ordinance or resolution to request state revenue sharing money. The law also requires public hearings be held by the city and certification of these hearings is also required. The hearing on State Revenue Sharing was noticed and held as a part of the Budget Committee meeting on May 6, 2013. In order to receive state revenue sharing in FY 2013-2014, the city must levy property taxes in the preceding year, which the city has done. The city estimates the receipt of \$452,088 of state revenue sharing funds in the FY 2013-2014 budget.

OTHER ALTERNATIVES

Do not pass resolution.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

Acceptance of this revenue will assist in the funding of city goals and strategies.

DATES OF PREVIOUS CONSIDERATION

NA

Fiscal Impact

Cost: NA

Budgeted (yes or no): Yes

Where Budgeted (department/program): General Fund

Additional Fiscal Notes:

Approval of this resolution would secure \$452,088 of revenue for the General Fund.

Attachments

Resolution to Receive State Shared Revenues

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13-**

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE SHARING.

WHEREAS, State Revenue Sharing Law, ORS 221.770, requires cities to annually pass an ordinance resolution requesting state revenue sharing money; and

WHEREAS, the law mandates public hearings be held by the city and that certification of these hearings is required; and

WHEREAS, a public hearing was held on May 6, 2013 at Budget Committee to receive State Revenue Sharing; and

WHEREAS, in order to receive state revenue sharing in FY 2013-2014, the city must have levied property taxes the preceding year; and

WHEREAS, the city did levy property taxes in FY 2012-2013.

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

SECTION 1: Pursuant to ORS 221.770, the city hereby elects to receive state revenue sharing for the fiscal year 2013-2014.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

Business Meeting

Meeting Date: 06/11/2013

Length (in minutes): 10 Minutes

Agenda Title: Adopt Citywide Master Fees and Charges Schedule Replacing Res 12-22 and Subsequent Amendments and Resolution Adopting Misc.Solid Waste Rates

Prepared For: Liz Lutz

Submitted By: Liz Lutz,
Financial and
Information
Services
Council
Business
Meeting -

Item Type: Resolution

Meeting Type: Main

Public Hearing

Newspaper Legal Ad Required?: No

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

As part of the annual budget process, the City Council has the opportunity to adjust fees and charges related to city services.

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends that City Council adopt two proposed resolutions:

1. A resolution to adopt the Fees and Charges Schedule for FY 2013-2014.
2. A resolution to include solid waste miscellaneous service rates, which were omitted in error from Resolution No. 13-18 adopting a new solid waste rate schedule.

KEY FACTS AND INFORMATION SUMMARY

Every fiscal year, a revised Master Fees & Charges Schedule is submitted to the City Council for approval along with the citywide operating budget. The attached schedule includes fee updates for most departments as several fees are adjusted annually using applicable indexes. Included in the schedule are phased-in fees such as water. These phased in fees have already been approved by City Council and are included in the FY 2014 Approved Budget.

Additionally, when the council adopted a new solid waste rate schedule on April 23, 2013—via Resolution No. 13-18—miscellaneous solid waste service rates were omitted in error. If adopted, the attached resolution adds the adjusted miscellaneous service rates to the solid waste rate schedule, which is separate from the Master Fees and Schedule, since it is not a fee that is charged by the city.

In accordance with Resolution No. 01-54A, the new solid waste rate schedule was implemented to provide an aggregate target profit rate of 10 percent annually for the city’s franchised solid waste haulers. The adjustment to the miscellaneous service rates was factored into calculations to achieve the aggregate target profit rate.

OTHER ALTERNATIVES

Alter only those fees that are set by other agencies or are adjusted annually using an already approved formula.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

The fees and charges help fund council focus strategies including:

DATES OF PREVIOUS CONSIDERATION

Solid Waste fees were adopted on April 23, 2013.

Attachments

Resolution

Exhibit A - Master Fees and Charges Schedule

Resolution for Solid Waste Misc Fees

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13-**

A RESOLUTION ADOPTING THE CITYWIDE MASTER FEES AND CHARGES SCHEDULE WHICH REPLACES RESOLUTION NO 12-22 AND ALL SUBSEQUENT AMENDMENTS TO DATE.

WHEREAS, the City of Tigard has a Master Fees and Charges Schedule ; and

WHEREAS, city staff has reviewed fees and services provided ; and

WHEREAS, city staff has proposed a few new fees and changes to certain fees to recover costs or due to previously approved annual adjustment formulas; and

WHEREAS, ordinance 13-06 established the use of the combined indexes of Engineering News Record (ENR)-Seattle and the Oregon Monthly Asphalt Cement Material Price Index to calculate the appropriate rate of inflation for the Street Maintenance Fee; and

WHEREAS, the city's Master Fees and Charges Schedule includes fees set by other agencies; and

WHEREAS, Tigard Municipal Code (TMC) 3.32.050 requires that the City Council review fees and charges annually.

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

SECTION 1: The fees and charges for the City of Tigard are enumerated and set as shown in the attached schedule (Exhibit A).

SECTION 2: This resolution is effective July 1, 2013.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard



City of Tigard Memorandum

To: City Council Members

From: Carissa Collins, Sr. Management Analyst *CC*

Re: FY 2014 Master Fees & Charges Schedule

Date: June 6, 2013

Attached to the FY 2014 Master Fees and Charges Schedule is a two-page summary of all changes to the proposed schedule.

You will find that each fee lists the description of the fee, the page number it is located on in the schedule, the basis for the change, the basis of authority for the change, and whether or not the fee is included in the budget.

Please note the following explanation detailing whether or not the fee is included in the budget:

“Y” – This indicates that the fee is included in the budget, and any changes are usually influenced by an index. This also means that the fee or charge has a measurable effect on revenues and expenditures within the budget.

“N” – This indicates that the fee or charge is not included in the budget. These items typically do not occur very often, and have little measurable effect on revenues.

If you have any questions or concerns, please feel free to contact me at 503-718-2643.

FY 2014 Proposed Master Fees & Charges Summary of Changes Report

Department	Fee Description	Schedule Page(s)	Basis of Change	Authority	Included in Budget? (Y/N)
Financial & Information Services	<u>Business License (Annual Fee)</u>	4	Fee adopted by council and adjusted annually in conjunction with the Portland Consumer Price Index (CPI) at 2.10%.	Ord. 88-13	Y
	<u>Telecommunication Franchise Fee</u>	5	Fee remains the same. However, name has been changed to <u>Utility Franchise Application Fee</u> .	TMC 15.06	Y
	<u>Solid Waste Disposal Fee</u>	5	Fee increased by 1% per Budget Committee.	TMC 15.06	Y
	<u>Right of Way Usage Fee</u>	4-5	Fees have been reformatted under the <u>Franchise Fee/Right of Way Usage Fee</u> section for clarity purposes.	TMC 15.06	Y
	<u>Sewer Reimbursement District Loans</u>	6	Fee established per Tigard Municipal Code allowing sewer reimbursement district loans at the Applicable Federal Rate (AFR).	ORS 223.215	N
	<u>System Development Charge Financing (Other than Sewer Reimbursement District Loans)</u>	6	Fee established per Tigard Municipal Code allowing for installment payments of system development charges of which Council will establish the interest rate. An application fee of \$25.00 along with an interest rate of prime plus 4% as of the date of the application is proposed. The basis for the change is comparable to most local jurisdictions.	TMC 3.24.100	N
Library	<u>Flash Drives</u>	7	New fee allowing public purchase of flash drives.	Dept. Policy	N
	<u>Late Return of E-Readers</u>	7	New fine related to the late return of E-Readers.	Dept. Policy	N
	<u>Overdue Cultural Pass</u>	7	New fine implemented for the late return of a Library Cultural Pass.	Dept. Policy	N
Police	<u>Security Alarm Permit</u>	8	Name changed to <u>Alarm Permit Fee (Residential & Commercial)</u> . No change in fee.	Dept. Policy	N
	<u>Failure to Obtain or Renew Security Alarm Permit Fee</u>	8	Fee has not been revised since 1982. Fee adjusted due to increase cost of issuance and is more in line with other local jurisdictions.	Dept. Policy	N
	<u>Late Payment of Fees/Fines (After 60 days)</u>	8	New fee established to recover costs and is similar to other local jurisdictions.	Dept. Policy	N
	<u>Failure to Obtain Permit within 60 Days of Alarm Installation</u>	8	New fee established to recover costs and is similar to other local jurisdictions.	Dept. Policy	N
	<u>Reinstatement Fee, Once Revoked (After 90 days past due)</u>	8	New fee established to recover costs and is similar to other local jurisdictions.	Dept. Policy	N

FY 2014 Proposed Master Fees & Charges Summary of Changes Report

Department	Fee Description	Schedule Page(s)	Basis of Change	Authority	Included in Budget? (Y/N)
	<u>Non-permitted or Revoked Alarm Permit</u>	8	New fee established to recover costs and are similar to other local jurisdictions.	Dept. Policy	N
	<u>False Alarm Fines</u>	8	Fees have not been revised since 2003. The recommended fee is adjusted for increased cost of monitoring and response times to false alarms. Fees are similar to other local jurisdictions.	Ord. 87-73	Y
	<u>Vehicle Release Fee</u>	8	Fee has not been adjusted since 2007. Increased fee will recover a portion of the personnel costs associated with the impound of a vehicle.	ORS 709.720	Y
Community Development	<u>Sanitary Sewer Connection Fee</u>	24	This fee is determined by Clean Water Service. The city receives 3.99% of fees that are collected. Fee increase is pending until approved by CWS Board that is scheduled to meet on 6/18/13.	Clean Water Service	Y
	<u>Planning Fees/Charges</u>	20-25	Adjustments tied to Seattle Construction Cost Index (CCI) which is 4.1% as of May 2013. Planning fees include a 14.76% long range planning surcharge.	Res. 03-59	Y
Public Works	<u>Special Event Permit Fee</u>	26	Base fees for the first 3 hours for special events at Cook Park remain unchanged. However, an additional hourly fee for events that run longer than 3 hours is required in order to recover costs associated with the additional services provided by the city for longer events.	Dept. Policy	N
	<u>Street Maintenance Fee</u>	27	Fee adjusted by 4.94% based on a combination of two indexes, the Engineering News Record Construction Cost Index, and the Oregon Monthly Asphalt Cement Material Price Index.	TMC 15.20	Y
	<u>Fire Rates (Sprinklers)</u>	30	Adjustment tied to Seattle Construction Cost Index (CCI) which is 4.1% as of May 2013.	Dept. Policy	Y
	<u>Fire Service Connection</u>	30	Adjustment tied to Seattle Construction Cost Index (CCI) which is 4.1% as of May 2013.	Dept. Policy	Y
	<u>Sanitary Sewer Service Fee (set by Clean Water Service)</u>	30	This fee is determined by Clean Water Service. The city receives 16.306% of fees that are collected. Fee increase is pending until approved by CWS Board that is scheduled to meet on 6/18/13.	Dept. Policy	Y
	<u>Storm and Surface Water Fee (set by Clean Water Service)</u>	30	Service charge is determined by Clean Water Service. The city receives 75% of fees that are collected. Fee increase is pending until approved by CWS Board that is scheduled to meet on 6/18/13.	Clean Water Services	Y
	<u>Park System Development Charge</u>	34	Fee adjusted 1.7% based on the average of two indexes; the Residential Tract Land Costs provided by Washington County, and the Seattle Construction Cost Index provided by Engineering News Record.	Res. 01-13	Y
	<u>Water System Development Charge</u>	38	Fee adjustment is tied to Seattle Construction Cost Index (CCI) which is 4.1% as of May 2013.	ORS 223.304(8) Res. 10-76	Y

Exhibit A

City of Tigard, Oregon

Master Fees & Charges Schedule

Fiscal Year 2013-2014

Adopted
June 11, 2013



Department	Revenue Source	Fee or Charge	Authority	Effective Date
CITY MANAGEMENT				
	<u>Claims Application Fee (TMC 1.21.050 & 1.22; Ord. 08-09)</u>	\$1,000.00 /deposit*	TMC 1.21.050 & 1.22 Ord. 08-09	6/24/2008
	* Claim fee shall be actual cost incurred by the city to process claim. Any funds remaining from the deposit after the claim has been processed will be refunded to the claimant. Payment of any costs exceeding the amount of the deposit is required prior to issuance of a final decision by the city on the claim.			
ADMINISTRATIVE SERVICES				
	<u>Municipal Court Fees</u>		Judge Order	
	Civil Compromise	\$150.00	No. 01-08	8/28/2008
	Traffic School and Compliance Program Fee			
	Criminal	\$150.00	Rule 16-adopted 08/28/08	8/28/2008
	Juvenile non-traffic	\$75.00		8/28/2008
	Traffic School	Equal to the relevant fine provided for the violation in the Violations Bureau Fine Schedule		8/28/2008
	Traffic School Setover	\$20.00		8/28/2008
	License Reinstatement	\$15.00		8/28/2008
	Payment Agreement Administrative Fee	\$15.00		8/28/2008
	Overdue Payment Letter	\$10.00		8/28/2008
	Show Cause Hearings - Court Costs			8/28/2008
	Non-compliance	\$25.00		
	Non-payment - fees paid prior to hearing	No Fee		
	Warrant Fee	\$50.00		8/28/2008
CITY MANAGEMENT				
	<u>Public Assembly</u>		Ord. 70-35 TMC 7.48.040	8/25/1970
	Application Fee			
	Persons Reasonably Anticipated			
	1,000 to 2,499	\$100.00		
	2,500 to 4,999	\$150.00		
	5,000 to 9,999	\$500.00		
	10,000 to 49,999	\$1,000.00		
	50,000 and over	\$1,500.00		
ADMINISTRATIVE SERVICES/RECORDS				
	<u>Tigard Municipal Code (TMC) (Titles 1 - 17) or TMC/CDC (Titles 1-18)</u>			
	Compact Disk (CD)	\$10.00		7/1/2009

Department	Revenue Source	Fee or Charge	Authority	Effective Date
CITYWIDE	<u>Attorney Time</u>	Current attorney billing rate	Dept. Policy	1999
	<u>2GB Flash Drives</u>	\$11.00 each		7/1/2011
	<u>Audio/Video Tapes</u>	\$6.00		7/1/2003
	<u>Computer/Compact Disks</u>	\$10.00		7/1/2006
	<u>DVD/VHS</u>	\$12.00		7/1/2006
	<u>Faxes for Public</u>	\$2.00 /first page \$1.00 /each additional page		7/1/2007
	<u>Microfiche Sheet Copies</u>	\$1.00 /sheet up to 50 sheets plus staff time		7/1/2007
	<u>Microfilm/Microfiche & Photocopies</u>			
	8-1/2 x 11	\$0.25 /page		1999
	11 x 14	\$0.50 /page		1999
	11 x 17	\$1.00 /page		7/1/2005
	17 x 24	\$1.50 /page		7/1/2007
	36 x 36	\$2.50 /page		7/1/2007
	<u>Nomination Petition Fee</u>	\$50.00		7/1/2008
	<u>Oversized Copies</u>	\$2.50 /page		7/1/2011
	<u>Photographs</u>	Actual Cost	Dept. Policy	1999
	<u>Recording of Documents</u>	Actual Cost	Dept. Policy	1999
	<u>Research Fee</u>	Staff hourly rate + Citywide Overhead Fee + Materials		2/7/2002
	<u>Staff Hourly Rate for Miscellaneous Billing and Reimbursement Agreements</u>	Staff hourly rate + benefits + paid time off + administrative time + department overhead + citywide overhead as determined by most recent A-87 Indirect Cost Study		7/1/2012

Department	Revenue Source	Fee or Charge	Authority	Effective Date
FINANCIAL & INFORMATION SERVICES				
	<u>Assessment Assumption</u>	\$50.00		4/22/1985
	<u>Budget Document</u>			
	Compact Disk (CD)	\$10.00		7/1/2007
	Paper	\$50.00		
	<u>Business License</u>		Ord. 88-13	
	Annual Fee*			
	0-2 employees	\$82.50 \$84.00 /per year		7/1/2012 7/1/2013
	3-5 employees	\$110.00 \$112.00 /per year		7/1/2012 7/1/2013
	6-10 employees	\$361.00 \$368.00 /per year		7/1/2012 7/1/2013
	11-50 employees	\$594.00 \$606.00 /per year		7/1/2012 7/1/2013
	51 or more employees	\$807.00 \$823.00 /per year		7/1/2012 7/1/2013
	* Adjusted annually in conjunction with the Portland Consumer Price Index (CPI)			
	Pro-Rated Fee Schedule			
	Issued January 1 - June 30	See Fee Schedule above		
	Issued July 1 - December 31	1/2 the annual fee		
	Temporary License	\$25.00		1/1/2008
	Duplicate License/Change of Ownership Fee			
	Change in ownership or name only	\$10.00		1/1/2008
	Copy/replacement of license	\$10.00		1/1/2008
	Delinquency Charge			
	Whenever the business license fee is not paid on or before the delinquent date, a delinquency charge equal to ten percent (10%) of the original business license fee due and payable shall be added for each calendar month or fraction thereof that the fee remains unpaid. The total amount of the delinquency penalty for any business license year shall not exceed one hundred percent (100%) of the business license fee due and payable for such year.			
	<u>Comprehensive Annual Financial Report</u>	\$0.00	Dept. Policy	2/7/2002
	<u>Franchise Fee/Right of Way Usage Fee (See TMC 15.06 & ROW Usage Fee Below)</u>			
	Cable TV	5% of gross revenue	Res. 99-04 Res. 01-16 as updated by Ord. 08-21A & Ord. 12-04	1/26/1999
	Electricity	5% of gross revenue or \$2.90/linear foot of installation in right-of-way, whichever is greater	Ord. 04-06, updated by Ord. 08-21A	7/1/2012
	Natural Gas	5% of gross revenue or \$2.90/linear foot of installation in right-of-way, whichever is greater	Ord. 08-21A	7/13/2004 12/16/2008

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	Telecommunication <i>(Includes telecommunication utilities, long distance providers, private networks and competitive access providers)</i>	5% of gross revenue or \$2.90/linear foot of installation in right-of-way, whichever is greater	Ord. 00-35, updated by Ord. 06-11 & Ord. 08- 21A	8/8/2006 12/16/2008
	Telecommunication Utility Franchise Application Fee	\$2,000.00	Res. 01-01 Updated to all utility franchise fee application by Ord. 06- 11	1/23/2001 8/8/2006
	Solid Waste Disposal (See TMC 11.04)	4% 5% of gross revenue	Ord. 78-64, as amended by Ord. 02- 05 and Ord. 03-08 Res. 13-18	4/1/2006- 7/1/2013
	Lien Search Fee	\$35.00	Res. 01-31	2/1/2004
	Overhead Fee Added to charges for property damage/repair	10% of total charge		
	Passport Execution Fee	\$25.00		2/1/2008
	Passport Photographs Fee	\$10.00		4/1/2007
	Returned Check Fee	\$20.00	Res. 01-55	10/9/2001
	Right-of-Way Usage Fee (See TMC 15.06 and Franchise Fee Above)			9/8/2006
	Electricity	5% of gross revenue or \$2.90/linear foot of installation in right-of-way, whichever is greater		
	Natural Gas	5% of gross revenue or \$2.90/linear foot of installation in right-of-way, whichever is greater		
	Sanitary Sewer	5% of gross revenue or \$2.90/linear foot of installation in right-of-way, whichever is greater		
	Telecommunication	5% of gross revenue or \$2.90/linear foot of installation in right-of-way, whichever is greater		
	Water	5% of gross revenue or \$2.90/linear foot of installation in right-of-way, whichever is greater		

Department	Revenue Source	Fee or Charge	Authority	Effective Date
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Sewer Reimbursement District Loans

Interest Rate	Applicable Federal Rate (AFR), Table , Long-term, semiannual for the month the loan is approved
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System Development Charge Financing (other than Sewer Reimbursement District Loans)

Application Fee	\$25.00
Interest Rate	Prime rate as published in the Wall Street Journal as of the date of the application plus 4%

Department	Revenue Source	Fee or Charge	Authority	Effective Date
LIBRARY	<u>Collection Agency Fee</u>	\$10.00	WCCLS	7/1/2007
	<u>Disk or CD (Blank)</u>	\$1.00	Dept. Policy	2/7/2002
	<u>Flash Drives</u>	\$5.00 each	Dept. Policy	7/1/2013
	<u>Headphones</u>	\$2.00	Dept. Policy	7/1/2007
	<u>Late Return of E-Readers</u>	\$1.00 per day	Dept. Policy	7/1/2013
	<u>Lost Items</u>	Replacement cost + \$5.00 processing fee	WCCLS	7/1/2003
	<u>Overdue Cultural Passes</u>	\$10.00 per day	WCCLS	7/1/2013
	<u>Overdue Items</u>		WCCLS	
	Daily Charge (All Items except DVDs & Blu-Rays)	\$0.15 /item		7/1/2003
	Daily Charge (DVDs & Blu-Rays)	\$1.00 /item		7/1/2005
	Maximum Charge	\$5.00 /item		7/1/2005
	<u>Public Copier and Printer Charges</u>			
		\$0.10 /page for black & white	Dept. Policy	2001
		\$0.50 / page for color		7/1/2011
	<u>Replacement Library Card Fee</u>	\$1.00		7/1/2007

Department	Revenue Source	Fee or Charge	Authority	Effective Date
POLICE	Alarm Permit Fee (Residential & Commercial) <i>(Government agencies, disabled residents or over the age of 60 are exempt)</i>			
	Security Alarm Permit	\$25.00	Ord. 82-32	7/1/2009
	Failure to Obtain or Renew Security Alarm Permit Fee	\$25.00 \$100.00	Ord. 82-32	6/28/1982 7/1/2013
	Late Payment of Fees/Fines (After 60 days)	\$0.00 \$100.00		7/1/2013
	Failure to Obtain Permit within 60 Days of Alarm Installation	\$0.00 \$100.00		7/1/2013
	Reinstatement Fee, Once Revoked (After 90 days past due)	\$0.00 \$150.00		7/1/2013
	Non-permitted or Revoked Alarm Permit	\$0.00 \$500.00		7/1/2013
	False Alarm Charge- Fines			
	1st false alarm	No Charge	No Charge	Ord. 87-73 7/1/2013
	2nd false alarm	No Charge	No Charge	7/1/2013
	3rd false alarm	\$50.00 \$100.00		7/1/2003 7/1/2013
	4th false alarm	\$75.00 \$150.00		7/1/2003 7/1/2013
	5th false alarm	\$100.00 \$200.00		7/1/2003 7/1/2013
	6 or more false alarms	\$150.00 \$250.00		7/1/2003 7/1/2013
	Fingerprint Card	\$15.00 per card		7/1/2012
	Good Conduct Background/Letter	\$10.00		7/1/2012
	Law Enforcement Officers Safety Act Qualification Fee	\$25.00		7/1/2006
	Liquor License	\$25.00	Res. 01-45	7/10/2001
	Police Services Fees		Res. 84-17A	
	DVD/Audio/VHS Evidence Copies	\$20.00		7/1/2012
	Police Documents/Reports	\$10.00 /for the first 15 pages and \$0.30 /page thereafter		7/1/2008
	Police Digital Photo CD Copies	\$10.00 /CD		7/1/2005
	Police Photograph Copies	\$10.00 /roll		7/1/2003
	Property Forfeiture for Criminal Activity	Varies	Ord. 99-14	5/25/1999
	Second Hand Dealers and Transient Merchant License			
	Occasional	\$40.00		7/1/2010
	Full-Time	\$100.00		7/1/2010
	Reporting Forms	\$0.80 each		7/1/2010
	Vehicle Release Fee	\$100.00 \$125.00	ORS 709.720	7/1/2007 7/1/2013

Department	Revenue Source	Fee or Charge	Effective Date
COMMUNITY DEVELOPMENT - BUILDING			
	<u>Building Permit Fees</u>		
	(New Commercial)		10/1/2009
	<u>Total Valuation:</u>		
	\$0.00 to \$500.00	\$51.09 /minimum	
	\$500.01 to \$2,000.00	\$51.09 /for the first \$500 and \$2.69 /for each additional \$100 or fraction thereof	
	\$2,000.01 to \$25,000.00	\$91.44 /for the first \$2,000 and \$10.76 /for each additional \$1,000 or fraction thereof	
	\$25,000.01 to \$50,000.00	\$338.92 /for the first \$25,000 and \$8.06 /for each additional \$1,000 or fraction thereof	
	\$50,000.01 to \$100,000.00	\$540.42 /for the first \$50,000 and \$5.38 /for each additional \$1,000 or fraction thereof	
	\$100,000.01 and over	\$809.42 /for the first \$100,000 and \$4.49 /for each additional \$1,000 or fraction thereof	
	(New Single Family & Multi-Family)		10/1/2009
	<u>Total Valuation:</u>		
	\$0.00 to \$2,000.00	\$66.25 /minimum	
	\$2,000.01 to \$25,000.00	\$66.25 /for the first \$2,000 and \$11.48 /for each additional \$1,000 or fraction thereof	
	\$25,000.01 to \$50,000.00	\$330.29 /for the first \$25,000 and \$8.75 /for each additional \$1,000 or fraction thereof	
	\$50,000.01 to \$100,000.00	\$549.04 /for the first \$50,000 and \$6.25 /for each additional \$1,000 or fraction thereof	
	\$100,000.01 to \$250,000.00	\$861.54 /for the first \$100,000 and \$4.46 /for each additional \$1,000 or fraction thereof	
	\$250,000.01 to \$500,000.00	\$1,530.54 /for the first \$250,000 and \$4.42 /for each additional \$1,000 or fraction thereof	
	\$500,000.01 to \$1,000,000.00	\$2,635.54 /for the first \$500,000 and \$4.10 /for each additional \$1,000 or fraction thereof	
	\$1,000,000.01 to \$2,000,000.00	\$4,685.54 /for the first \$1,000,000 and \$3.33 /for each additional \$1,000 or fraction thereof	
	\$2,000,000.01 and over	\$8,015.54 /for the first \$2,000,000 and \$3.18 /for each additional \$1,000 or fraction thereof	

Department	Revenue Source	Fee or Charge	Effective Date
	(Additions, Alterations, and Demolitions for Single Family, Multi-Family, Commercial, & Industrial)		10/1/2009
	<u>Total Valuation:</u>		
	\$0.00 to \$500.00	\$53.27 /minimum	
	\$500.01 to \$2,000.00	\$53.27 /for the first \$500 and \$3.39 /for each additional \$100 or fraction thereof	
	\$2,000.01 to \$25,000.00	\$104.12 /for the first \$2,000 and \$15.21 /for each additional \$1,000 or fraction thereof	
	\$25,000.01 to \$50,000.00	\$453.95 /for the first \$25,000 and \$11.02 /for each additional \$1,000 or fraction thereof	
	\$50,000.01 to \$100,000.00	\$729.45 /for the first \$50,000 and \$7.53 /for each additional \$1,000 or fraction thereof	
	\$100,000.01 to \$500,000.00	\$1,105.95 /for the first \$100,000 and \$6.04 /for each additional \$1,000 or fraction thereof	
	\$500,000.01 to \$1,000,000.00	\$3,521.95 /for the first \$500,000 and \$5.09 /for each additional \$1,000 or fraction thereof	
	\$1,000,000.01 and over	\$6,066.95 /for the first \$1,000,000 and \$3.39 /for each additional \$1,000 or fraction thereof	
	<u>Building Plan Review Fee</u>	65% of base building permit fee	9/26/2000
	<u>Deferred Submittals</u>	\$200.00 minimum fee	9/24/2002
	Plan Review	plus 65% of building permit fee based on valuation of the particular portion or portions of the project.	
	<u>Phased Permitting</u>	\$200.00	9/24/2002
	Plan Review	plus 10% of building permit fee based on total project valuation not to exceed \$1,500 for each phase	
	<u>Photovoltaic Solar Panel System</u>	\$180.00 (includes plan review and administrative fees) plus 12% state surcharge of permit fee	1/1/2011

Department	Revenue Source	Fee or Charge	Effective Date
	Electrical Fees		10/1/2009
	New residential, single or multi-family per dwelling unit; service included:		
	1000 square feet or less	\$168.54	
	Each additional 500 square feet or portion thereof	\$33.92	
	Limited energy, residential or multi-family (with above sq ft)	\$75.00	
	Each manufactured home or modular dwelling service or feeder	\$67.84	
	Services or feeders; installation, alterations or relocation:		
	200 amps or less	\$100.70	
	201 amps to 400 amps	\$133.56	
	401 amps to 600 amps	\$200.34	
	601 amps to 1000 amps	\$301.04	
	Over 1000 amps or volts	\$552.26	
	Reconnect only	\$67.84	
	Temporary services or feeders; installation, alteration or relocation:		
	200 amps or less	\$59.36	
	201 amps to 400 amps	\$125.08	
	401 amps to 600 amps	\$168.54	
	Branch circuits; new, alteration or extension per panel:		
	With purchase of service or feeder - each branch circuit	\$7.42	
	Without purchase of service or feeder		
	First Branch Circuit	\$56.18	
	Each addit. Branch circuit	\$7.42	
	Miscellaneous (service or feeder not included):		
	Each pump or irrigation circuit	\$67.84	
	Each sign or outline lighting	\$67.84	
	Signal circuit(s) or a limited energy panel, alteration or extension	\$75.00	
	Each additional inspection over the allowable in any of the above		
	Per Inspection	\$66.25 /hour (min 1 hour)	
	Per Hour	\$66.25 /hour (min 1 hour)	
	Industrial Plant Inspection	\$78.18 /hour (min 1 hour)	
	Renewable Energy Electrical Fees:		
	5 kva or less	\$100.70	7/1/2012
	5.01 to 15 kva	\$133.56	7/1/2012
	15.01 to 25 kva	\$200.34	7/1/2012
	Wind generation systems in excess of 25 kva:		
	25.01 to 50 kva	\$301.04	7/1/2012
	50.01 to 100 kva	\$552.26	7/1/2012
	>100 kva the permit fee shall be calculated in accordance with OAR 918-309-0040.		
	Solar generation systems in excess of 25 kva:		
	Each additional kva over 25	\$7.42	7/1/2012
	>100 kva no additional charge		
	Each additional inspection over allowable in any of the above:		

Department	Revenue Source	Fee or Charge	Effective Date
	Each additional inspection will be charged at an hourly rate (1 hr minimum)	\$66.25/hr	7/1/2012
	Misc. fees at an hourly rate (1 hr minimum)	\$90.00/hr	7/1/2012
	Electrical permit plan review fee	25% of the electrical permit fee	

Department	Revenue Source	Fee or Charge	Effective Date
	<u>Fire Protection Systems</u>		10/1/2009
	(Commercial Fire Suppression - Sprinkler, Alarm and Type I-Hood systems based on project valuation)		
	<u>Total Valuation:</u>		
	\$0.00 to \$500.00	\$51.09 /minimum	
	\$500.01 to \$2,000.00	\$51.09 /for the first \$500 and \$2.69 /for each additional \$100 or fraction thereof	
	\$2,000.01 to \$25,000.00	\$91.44 /for the first \$2,000 and \$10.76 /for each additional \$1,000 or fraction thereof	
	\$25,000.01 to \$50,000.00	\$338.92 /for the first \$25,000 and \$8.06 /for each additional \$1,000 or fraction thereof	
	\$50,000.01 to \$100,000.00	\$509.42 /for the first \$50,000 and \$5.38 /for each additional \$1,000 or fraction thereof	
	\$100,000.01 and over	\$809.42 /for the first \$100,000 and \$4.49 /for each additional \$1,000 or fraction thereof	
	<u>Fire Life Safety Plan Review</u>	40% of base building permit fee	9/26/2000
	(Commercial Only)		
	<u>Fire Protection Systems</u>		10/1/2009
	(Residential Fire Suppression)		
	Stand Alone System		
	<u>Square Footage:</u>		
	1 to 2,000	\$198.75	
	2,001 to 3,600	\$246.45	
	3,601 to 7,200	\$310.05	
	7,201 and over	\$404.39	
	Multipurpose or Continuous Loop System		
	<u>Square Footage:</u>		
	0 to 2,000	\$121.90	
	2,001 to 3,600	\$169.60	
	3,601 to 7,200	\$233.20	
	7,201 and over	\$327.54	
	<u>Manufactured Dwelling Installation</u>	\$305.50	9/24/2002
	<u>Manufactured Dwelling and Mobile Home</u>	Per OAR	9/24/2002
	<u>Parks, Recreation Camps, and Organizational Camps</u>		

Department	Revenue Source	Fee or Charge	Effective Date
	Mechanical Fees		10/1/2009
	(1 & 2 Family Dwellings for New, Additions, or Alterations)		
	Heating/Cooling:		
	Air conditioning	\$46.75	
	Furnace 100,000 BTU (ducts/vents)	\$46.75	
	Furnace 100,000+ BTU (ducts/vents)	\$54.91	
	Heat pump	\$61.06	
	Duct work	\$23.32	
	Hydronic hot water system	\$23.32	
	Residential boiler (radiator or hydronic)	\$23.32	
	Unit heaters (fuel-type, not electric), in-wall, in duct, suspended, etc.	\$46.75	
	Flue/vent for any of above	\$23.32	
	Other	\$23.32	
	Other fuel appliances:		
	Water heater	\$23.32	
	Gas fireplace	\$33.39	
	Flue/vent for water heater or gas fireplace	\$23.32	
	Log lighter (gas)	\$23.32	
	Wood/pellet stove	\$33.39	
	Wood fireplace/insert	\$23.32	
	Chimney/liner/flue/vent	\$23.32	
	Other	\$23.32	
	Environmental exhaust and ventilation:		
	Range hood/other kitchen equipment	\$33.39	
	Clothes dryer exhaust	\$33.39	
	Single-duct exhaust (bathrooms, toilet compartments, utility rooms)	\$23.32	
	Attic/crawlspace fans	\$23.32	
	Other	\$23.32	
	Fuel piping:		
	First four	\$14.15	
	Each additional	\$4.03	
	Minimum permit fee	\$90.00	
	Mechanical plan review fee	25% of Permit Fee	

Department	Revenue Source	Fee or Charge	Effective Date
	Mechanical Permit Fees		10/1/2009
	(Commercial and Multi-family)		
	<u>Total Valuation:</u>		
	\$0.00 to \$500.00	\$69.06 /minimum	
	\$500.01 to \$5,000.00	\$69.06 /for the first \$500 and \$3.07 /for each additional \$100 or fraction thereof	
	\$5,000.01 to \$10,000.00	\$207.21 /for the first \$5,000 and \$2.81 /for each additional \$100 or fraction thereof	
	\$10,000.01 to \$50,000.00	\$347.71 /for the first \$10,000 and \$2.54 /for each additional \$100 or fraction thereof	
	\$50,000.01 to \$100,000.00	\$1,363.71 /for the first \$50,000 and \$2.49 /for each additional \$100 or fraction thereof	
	\$100,000.01 and over	\$2,608.71 /for the first \$100,000 and \$2.92 /for each additional \$100 or fraction thereof	
	Plan Review	25% of permit fee	9/24/2002

Plumbing Fees

10/1/2009

(Commercial, Industrial, Residential, & Multi-Family)

New One & Two Family Dwellings

1 bath	\$312.70
2 bath	\$437.78
3 bath	\$500.32
Each additional bath/kitchen fixture	\$25.02

Site Utilities

Catch basin or area drain	\$18.76
Drywell, leach line, or trench drain	\$18.76
Footing drain, first 100'	\$50.03
Each additional 100' or part thereof (footing drain)	\$37.52
Manufactured home utilities	\$50.03
Manholes	\$18.76
Rain drain connector	\$18.76
Sanitary sewer, first 100'	\$62.54
Storm sewer, first 100'	\$62.54
Water service, first 100'	\$62.54
Each additional 100' or part thereof (sanitary, storm, water service)	\$37.52

Fixture or Item

Backflow preventer	\$31.27
Backwater valve	\$12.51
Clothes washer	\$25.02
Dishwasher	\$25.02
Drinking fountain	\$25.02
Ejectors/sump	\$25.02
Expansion tank	\$12.51
Fixture/sewer cap	\$25.02
Floor drain/floor sink/hub	\$25.02
Garbage disposal	\$25.02
Hose bib	\$25.02
Ice maker	\$12.51
Interceptor/grease trap	\$25.02
Medical gas (value: \$)	<i>see table</i>
Primer	\$12.51
Roof drain (commercial)	\$12.51
Sink/basin/lavatory	\$25.02
Solar units (potable water)	\$62.54
Tub/shower/shower pan	\$12.51
Urinal	\$25.02
Water closet	\$25.02
Water heater	\$37.52
Water Piping/DWV	\$56.29
Other:	\$25.02

Minimum permit fee \$72.50

Plumbing plan review 25% of permit fee

Department	Revenue Source	Fee or Charge	Effective Date
	Medical Gas Systems		9/24/2002
	<u>Total Valuation:</u>		
	\$1.00 to \$5,000.00	\$72.50 /minimum	
	\$5,000.01 to \$10,000.00	\$72.50 /for the first \$5,000 and \$1.52 /for each additional \$100 or fraction thereof, to and including \$10,000.	
	\$10,000.01 to \$25,000.00	\$148.50 /for the first \$10,000 and \$1.54 /for each additional \$100 or fraction thereof, to and including \$25,000.	
	\$25,000.01 to \$50,000.00	\$379.50 /for the first \$25,000 and \$1.45 /for each additional \$100 or fraction thereof, to and including \$50,000.	
	\$50,000.01 and over	\$742.00 /for the first \$50,000 and \$1.20 /for each additional \$100 or fraction thereof.	
	<u>Restricted Energy</u>		6/27/2000
	Residential Energy Use, for all systems combined	\$75.00	
	Commercial Energy Use, for each system	\$75.00	
	<u>Sanitary Sewer Inspection Fee</u>		6/6/2000
	Residential	\$35.00	
	Commercial	\$45.00	
	Industrial	\$75.00	
	<u>Site Work/Grading Permit Fees</u>		10/1/2009
	<i>Based on project valuation - See Building Permit Fees (New Commercial).</i>		
	<u>Miscellaneous Fees</u>		
	Address Change for building permits	\$50.00	7/1/2007
	Fee paid inspections for residential structures pursuant to Title 14, Chapter 16		6/27/2000
	Single & Two Family Dwellings	\$100.00	
	Apartment Houses & Social Care Facilities	\$160.00 /plus \$7 for each dwelling unit in excess of 3	
	Hotels	\$160.00 /plus \$5 for each dwelling unit in excess of 5	

Department	Revenue Source	Fee or Charge	Effective Date
	<u>Information Processing & Archiving (IPA) Fee</u>	\$2.00 /sheet larger than 11" X 17"	7/1/2010
		\$0.50 /sheet 11" X 17" and smaller	
	<u>Investigation Fee</u>	Additional fee to equal to the amount of the permit	7/1/2007
	<u>Phased Occupancy</u>	\$200.00	6/27/2000
	<u>Permit or Plan Review Extension</u>	\$90.00	
	<u>Temporary Occupancy</u>	\$90.00	
	<u>Other Inspections & Fees:</u>		
	1. Inspections outside of normal business hours (minimum charge - 2 hours)	\$90.00 per hour	10/1/2009
	2. Reinspection fees	\$90.00 per hour	10/1/2009
	3. Inspections for which no fee is specifically indicated (minimum charge: one-half hour)	\$90.00 per hour	10/1/2009
	4. Additional plan review required by changes, additions or revisions to plans (minimum charge: one-half hour)	\$90.00 per hour	10/1/2009

*****A 12% surcharge fee as mandated by the State Building Codes Division is applied to all Building, Mechanical, Plumbing, & Electrical permits.***

Department	Revenue Source	Fee or Charge	Authority	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES ENGINEERING				
	<u>Erosion Control Inspection Fee</u>			
	With <u>Development a Building Permit</u>			
	Construction Cost Estimate \$0-\$25,000	\$75.00		7/1/2012
	Construction Cost Estimate \$25,001-\$50,000	\$100.00		7/1/2012
	Construction Cost Estimate \$50,001-\$100,000	\$150.00		7/1/2012
	Construction Cost Estimate over \$100,000	\$150.00 plus \$75 per \$100,000 or fraction thereof exceeding the first \$100,000		7/1/2012
	Without <u>Development a Building Permit</u>			
	0-0.99acres	\$300.00		7/1/2012
	1acre of greater	\$300.00 plus \$150 per acre or fraction thereof		7/1/2012
	Reinspection Fee	\$90.00 per hour with a minimum of 1 hour		7/1/2012
	Plan Check	included in inspection fee		7/1/2012
	Plan Resubmittal Review	\$90.00 per hour with a minimum of 1/2 hour		7/1/2012
	<u>Fee In Lieu Of Bicycle Striping</u>			
	8-inch white stripe	\$2.50 /linear foot of frontage		7/1/2004
	Bike lane legends	\$175.00 /each		
	Directional mini-arrows	\$100.00 /each		
	Mono-directional reflective markers	\$4.00 /each		
	<u>Fee In Lieu Of Undergrounding</u>			
		\$35.00 /lineal feet of frontage	CDC 18.180.120	10/29/2003
	<u>Public Facility Improvement Permit</u>			
		2% plan review plus		7/1/2009
		5% of estimated cost of public improvement with a \$300 minimum		7/1/2005
	<u>Streetlight Energy & Maintenance Fee</u>			
		Based upon PGE Sch #91 Opt, "B" for the first two years costs	PGE	2000
	<u>Traffic/Pedestrian Signs</u>			
		Cost of materials and labor	Dept. Policy with Council Direction	2/7/2002

Department	Revenue Source	Fee or Charge	Authority	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
	<u>Accessory Residential Units</u>	\$307.00	\$319.00	7/1/2012 7/1/2013
	<u>Annexation</u> (As of July 1, 2006 a moratorium on This fee was in effect, per Resolution 11-08 13-08 through February 2012 2014)	\$2,875.00	\$2,989.00	7/1/2012 7/1/2013
	<u>Appeal</u>			
	Director's Decision (Type II) to Hearings Officer	\$300.00	\$312.00	7/1/2012 7/1/2013
	Expedited Review (Deposit)	\$360.00	\$374.00	7/1/2012 7/1/2013
	Hearings Referee	\$600.00	\$624.00	7/1/2012 7/1/2013
	Planning Commission/Hearing's Officer to City Council	\$2,890.00	\$3,006.00	7/1/2012 7/1/2013
	<u>Approval Extension</u>	\$307.00	\$319.00	7/1/2012 7/1/2013
	<u>Colocation (of Wireless Communication Facilities)</u>	\$52.00		TMC 18.798 7/1/2011 7/1/2013
	<u>Conditional Use</u>			
	Initial	\$5,722.00	\$5,951.00	7/1/2012 7/1/2013
	Major Modification	\$5,722.00	\$5,951.00	7/1/2012 7/1/2013
	Minor Modification	\$627.00	\$651.00	7/1/2012 7/1/2013
	<u>Design Evaluation Team (DET) Recommendation (deposit)</u>	\$1,598.00	\$1,662.00	7/1/2012 7/1/2013
	<u>Development Code Provision Review</u>			
	Single-Family Building Plan	\$77.00	\$80.00	7/1/2012 7/1/2013
	Commercial/Industrial/Institution	\$307.00	\$319.00	7/1/2012 7/1/2013
	Commercial/Industrial/Institution- Tenant Improvements in Existing Development			
	Project Valuation up to \$4,999	\$0.00		7/1/2010 7/1/2013
	Project Valuation \$5,000 - \$74,999	\$77.00	\$80.00	7/1/2012 7/1/2013
	Project Valuation \$75,000 - \$149,999	\$192.00	\$200.00	7/1/2012 7/1/2013
	Project Valuation \$150,000 and more	\$307.00	\$319.00	7/1/2012 7/1/2013
	<u>Downtown Review</u>			
	Downtown Review Compliance Letter	\$627.00	\$651.00	7/1/2012 7/1/2013
	Downtown Design Administrative Review			
	Under \$1,000,000.00	\$1,464.00	\$1,523.00	7/1/2012 7/1/2013 + 0.004 x project valuation
	\$1,000,000.00 and over (max fee \$25,000.00)	\$5,645.00	\$5,871.00	7/1/2012 7/1/2013 +0.002 x project valuation
	Downtown Design Review - Design Review Board	\$2,971.00	\$3,090.00	7/1/2012 7/1/2013 + applicable Type II fee
	<u>Hearing Postponement</u>	\$349.00	\$363.00	7/1/2012 7/1/2013
	<u>Historic Overlay/Review District</u>			
	Historic Overlay Designation	\$4,475.00	\$4,654.00	7/1/2012 7/1/2013
	Removal Historic Overlay Designation	\$4,475.00	\$4,654.00	7/1/2012 7/1/2013
	Exterior Alteration in Historic Overlay District	\$670.00	\$698.00	7/1/2012 7/1/2013
	New Construction in Historic Overlay District	\$670.00	\$698.00	7/1/2012 7/1/2013
	Demolition in Historic Overlay District	\$670.00	\$698.00	7/1/2012 7/1/2013

Department	Revenue Source	Fee or Charge	Authority	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
<u>Home Occupation Permit</u>				
	Type I	\$106.00	\$110.00	7/1/2012 7/1/2013
	Type II	\$627.00	\$651.00	7/1/2012 7/1/2013
<u>Interpretation of the Community Development Code</u>				
	Director's Interpretation	\$627.00	\$651.00	7/1/2012 7/1/2013
	Appeal to City Council	\$2,890.00	\$3,006.00	7/1/2012 7/1/2013
<u>Land Partition</u>				
	Residential and Non-Residential (3 Lots)	\$4,141.00	\$4,307.00	7/1/2012 7/1/2013
	Residential and Non-Residential (2 Lots)	\$3,444.00	\$3,582.00	7/1/2012 7/1/2013
	Expedited	\$4,832.00	\$5,025.00	7/1/2012 7/1/2013
	Final Plat	\$962.00	\$1,001.00	7/1/2012 7/1/2013
<u>Lot Line Adjustment</u>				
		\$627.00	\$651.00	7/1/2012 7/1/2013
<u>Minor Modification to an Approved Plan</u>				
		\$627.00	\$651.00	7/1/2012 7/1/2013
<u>Non-Conforming Use Confirmation</u>				
		\$627.00	\$651.00	7/1/2012 7/1/2013
<u>Planned Development</u>				
	Conceptual Plan Review	\$8,103.00	\$8,428.00	7/1/2012 7/1/2013
	Detailed Plan Review (Concurrent Hearing)	Applicable SDR Fee or Subdivision Fee + \$392.00	\$407.00	7/1/2012 7/1/2013
	Detailed Plan Review (Separate Hearing)	Applicable SDR Fee or Subdivision Fee + \$2,418.00	\$2,515.00	7/1/2012 7/1/2013
<u>Pre-Application Conference</u>				
		\$627.00	\$651.00	7/1/2012 7/1/2013
<u>Sensitive Lands Review</u>				
	With Excessive Slopes/Within Drainage Ways/ Within 100-Year Floodplain (Type I)	\$627.00	\$651.00	7/1/2012 7/1/2013
	With Excessive Slopes/Within Drainage Ways/ Within Wetlands (Type II)	\$2,748.00	\$2,859.00	7/1/2012 7/1/2013
	With Excessive Slopes/Within Drainage Ways/ Within Wetlands/Within the 100-Year Floodplain (Type III)	\$2,970.00	\$3,089.00	7/1/2012 7/1/2013
<u>Sign Permit</u>				
	Existing and Modification to an Existing Sign (No Size Differential)	\$171.00	\$178.00	7/1/2012 7/1/2013
	Temporary Sign (Per Sign)	\$54.00	\$56.00	7/1/2012 7/1/2013
<u>Site Development Review & Major Modification</u>				
	Under \$1,000,000.00	\$4,856.00	\$5,051.00	7/1/2012 7/1/2013
	\$1,000,000.00/Over	\$6,307.00	\$6,560.00	7/1/2012 7/1/2013
	Minor Modification	(+\$6.00/per each \$10,000.00 over \$1,000,000.00) \$627.00	\$651.00	7/1/2012 7/1/2013
<u>Subdivision</u>				
	Preliminary Plat without Planned Development	\$5,606.00 /+ \$93.00 per lot	\$5,830.00	7/1/2012 7/1/2013
	Preliminary Plat with Planned Development	\$7,758.00	\$8,069.00	7/1/2012 7/1/2013
	Expedited Preliminary Plat without Planned Development	\$6,427.00 /+ \$93.00 per lot	\$6,427.00	7/1/2012 7/1/2013
	Expedited Preliminary Plat with			

Department	Revenue Source	Fee or Charge	Authority	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
	Planned Development	\$7,758.00	\$6,684.00	7/1/2012 7/1/2013
	Final Plat	\$1,938.00	\$2,016.00	7/1/2012 7/1/2013
	Plat Name Change	\$350.00	\$364.00	7/1/2012 7/1/2013
<u>Temporary Use</u>				
	Director's Decision	\$307.00	\$319.00	7/1/2012 7/1/2013
	Special Exemption/Non-Profit	\$0.00		7/1/2003 7/1/2013
	Special Mixed Use-Central Business District Zone Rate			
	1st Temporary Use in a Calendar Year	\$307.00	\$319.00	7/1/2012 7/1/2013
	2nd Through 5th Temporary Use With Substantially the Same Site Plan Within A Calendar Year	\$54.00	\$56.00	7/1/2012 7/1/2013
<u>Urban Forestry</u>				
	Type I Modification to the Urban Forestry Plan Component of an Approved Land Use Permit	\$627.00		3/1/2013
	Type III Discretionary Urban Forestry Plan Review Permit with concurrent Type III review	\$392.00		3/1/2013
	Type III Discretionary Urban Forestry Plan Review Permit without concurrent Type III review	\$2,418.00		3/1/2013
<u>Variance/Adjustment</u>				
	Administrative Variance	\$670.00	\$698.00	7/1/2012 7/1/2013
	Development Adjustment	\$307.00	\$319.00	7/1/2012 7/1/2013
	Special Adjustments			
	Adjustment to a Subdivision	\$307.00	\$319.00	7/1/2012 7/1/2013
	Reduction of Minimum Residential Density	\$307.00	\$319.00	7/1/2012 7/1/2013
	Access/Egress Standards Adjustment	\$670.00	\$698.00	7/1/2012 7/1/2013
	Parking Adjustments			
	Reduction in Minimum or Increase In Maximum Parking Ratio	\$670.00	\$698.00	7/1/2012 7/1/2013
	Reduction in New or Existing Development/Transit Imprvmnt	\$670.00	\$698.00	7/1/2012 7/1/2013
	Reduction in Bicycle Parking	\$670.00	\$698.00	7/1/2012 7/1/2013
	Alternative Parking Garage Layout	\$670.00	\$698.00	7/1/2012 7/1/2013
	Reduction in Stacking Lane Length	\$307.00	\$319.00	7/1/2012 7/1/2013
	Sign Code Adjustment	\$670.00	\$698.00	7/1/2012 7/1/2013
	Street Improvement Adjustment	\$670.00	\$698.00	7/1/2012 7/1/2013
	Wireless Communication Facility Adjustments			
	Setback from Nearby Residence	\$670.00	\$698.00	7/1/2012 7/1/2013
	Distance from Another Tower	\$307.00	\$319.00	7/1/2012 7/1/2013
<u>Zoning Map/Text Amendment</u>				
	Legislative - Comprehensive Plan	\$9,611.00	\$9,996.00	7/1/2012 7/1/2013
	Legislative - Community Development Code	\$3,924.00	\$4,081.00	7/1/2012 7/1/2013
	Quasi-Judicial	\$3,616.00	\$3,761.00	7/1/2012 7/1/2013
	<u>Zoning Analysis (Detailed)</u>	\$627.00	\$651.00	7/1/2012 7/1/2013
	<u>Zoning Inquiry Letter (Simple)</u>	\$92.00	\$96.00	7/1/2012 7/1/2013

Department	Revenue Source	Fee or Charge	Authority	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
COMMUNITY DEVELOPMENT - MISCELLANEOUS FEES & CHARGES				
	<u>Plan Copies</u>	\$2.50		7/1/2007
	<u>Community Development Code</u>			
	CD Rom	\$10.00		
	<u>Tigard Comprehensive Plan</u>			
		\$75.00		7/1/2011
	<u>GIS Maps*</u>			
	8-1/2" x 11"			
	Non Aerial	\$2.50		7/1/2011
	Aerial	\$4.00		7/1/2011
	11" x 17"			
	Non Aerial	\$5.00		7/1/2011
	Aerial	\$7.00		7/1/2011
	17" x 22"			
	Non Aerial	\$11.00		7/1/2011
	Aerial	\$15.00		7/1/2011
	34" x 44"			
	Non Aerial	\$25.00		7/1/2011
	Aerial	\$30.00		7/1/2011
	Custom Maps	Staff Hourly Rate		
	<u>Information Processing & Archiving (IPA) Fee</u>			
	Temporary Sign	\$5.00		7/1/2010
	Type I Review	\$18.00		7/1/2010
	Type II Review	\$175.00		7/1/2010
	Type III Review	\$200.00		7/1/2010
	Type IV Review	\$200.00		7/1/2010
	<u>Neighborhood Meeting Signs (Land Use)</u>	\$2.00		1997
	<u>Oversize Load Permit</u>	\$200.00		7/1/2005
	<u>Planimetric Maps</u>			
	Blueline print - quarter section	\$5.00		
	Mylar - quarter section	\$150.00	/+ reproduction cost	
	<u>Retrieval of Materials Confiscated in ROW</u>			
	Lawn and A-board signs	\$40.00	/sign	7/1/2010
	Other signs and materials (based on size and value)		City Manager's Discretion (per TMC 7.61.035 Ord 10-06)	7/1/2010
	<u>Tigard Transportation System Plan</u>	\$75.00		7/1/2011
	<u>Washington Square Regional Center</u>			1999
	Task Force Recommendations	\$10.00		
	Master Plan Map (Zoning/Plan)	\$2.50		

Department	Revenue Source	Fee or Charge	Authority	Effective Date
COMMUNITY DEVELOPMENT - MISCELLANEOUS DEVELOPMENT				
	Blasting Permit*	\$325.00	\$338.00	7/1/2012 7/1/2013
	Fee in Lieu of Sewer (Commercial Only)	Based on actual cost of sewer connection, if sewer was available		1998
	Fee in Lieu of Shared Open Space (MU-CBD zone only)	Fee in lieu is determined by multiplying the current Washington County Assessor-determined real market value of the land (not improvements) by 10%.		TDC 18.610.030. 7/1/2011
	Sanitary Sewer Connection Fee (This fee is determined by Cleanwater Services. The City of Tigard receives 3.99% of fees collected.)	\$4,665.00	\$4,800 (pending approval by CWS Board on 6/18/2013) /dwelling unit	7/1/2012 7/1/2013
	Water Quality Facility Fee (Fee set by Clean Water Services) (City receives 100% of fees collected)			6/6/2000
	Residential Single Family	\$225.00	/unit	
	Commercial & Multi-family	\$225.00	/2,640 sq. ft of additional impervious surface	
	Water Quantity Facility Fee (Fee set by Clean Water Services) (City receives 100% of fees collected)			6/6/2000
	Residential Single Family	\$275.00	/unit	
	Commercial & Multi-family	\$275.00	/2,640 sq. ft of additional impervious surface	
	Metro Construction Excise Tax (City will retain 4%- 5% for administrative expenses) (Tax set by Metro, but collected by cities)	12% of building permits for projects with a total valuation of \$100,001 or more; not to exceed \$12,000.		7/1/2006
	School District Construction Excise Tax (City will retain 4% for administrative expenses) (Tax set by school districts, but collected by cities)			10/1/2009
	Beaverton School District	\$1.07	/sq. ft. residential construction	
		\$0.54	/sq. ft. commercial construction	
	Tigard-Tualatin School District	\$1.07	/sq. ft. residential construction	
		\$0.54	/sq. ft. commercial construction	

Department	Revenue Source	Fee or Charge	Authority	Effective Date
COMMUNITY DEVELOPMENT - MISCELLANEOUS DEVELOPMENT				
<u>Urban Forestry</u>				
	Hazard Tree Dispute Resolution Fee	\$165.00	+ \$55.00 each additional tree	3/1/2013
	In Lieu of Planting Fees (Planting & 3 Year Maintenance)			
	Street Tree	\$537.00	per 1.5" caliper tree	3/1/2013
	Open Grown Tree	\$537.00	per 1.5" caliper tree	3/1/2013
	Stand Grown Tree	\$383.00	per tree 2' in height or 1 gallon container	3/1/2013
	Tree Permit Fees			
	City Board or Committee	\$307.00**		
	City Manager	No Charge		3/1/2013
	Tree Canopy Fee	\$2.95	per square foot of tree canopy	3/1/2013
	Urban Forest Inventory Fees			
	Open Grown Tree	\$137.00	+ \$28.00 each additional tree	3/1/2013
	Stand of Trees	\$181.00	+ \$44.00 each additional stand	3/1/2013
	Tree Establishment Bond (Planting & Early Establishment)			
	1.5" Caliper Minimum Street or Open Grown Tree in Subdivisions or Minor Land Partitions	\$489.00	per tree	3/1/2013
	1.5" Caliper Minimum Street or Open Grown Tree in Land Use Review Types other than Subdivisions or Minor Land Partitions	\$441.00	per tree	3/1/2013
	2' in Height or 1 Gallon Container Minimum Stand Grown Tree in Subdivisions or Minor Land Partitions	\$367.00	per tree	3/1/2013
	2' in Height or 1 Gallon Container Minimum Stand Grown Tree in Land Use Review Types other than Subdivisions or Minor Land Partitions	\$351.00	per tree	3/1/2013
	Vacation (Streets and Public Access)	\$2,319.00	\$2,411.00	/deposit + actual costs 7/1/2012 7/1/2013

* Per Ord 03-59, fee is adjusted yearly based on the Construction Cost Index for the City of Seattle as published in the April issue of Engineering News Record and per Ord 04-99 includes the 14.76% Long Range Planning Surcharge.

**\$307.00 per tree up to and including 10 trees. If over 10 trees, the applicant submits a deposit of \$307.00 for each tree over 10 trees up to a maximum of \$5000.00. The applicant is charged actual staff time to process the permit and will be refunded the balance of the deposit if any remains after the review is complete

Department	Revenue Source	Fee or Charge	Authority	Effective Date
PUBLIC WORKS				
	<u>Addressing Assignment Fee</u>	\$50.00	Res. 99-08	10/29/2003
	<u>Community Garden Plot Rental</u>			
	Large	\$40.00	/year	7/1/2010
	Small	\$20.00	/year	7/1/2010
	<u>Encroachment Permit</u>	\$300.00	Ord. 99-31	7/1/2011
	<u>Engineering Public Improvement Design Standards</u>	\$5.00	For printed version only Dept. Policy	7/15/1998
	<u>Local Improvement District Assessments</u>	Actual Cost	Ord. 96-26	7/24/1996
	<u>Park Reservation Fees</u>			
	Application Fee			
	Resident	\$25.00	/per event	7/1/2010
	Non-Resident	\$50.00	/per event	7/1/2010
	Rental Change Fee	\$15.00	/per event	7/1/2011
	Organized Group Event Processing Fee	\$50.00	/per event	7/1/2012
	Event Monitor	\$15.00	/hour	7/1/2012
	Special Use/Alcohol Permit Fee <i>(Fee assessed at time of reservation)</i>	\$25.00	/per event	7/1/2010
	Special Event Permit Fee (per-event) (First 3 hours)	\$75.00	0 to 100 people	7/1/2010 7/1/2013
		\$175.00	101 to 200 people	7/1/2012 7/1/2013
		\$275.00	201 to 500 people	7/1/2012 7/1/2013
		\$475.00	501 to 2000 people	7/1/2012 7/1/2013
		\$1,000.00	More than 2001 people	7/1/2012 7/1/2013
	(Each Additional Hour)	\$25.00	0 to 100 people	7/1/2013
		\$55.00	101 to 200 people	7/1/2013
		\$90.00	201 to 500 people	7/1/2013
		\$155.00	501 to 2000 people	7/1/2013
		\$330.00	More than 2001 people	7/1/2013
	Shelter Rental Fees (2 hour minimum)			
	Shelter #2			
	Resident	\$35.00	/hour	7/1/2012
	Non-Resident	\$70.00	/hour	7/1/2012
	Shelter #1, #3, #4, Bishop/Scheckla Pavilion, & Summerlake			
	Resident	\$25.00	/hour	7/1/2012
	Non-Resident	\$50.00	/hour	7/1/2012
	Soccer/Ball Field Rental Fee (2 hour minimum)			
	Resident	\$10.00	/hour	7/1/2010
	Non-Resident	\$20.00	/hour	7/1/2010
	Deposit	May be required for some events to mitigate possible cleanup and/or damages.	Not to exceed \$400	7/1/2010
	<u>Reimbursement District Application Fee</u>	\$300.00		1/27/1998

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	<u>Reimbursement District Fee</u>	Not to Exceed \$6,000.00 unless reimbursement fee exceeds \$15,000.00 Any amount over \$15,000.00 shall be reimbursed by the owner. \$6,000.00 limit valid for only 3 years from Council approval of district cost.	Res. 98-03	7/1/2001
	<u>Right-of-Way (ROW) Permit Fee</u>			
	ROW Permit Fee	\$300.00	Not required for Public Facility Improvements	7/1/2011
	<u>Street Maintenance Fee (TMC 15.20)</u>			
	Monthly Residential Rate - Single and Multi-Family	\$5.45 / unit	TMC 15.20.050	1/1/2012
	Monthly Non-Residential Rate Single and Multi-Family	\$1.23 /per min required parking space		1/1/2012
	Single and Multi-Family	\$5.56 / unit		1/1/2013
	Single and Multi-Family	\$5.83 / unit		1/1/2014
	Monthly Non-Residential Rate	\$1.25 /per min required parking space		1/1/2013
	Monthly Non-Residential Rate	\$1.31 /per min required parking space		1/1/2014
	Staff Review	No Charge		
	City Council Written Appeal Filing Fee	\$300.00		
	<u>Solid Waste Compactor Permit</u>	\$100.00	Res. 91-76	

Department	Revenue Source	Fee or Charge	Authority	Effective Date
PUBLIC WORKS - UTILITIES				
	Booster Pump Charge			
	Meter Size (diameter inches)			
	5/8 x 3/4	\$4.32 /monthly		1/1/2012
		\$4.58 /monthly		1/1/2013
		\$4.86 /monthly		1/1/2014
		\$5.15 /monthly		1/1/2015
	3/4 x 3/4	\$6.22 /monthly		1/1/2012
		\$6.60 /monthly		1/1/2013
		\$7.00 /monthly		1/1/2014
		\$7.42 /monthly		1/1/2015
	1	\$11.52 /monthly		1/1/2012
		\$12.21 /monthly		1/1/2013
		\$12.95 /monthly		1/1/2014
		\$13.72 /monthly		1/1/2015
	1.5	\$34.56 /monthly		1/1/2012
		\$36.63 /monthly		1/1/2013
		\$38.83 /monthly		1/1/2014
		\$41.16 /monthly		1/1/2015
	2	\$56.11 /monthly		1/1/2012
		\$59.47 /monthly		1/1/2013
		\$63.04 /monthly		1/1/2014
		\$66.82 /monthly		1/1/2015
	3	\$98.93 /monthly		1/1/2012
		\$104.87 /monthly		1/1/2013
		\$111.16 /monthly		1/1/2014
		\$117.83 /monthly		1/1/2015
	4	\$202.89 /monthly		1/1/2012
		\$215.07 /monthly		1/1/2013
		\$227.97 /monthly		1/1/2014
		\$241.65 /monthly		1/1/2015
	6	\$215.98 /monthly		1/1/2012
		\$228.93 /monthly		1/1/2013
		\$242.67 /monthly		1/1/2014
		\$257.23 /monthly		1/1/2015
	8	\$345.56 /monthly		1/1/2012
		\$366.29 /monthly		1/1/2013
		\$388.27 /monthly		1/1/2014
		\$411.57 /monthly		1/1/2015
	10	\$675.15 /monthly		1/1/2012
		\$715.65 /monthly		1/1/2013
		\$758.59 /monthly		1/1/2014
		\$804.11 /monthly		1/1/2015
	12	\$972.20 /monthly		1/1/2012
		\$1,030.53 /monthly		1/1/2013
		\$1,092.36 /monthly		1/1/2014
		\$1,157.91 /monthly		1/1/2015

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	Customer Charge			
	<i>(Basic fee charged to customers to have the City deliver water.)</i>			
	Meter Size (diameter inches)			
	5/8 x 3/4	\$17.99 /monthly		1/1/2012
		\$20.51 /monthly		1/1/2013
		\$23.38 /monthly		1/1/2014
		\$24.38 /monthly		1/1/2015
	3/4 x 3/4	\$25.91 /monthly		1/1/2012
		\$29.53 /monthly		1/1/2013
		\$33.67 /monthly		1/1/2014
		\$35.11 /monthly		1/1/2015
	1	\$40.36 /monthly		1/1/2012
		\$46.01 /monthly		1/1/2013
		\$52.45 /monthly		1/1/2014
		\$54.70 /monthly		1/1/2015
	1.5	\$106.58 /monthly		1/1/2012
		\$121.50 /monthly		1/1/2013
		\$138.51 /monthly		1/1/2014
		\$144.47 /monthly		1/1/2015
	2	\$172.92 /monthly		1/1/2012
		\$197.12 /monthly		1/1/2013
		\$224.72 /monthly		1/1/2014
		\$234.38 /monthly		1/1/2015
	3	\$340.36 /monthly		1/1/2012
		\$388.01 /monthly		1/1/2013
		\$442.33 /monthly		1/1/2014
		\$461.35 /monthly		1/1/2015
	4	\$646.52 /monthly		1/1/2012
		\$737.03 /monthly		1/1/2013
		\$840.21 /monthly		1/1/2014
		\$876.34 /monthly		1/1/2015
	6	\$724.90 /monthly		1/1/2012
		\$826.39 /monthly		1/1/2013
		\$942.08 /monthly		1/1/2014
		\$982.59 /monthly		1/1/2015
	8	\$1,132.16 /monthly		1/1/2012
		\$1,290.66 /monthly		1/1/2013
		\$1,471.35 /monthly		1/1/2014
		\$1,534.62 /monthly		1/1/2015
	10	\$2,089.11 /monthly		1/1/2012
		\$2,381.58 /monthly		1/1/2013
		\$2,715.00 /monthly		1/1/2014
		\$2,831.75 /monthly		1/1/2015
	12	\$2,955.95 /monthly		1/1/2012
		\$3,369.78 /monthly		1/1/2013
		\$3,841.55 /monthly		1/1/2014
		\$4,006.74 /monthly		1/1/2015

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	Final Notification Process Fee	\$30.00 /per instance		7/1/2009
	Fire Hydrant Flow Test	\$325.00 /test		12/9/2008
	Fire Hydrant Usage - Temporary			
	3" hydrant meter deposit*	\$650.00		9/1/2002
	*Deposit is refundable if returned in good condition			
	Hook-up service	\$50.00		2/27/2001
	Continued use	\$50.00 /month		2/27/2001
	Consumption	Current irrigation water usage rate per 100 cubic feet of water used		9/1/2002
	Fire Rates (Sprinklers)			
	6" or smaller	\$17.00 \$17.70	/month	2/27/2004 7/1/2013
	8" or larger	\$22.50 \$23.42	/month	2/27/2004 7/1/2013
	Fire Service Connection	\$1,400.00 \$1,457.40	/+ 12% fee based on construction costs.	2/27/2004 7/1/2013
	Meter Disconnection	Actual labor and material costs + 10%		9/1/2002
	Meter Installation Fees			
	5/8" x 3/4" Meter	\$350.00		9/1/2011
	3/4" x 3/4" Meter	\$400.00		10/1/2011
	1" Meter	\$550.00		9/1/2011
	1 1/2" Meter	\$850.00		9/1/2011
	2" Meter	\$1,100.00		9/1/2011
	3" or more Meter	Actual labor & materials + 10%		9/1/2011
	Meter Out-of-Order Test	Meter calibration cost + actual labor and material costs + 10%		9/1/2002
	Sanitary Sewer Service (Fee set by Clean Water Services) (City receives 16.306% of fees collected)			
	Base Charge	\$24.37 \$25.10 (pending approval by CWS Board on 6/18/2013)	/dwelling unit/month	7/1/2012 7/1/2013
	Use Charge	\$1.62 \$1.67 (pending approval by CWS Board on 6/18/2013)	/100 cubic feet/month for individual customer winter average	7/1/2012 7/1/2013
	Service Installation Fees			
	Single Trench - Single Residential Service	\$3,630.00 includes labor & materials	1/1/2011	10/1/2011
	1 1/2" Meter and greater	Actual labor and material costs + 10%	1/1/2011	10/1/2011
	Storm and Surface Water (Fee set by Clean Water Services) (City retains 75% of Service Charge fees collected) (City retains 100% of its Surcharge fees collected)			
	Service Charge	\$5.75 \$6.25 (pending approval by CWS Board on 6/18/2013)	/ESU/month	7/1/2012 7/1/2013
	Tigard Surcharge	\$2.00 /ESU/month		7/1/2009

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	<u>Tigard Surface Water Management Surcharge</u>	\$500.00 /ESU		7/1/2012
	<u>Water Bacteriological Quality Testing</u>			
	Cost per test	\$60.00		7/1/2008
	<u>Water Disconnection Charge for Non-payment</u>			
	During business hours	\$50.00		2/27/2001
	<u>Water Line Construction - New Development</u>	12% of Actual Cost		2/27/2001
	<u>Water Main Extension</u>			
	Designed and installed by others	12% of Actual Cost		9/1/2002
	<u>Water Usage Charges</u>			
	Residential			
	Tier 1	\$2.33 /100 cubic feet of water		1/1/2012
	Tier 2	\$3.40 /100 cubic feet of water		1/1/2012
	Tier 3	\$3.89 /100 cubic feet of water		1/1/2012
	Tier 1	\$2.65 /100 cubic feet of water		1/1/2013
	Tier 2	\$3.87 /100 cubic feet of water		1/1/2013
	Tier 3	\$4.43 /100 cubic feet of water		1/1/2013
	Tier 1	\$3.02 /100 cubic feet of water		1/1/2014
	Tier 2	\$4.42 /100 cubic feet of water		1/1/2014
	Tier 3	\$5.05 /100 cubic feet of water		1/1/2014
	Tier 1	\$3.15 /100 cubic feet of water		1/1/2015
	Tier 2	\$4.60 /100 cubic feet of water		1/1/2015
	Tier 3	\$5.27 /100 cubic feet of water		1/1/2015
	Multi-Family			
	Tier 1	\$1.94 /100 cubic feet of water		1/1/2012
	Tier 2	\$2.83 /100 cubic feet of water		1/1/2012
	Tier 3	\$3.24 /100 cubic feet of water		1/1/2012
	Tier 1	\$2.21 /100 cubic feet of water		1/1/2013
	Tier 2	\$3.22 /100 cubic feet of water		1/1/2013
	Tier 3	\$3.69 /100 cubic feet of water		1/1/2013
	Tier 1	\$2.52 /100 cubic feet of water		1/1/2014
	Tier 2	\$3.67 /100 cubic feet of water		1/1/2014
	Tier 3	\$4.21 /100 cubic feet of water		1/1/2014
	Tier 1	\$2.63 /100 cubic feet of water		1/1/2015
	Tier 2	\$3.83 /100 cubic feet of water		1/1/2015
	Tier 3	\$4.39 /100 cubic feet of water		1/1/2015

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	Commercial			
		Tier 1	\$2.64 /100 cubic feet of water	1/1/2012
		Tier 2	\$3.85 /100 cubic feet of water	1/1/2012
		Tier 3	\$4.41 /100 cubic feet of water	1/1/2012
		Tier 1	\$3.02 /100 cubic feet of water	1/1/2013
		Tier 2	\$4.39 /100 cubic feet of water	1/1/2013
		Tier 3	\$5.03 /100 cubic feet of water	1/1/2013
		Tier 1	\$3.44 /100 cubic feet of water	1/1/2014
		Tier 2	\$5.01 /100 cubic feet of water	1/1/2014
		Tier 3	\$5.73 /100 cubic feet of water	1/1/2014
		Tier 1	\$3.58 /100 cubic feet of water	1/1/2015
		Tier 2	\$5.22 /100 cubic feet of water	1/1/2015
		Tier 3	\$5.98 /100 cubic feet of water	1/1/2015
	Industrial	Uniform Rate		
			\$3.68 /100 cubic feet of water	1/1/2012
			\$4.20 /100 cubic feet of water	1/1/2013
			\$4.79 /100 cubic feet of water	1/1/2014
			\$4.99 /100 cubic feet of water	1/1/2015
	Irrigation	Uniform Rate		
			\$5.23 /100 cubic feet of water	1/1/2012
			\$5.97 /100 cubic feet of water	1/1/2013
			\$6.80 /100 cubic feet of water	1/1/2014
			\$7.09 /100 cubic feet of water	1/1/2015
	Tiered Rate Structure Thresholds (100 cubic feet of water)			
		Meter Size		
		5/8 x 3/4		
		Tier 1	6 ccf	
		Tier 2	15 ccf	
		Tier 3	over 15 ccf	
		3/4 x 3/4		
		Tier 1	9 ccf	
		Tier 2	22 ccf	
		Tier 3	over 22 ccf	
		1		
		Tier 1	16 ccf	
		Tier 2	40 ccf	
		Tier 3	over 40 ccf	
		1.5		
		Tier 1	48 ccf	
		Tier 2	120 ccf	
		Tier 3	over 120 ccf	

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	2	Tier 1	78 ccf	
		Tier 2	195 ccf	
		Tier 3	over 195 ccf	
	3	Tier 1	137 ccf	
		Tier 2	344 ccf	
		Tier 3	over 344 ccf	
	4	Tier 1	282 ccf	
		Tier 2	705 ccf	
		Tier 3	over 705 ccf	
	6	Tier 1	300 ccf	
		Tier 2	750 ccf	
		Tier 3	over 750 ccf	
	8	Tier 1	480 ccf	
		Tier 2	1,200 ccf	
		Tier 3	over 1,200 ccf	
	10	Tier 1	938 ccf	
		Tier 2	2,345 ccf	
		Tier 3	over 2,345 ccf	
	12	Tier 1	1,350 ccf	
		Tier 2	3,376 ccf	
		Tier 3	over 3,376 ccf	

Department	Revenue Source	Fee or Charge	Authority	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING				
	Park System Development Charge (SDC)*		Res.01-12	
	Single Family Unit	\$4,871.95	Res. 12-18	7/1/2012
		\$5,695.57		7/1/2013
		\$5,996.87		7/1/2013
	Multi-family Unit	\$3,903.21		7/1/2012
		\$4,552.23		7/1/2013
		\$4,793.04		7/1/2013
	Spaces in a manufactured home park	\$3,330.19		7/1/2012
		\$3,451.22		7/1/2013
		\$3,633.79		7/1/2013
	Commercial/industrial (per employee)	\$334.34		7/1/2012
		\$393.87		7/1/2013
		\$414.71		7/1/2013

***See Appendix for methodology used to calculate the charges.**

The Park System Development Charge (Park SDC) is a City of Tigard charge that is assessed on new development to support the acquisition and development of parks, greenways, and paved trails, all of which are used by residents of Tigard and by those who work here. The Park SDC is a one-time fee charged to new development to help pay a portion of the costs associated with building additional parks and trails to meet the needs created by both residential and commercial/industrial growth. The SDC revenues can only be used on capacity-increasing capital improvements and cannot be used to repair existing park facilities.

Park SDCs are assessed on new residential development on a per-unit basis and against commercial and industrial development on a per-employee basis.

The amount of the charge for each land use category is adjusted each year, effective July 1st, in relation to two indices, one reflecting changes in development/construction costs and one reflecting changes in land acquisition costs.

For information about Park SDCs regarding a specific project contact the City's Permits/Projects Coordinator at 503-718-2426.

For more detailed and updated information on calculating Park SDC's see "Report for Parks & Recreation System Development Charge Study," by FCS Group, March 23, 2012.

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	Park SDC Annual Adjustment		Res. 01-13	4/10/2001

Parks SDC fees shall be adjusted annually on July 1st of each year beginning in 2011. The new fee will be determined by multiplying the existing fees by the average of two indices, one reflecting changes in development/construction costs and one reflecting changes in land acquisition costs. The average of these two indices is a reasonable approach because the Parks SDC fee is roughly split 50% between land acquisition land development components.

The index for the Land Acquisition component will be the base cost for residential tract land in Tigard, as determined by the Washington County Appraiser. The average cost for residential tract land was selected because it is readily identified and is the lowest priced of the buildable lands in Tigard. Changes in this base cost can be calculated in terms of a percentage increase, to create the level of change to the original index, and projected to the overall acquisition cost. In accordance with Measure 5, the Washington County Appraiser's office will determine appraised values on July 1 of each year.

The index for the Land Development component of the Parks SDC will be the Construction Cost Index for the City of Seattle as published in the ~~December~~ ~~May~~ issue of the Engineering News Record (ENR). The Seattle cost index will be used because the city is the geographically closest to Tigard of twenty metropolitan areas for which the ENR maintains cost data. This index is adjusted monthly, quarterly, and annually. The annual index for each year will be selected beginning with the index for ~~December~~ ~~May~~ 2012.

The revised Parks SDC fees were derived from the costs of land and projects provided in the Tigard Park System Master Plan Update, adopted July 2009 and the Tigard Greenway Trails Master Plan adopted in July 2011. The costs for projects in both plans were adjusted using both the Land Acquisition and Land Development indices for the appropriate years.

Park SDC Annual Adjustment (cont.)

Calculation Definitions:

SDC (2012) = Current SDC fee

L (2012) = Average cost of residential tract land 2012

L (2013) = Average cost of residential tract land 2013

L (2xxx) = Average cost of residential tract land 2xxx

C (2012) = Construction cost index of 2012

C (2013) = Construction cost index of 2013

C (2xxx) = Construction cost index of 2xxx

LCI = Land Cost Index: change from the current year from previous year

CCI = Construction Cost Index: change from the current year from previous year

ACI = Average cost index change of LCI + CCI

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	Formula:			
	L (2013) / L (2012)	= LCI		
	and			
	C (2013) / C (2012)	= CCI		
	therefore			
	LCI + CCI / 2	= ACI		
	then			
	SDC (2013) X ACI	= SDC (2014)		

Each year subsequent to 2002, the costs shall be revised using the current year and previous year's data. Notwithstanding the foregoing, all calculations shall be carried out to the thousandth place. A final product ending in .49 or less shall be rounded down to the nearest dollar, .50 or more up to the next dollar.

Department	Revenue Source	Fee or Charge	Authority	Effective Date
COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES ENGINEERING				
Countywide Transportation Development Tax (TDT) - (Example Land Uses and Charges*)				
	Single Family Detached	\$6,665.00 /per unit		7/1/2011
	Apartment	\$4,325.00 /per unit		7/1/2011
	Residential Condominium/Townhouse	\$3,976.00 /per unit		7/1/2011
	General Office Building	\$6,869.00 (per TSFGFA**)		7/1/2011
	Medical Office Building	\$23,370.00 (per TSFGFA**)		7/1/2011
	Fast Food Restaurant (no drive thru)	\$21,133.00 (per TSFGFA**)		7/1/2011
	Shopping Center	\$8,968.00 (per TSFGLA**)		7/1/2011

The Countywide Transportation Development Tax (TDT) is a Washington County Tax approved by the voters in November, 2008, that is administered and collected by the City of Tigard. It went into effect on July 1, 2009, replacing the Traffic Impact Fee (TIF) program.

Like TIF, TDT is assessed on new development to help provide funds for the increased capacity transportation improvements needed to accommodate the additional vehicle traffic and demand for transit facilities generated by that development. It provides funds for these capacity improvements to county and city arterials, certain collectors, and certain state and transit facilities as listed in the County's Capital Improvements Project List. The TDT is categorized as an Improvement Fee: revenue must be dedicated to capital improvements that expand capacity and may not be used for maintenance, repair, or other non-capital improvements.

TDTs are assessed on new development on a per-unit basis. For residential uses the units are dwelling units, bedrooms, etc. For commercial and industrial uses the units are the square footage of the use or units unique to the use such as lanes, fueling positions, etc.

The TDT rate for each land use category is adjusted each year, effective July 1st, and the rates for each year from July 1, 2009 through June 30, 2013 were established in Appendix B to Washington County Engrossed Ordinance 691, August 29, 2008. The TDT rates effective 7/1/2010 include a 10% Temporary Discount implemented October 2009 by Washington county. If the Temporary Discount program is terminated the effective rates will revert to the original calculated rates.

For information about the TDT regarding a specific project contact the City's Permits/Projects Coordinator at (503) 718-2426.

* For more detailed information on calculating TDT charges and a detailed list of Land Uses and TDT charges through 6/30/2013 see Appendix B to Washington County Engrossed Ordinance 691, August 29, 2008 and the Washington County Countywide Transportation Development Tax Manual.

** TSFGFA = thousand square feet gross floor area; TSFGLA = thousand square feet gross leasable area.

Department	Revenue Source	Fee or Charge	Authority	Revised Fees	Effective Date
PUBLIC WORKS - WATER					
Water System Development Charge (SDC)*					
	5/8" x 3/4" Meter	\$3,821.00	*ORS 223.304(8)		2/1/2011
		\$4,747.00	Res. 10-76		2/1/2012
		\$5,843.00		\$6,083	2/1/2013
		\$6,767.00		\$7,044	2/1/2014
	3/4" x 3/4" Meter	\$5,501.00			10/1/2011
		\$6,835.00			2/1/2012
		\$8,412.00		\$8,757	2/1/2013
		\$9,744.00		\$10,144	2/1/2014
	1" Meter	\$10,191.00			2/1/2011
		\$12,664.00			2/1/2012
		\$15,586.00		\$16,225	2/1/2013
		\$18,051.00		\$18,791	2/1/2014
	1 1/2" Meter	\$30,555.00			2/1/2011
		\$37,968.00			2/1/2012
		\$46,729.00		\$48,645	2/1/2013
		\$54,124.00		\$56,343	2/1/2014
	2" Meter	\$49,616.00			2/1/2011
		\$61,653.00			2/1/2012
		\$75,879.00		\$78,990	2/1/2013
		\$87,887.00		\$91,490	2/1/2014

3" Meters and larger diameter

For connections to the water system with meters larger than 2-inches, the City will forecast the demands on an average-day, peak-day, and peak-hour basis.

The number of EDUs associated with the demands will be determined by the following:

$$EDUs = \left(\frac{ADD * 0.400}{226.4} \right) + \left(\frac{(PDD - ADD) * 0.343}{249.1} \right) + \left(\frac{(PHD - PDD) * 0.257}{90.6} \right)$$

Where:

ADD is the projected average-day demand of the new user in gallons per day, and

PDD is the projected peak-day demand of the new user in gallons per day, and

PHD is the projected peak hour demand of the new user in gallons per day, and

The constants used in the above formula are:

0.004 equals the proportion of the City's water facilities allocated to the average-day function

226.4 equals the estimated gallons per day on an average-day basis demanded by an EDU

0.343 equals the proportion of the City's water facilities allocated to the max-day extra-capacity function

249.1 equals the estimated gallons per day on an max-day extra capacity demanded by an EDU

0.257 equals the proportion of the City's water facilities allocated to the max-hour extra capacity function

90.6 equals the estimated gallons per day of max-hour extra-capacity demanded by an EDU

The City may update the values in the formula above as the system changes to recognize the changing costs imposed by large customers

*As per ORS 223.304(8) Res. 10-76, the City will use ENR Seattle CCI for the month of April prior to the budget year imposed.

The ENR Seattle CCI for April-2012-2013 is ~~3.6%~~ 4.1% based on a 12-month average.

The multiplier ~~1.036~~ 1.041 is used for all Water SDCs effective 2/1/2013.

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13-**

A RESOLUTION AMENDING RESOLUTION NO. 13-18 TO INCLUDE SOLID WASTE MISCELLANEOUS SERVICE RATES

WHEREAS, on April 23, 2013, the City Council adopted Resolution No. 13-18, a resolution adopting a new solid waste rate schedule; and

WHEREAS, when Resolution No. 13-18 was adopted, miscellaneous service rates were omitted from the rate schedule in error; and

WHEREAS, in accordance with Resolution No. 01-54A, the new solid waste rate schedule was implemented to provide an aggregate target profit rate of 10 percent annually for the city’s franchised solid waste haulers; and

WHEREAS, an adjustment in miscellaneous service rates was factored into calculations to achieve the aggregate target profit rate.

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

SECTION 1: Resolution No. 13-18 is hereby amended to include the following adjusted miscellaneous service rates:

Miscellaneous Service Rates	Current Rate	Adjusted Rate
Extra mixed waste per cart-overload fee (based on 32 gallon capacity) *	\$3.75	\$4.00
Extra yard debris (manual up to 32 gallon) *	\$2.00	\$3.00
Additional yard debris service (second 60 gallon cart) *	\$2.90	\$3.50
Call back/return for pickup of inaccessible cart per service call *	\$8.25	\$12.00
Yard service rate-extra distance away from curb after first 5 feet *	\$3.00	\$4.00
Special service fees	\$65.00/hour	\$72.00/hour
Account reinstatement fee *	\$25.00	\$30.00
NSF check fee *	\$25.00	\$35.00
Tire disposal	Hourly Rate + Disposal Cost	Hourly Rate + Disposal Cost

* Per occurrence

SECTION 2: Along with other adjustments to solid waste rates adopted via Resolution No. 13-18, the adjusted miscellaneous service rates will take effect on July 1, 2013.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

Business Meeting

Meeting Date: 06/11/2013

Length (in minutes): 15 Minutes

Agenda Title: Public Hearing-Adopting the Budget, Making Appropriations, Declaring the Ad Valorem Tax Levy, and Classifying the Levy As Provided

Prepared For: Liz Lutz

Submitted By: Liz Lutz,
Financial and
Information
Services
Council
Business
Meeting -

Item Type: Public Hearing - Informational

Meeting Type: Main

Public Hearing

Newspaper Legal Ad Required?: Yes

Public Hearing Publication

Date in Newspaper: 05/30/2013

Information

ISSUE

Oregon local budget law requires that a budget for the following fiscal year (FY) be adopted by the City Council prior to July 1, after approval by the Budget Committee and after a public hearing has been held before the City Council.

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends adoption of the Approved FY 2013-2014 budget, with any adjustments made by City Council.

KEY FACTS AND INFORMATION SUMMARY

The Tigard Budget Committee (comprised of the City Council and five citizens) held 3 meetings on the City Manager's Proposed FY2013-2014 budget in April and May, 2013. On May 6, 2013, the Budget Committee approved the Proposed Budget, with adjustments and forwarded the Approved Budget to the City Council for adoption.

Oregon Budget Law gives the governing body of the jurisdiction authority to make certain changes in the Approved Budget prior to adoption. The City Council may adjust expenditures up or down as long as the increase in a fund does not exceed 10% of that fund. The individual funds are shown on the Schedule of Appropriations attached to the Resolution.

The total FY 2013-2014 City of Tigard Approved Budget is \$227,460,218, including appropriations of \$184,102,483 with the remaining \$43,357,735 comprising the city's reserve for future expenditures.

Staff has included four recommended adjustments to the approved budget for Council to consider. None of the adjustments exceeds 10% of any impacted fund. If the four adjustments are approved by Council, the FY 2013-2014 City of Tigard Adopted Budget will be \$228,378,575, including appropriations of \$185,020,840 with the remaining \$43,357,735 comprising the city's reserve for future expenditures.

OTHER ALTERNATIVES

Alternatives are limited by Oregon Law. Council can change the Approved Budget by up to 10% in any fund; however, by Oregon Law, the FY 2013-214 budget must be adopted by the City Council prior to July 1, 2013.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

The Approved Budget includes funding necessary to move the council focus strategies ahead.

DATES OF PREVIOUS CONSIDERATION

Budget Committee dates: April 22, April 29, May 6, 2013 as part of the Budget Committee meetings.

Fiscal Impact

Cost: 184,102,483

Budgeted (yes or no): NA

Where Budgeted (department/program): All

Additional Fiscal Notes:

The total FY 2013-2014 City of Tigard Approved Budget is \$227,460,218, including appropriations of \$184,102,483 with the remaining \$43,460,218 comprising the city's reserve for future expenditures.

Staff has included four recommended adjustments to the approved budget for Council to consider. None of the adjustments exceeds 10% of any impacted fund. If the four adjustments are approved by Council, the FY 2013-2014 City of Tigard Adopted Budget will be \$228,317,018, including appropriations of \$184,959,283 with the remaining \$43,357,735 comprising the city's reserve for future expenditures.

The attached Schedule of Appropriations displays the Approved Budget. Also attached are the four Technical Adjustments recommended by staff.

Attachments

Resolution to Adopt City Budget

Schedule of Appropriations

Technical Adjustments

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 13-**

A RESOLUTION OF THE CITY OF TIGARD ADOPTING THE APPROVED BUDGET, WITH ADJUSTMENTS, MAKING APPROPRIATIONS, DECLARING THE AD VALOREM TAX LEVY, AND CLASSIFYING THE LEVY AS PROVIDED BY ORS 310.060(2) FOR FISCAL YEAR 2014.

WHEREAS, three hearings by the Tigard Budget Committee on the budget document, as proposed by the City Manager, were duly called and held on April 22, 2013 and April 29, 2013 and May 6, 2013, and where all interested persons were afforded an opportunity to appear and be heard with respect to the budget ; and

WHEREAS, the budget for the City of Tigard for the year beginning July 1, 2013 was duly approved and recommended to the City Council by the regularly constituted Budget Committee at its meeting on May 6, 2013, after proceedings in accordance with Chapter 294, Oregon Revised Statutes ; and

WHEREAS, a summary of the budget as required by Chapter 294.438 was duly published in the Tigard Times, a newspaper of general circulation in the city in accordance with Chapter 294.448; and

WHEREAS, a hearing by the Tigard City Council on the budget document as approved by the Budget Committee, was duly called and held on June 11, 2013, where all interested persons were afforded an opportunity to appear and be heard with respect to the budget; and

WHEREAS, Interfund loans are subject to ORS 294.468 and are designed to provide financing resources to address cash flow needs in operations or capital; and

WHEREAS, the Street Maintenance Fee is collected monthly; however, the Pavement Management Program that the fee supports is mostly conducted during the first three months of the year.

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

SECTION 1: The Council adopts the budget for FY 2013-14 as approved by Budget Committee on May 6, 2013 with adjustments made by Council during the hearing on June 11, 2013.

SECTION 2: The City of Tigard City Council hereby imposes the taxes provided for in the adopted budget at the rate of \$2.5131 per \$1,000 of assessed value for general operations; and in the amount of \$2,358,818 for bonds; and that these taxes are hereby imposed and categorized for tax year 2013-14 upon the assessed value of all taxable property in the city.

	<u>General Government Limit</u>
General Fund	\$2.5131/\$1,000
	<u>Excluded from Limit</u>
General Obligation Debt Fund	\$2,358,818

SECTION 3: The Council approves a capital interfund loan of up to \$1,660,000 from the Gas Tax Fund to the Street Maintenance Fee Fund for the purpose of financing the Pavement Management Program. The loan will be repaid prior to the end of Fiscal Year 2013-2014 with no interest.

SECTION 4: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____ 2013.

Mayor - City of Tigard

ATTEST:

City Recorder - City of Tigard

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
General Fund						
	Policy and Administration	799,239	3,277	802,516		
	Community Development	2,886,056	0	2,886,056		
	Community Services	19,947,341	100,800	20,048,141		
	Public Works	5,389,382	0	5,389,382		
	Debt Service	0	0	0		
	Loan to CCDA	361,000	0	361,000		
	Transfer	841,292	75,000	916,292		
	Capital Improvements	0	0	0		
	Contingency	1,200,000	0	1,200,000		
	General Government	0	0	0		
		31,424,310	179,077	31,603,387		
Gas Tax Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	2,214,308	0	2,214,308		
	Debt Service	606,378	0	606,378		
	Loan to CCDA	0	0	0		
	Transfer	1,614,452	940,000	2,554,452		
	Capital Improvements	0	0	0		
	Contingency	35,000	0	35,000		
		4,470,138	940,000	5,410,138		
City Gas Tax Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	319,390	0	319,390		
	Loan to CCDA	0	0	0		
	Transfer	3,778	1,000,000	1,003,778		
	Capital Improvements	0	0	0		
	Contingency	50,000	0	50,000		
		373,168	1,000,000	1,373,168		

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Electrical Inspection Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	181,795	0	181,795		
	Capital Improvements	0	0	0		
	Contingency	50,000	0	50,000		
		231,795	0	231,795		
Building Fund						
	Policy and Administration	0	0	0		
	Community Development	1,516,579	0	1,516,579		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	0	0	0		
	Capital Improvements	0	0	0		
	Contingency	200,000	0	200,000		
		1,716,579	0	1,716,579		
Criminal Forfeiture Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	50,000	0	50,000		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	401	0	401		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		50,401	0	50,401		

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Urban Forestry Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	156,229	0	156,229		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		156,229	0	156,229		
Bancroft Debt Service Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	499,997	0	499,997		
	Loan to CCDA	0	0	0		
	Transfer	3,821	0	3,821		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		503,818	0	503,818		
General Obligation Debt Service Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	2,193,701	0	2,193,701		
	Loan to CCDA	0	0	0		
	Transfer	0	0	0		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		2,193,701	0	2,193,701		

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Facilities Capital Projects Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	19,384	0	19,384		
	Capital Improvements	672,585	75,000	747,585		
	Contingency	50,000	0	50,000		
		741,969	75,000	816,969		
Transportation Development Tax						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	779,724	0	779,724		
	Capital Improvements	0	0	0		
	Contingency	250,000	0	250,000		
		1,029,724	0	1,029,724		
Traffic Impact Fee Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	768,307	0	768,307		
	Capital Improvements	0	0	0		
	Contingency	8,147	0	8,147		
		776,454	0	776,454		

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Underground Utility Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	252,089	0	252,089		
	Capital Improvements	0	0	0		
	Contingency	50,000	0	50,000		
		302,089	0	302,089		
Street Maintenance Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	208,883	0	208,883		
	Capital Improvements	1,660,000	0	1,660,000		
	Contingency	200,000	0	200,000		
		2,068,883	0	2,068,883		
Parks Capital Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	100,397	0	100,397		
	Capital Improvements	5,572,597	2,012,050	7,584,647		
	Contingency	0	0	0		
		5,672,994	2,012,050	7,685,044		

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Parks Bond Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	3,306,916	1,569,172	4,876,088		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		3,306,916	1,569,172	4,876,088		
Parks SDC Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	1,673,127	391,878	2,065,005		
	Capital Improvements	0	0	0		
	Contingency	75,000	0	75,000		
		1,748,127	391,878	2,140,005		
Transportation CIP Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	0	0	0		
	Capital Improvements	3,550,081	2,127,000	5,677,081		
	Contingency	0	0	0		
		3,550,081	2,127,000	5,677,081		

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Sanitary Sewer Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	1,966,373	0	1,966,373		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	198,149	32,000	230,149		
	Capital Improvements	3,851,653	1,093,000	4,944,653		
	Contingency	400,000	0	400,000		
		6,416,175	1,125,000	7,541,175		
Stormwater Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	1,428,387	0	1,428,387		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	404,916	74,000	478,916		
	Capital Improvements	1,055,375	110,000	1,165,375		
	Contingency	100,000	0	100,000		
		2,988,678	184,000	3,172,678		
Water Quality/Quantity Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	943,659	0	943,659		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		943,659	0	943,659		

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Water Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	8,094,852	0	8,094,852		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	5,603,926	132,000	5,735,926		
	Capital Improvements	0	0	0		
	Contingency	500,000	0	500,000		
		14,198,778	132,000	14,330,778		
Water SDC Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	165	0	165		
	Capital Improvements	0	0	0		
	Contingency	100,000	0	100,000		
		100,165	0	100,165		
Water CIP Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	546,672	0	546,672		
	Capital Improvements	64,408,743	10,923,700	75,332,443		
	Contingency	0	0	0		
		64,955,415	10,923,700	75,879,115		

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Water Debt Service Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	4,881,034	0	4,881,034		
	Loan to CCDA	0	0	0		
	Transfer	0	0	0		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		4,881,034	0	4,881,034		
Central Services Fund						
	Policy and Administration	6,432,951	0	6,432,951		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	0	0	0		
	Capital Improvements	0	0	0		
	Contingency	340,000	0	340,000		
	General Government	0	0	0		
		6,772,951	0	6,772,951		
Fleet/Property Management Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	1,663,845	0	1,663,845		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	0	0	0		
	Capital Improvements	0	0	0		
	Contingency	45,000	0	45,000		
		1,708,845	0	1,708,845		

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Insurance Fund						
	Policy and Administration	50,000	0	50,000		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	531	0	531		
	Capital Improvements	0	0	0		
	Contingency	10,000	0	10,000		
		60,531	0	60,531		
Library Donations and Bequests Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	100,000	0	100,000		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		100,000	0	100,000		
All Funds						
	Policy and Administration	7,282,190	3,277	7,285,467		
	Community Development	4,402,635	0	4,402,635		
	Community Services	19,997,341	100,800	20,098,141		
	Public Works	20,757,146	0	20,757,146		
	Debt Service	8,500,500	0	8,500,500		
	Loan to CCDA	361,000	0	361,000		
	Transfer	17,708,613	4,214,050	21,922,663		
	Capital Improvements	80,771,034	16,340,750	97,111,784		
	Contingency	3,663,147	0	3,663,147		
	General Government	0	0	0		
		163,443,606	20,658,877	184,102,483		

Technical Adjustments to the 2013-14 Approved Budget

Summary

The below Technical Adjustments are a result of new information becoming available after the Approved Budget which created the opportunity to adopt a more precise budget. Below is a brief description and details that will adjust the Schedule of Appropriations. Please note that any budget adjustments are presented with their impacts and are not cumulative.

#1: Capital Improvement Program (CIP)

a). Water System

A carry forward in the amount of \$530,000 is being requested to complete design work for the Aquifer Storage & Recover Well #3 project. This action will result in an increase in the beginning fund balance of \$530,000 in the Water CIP Fund. In turn, capital program expenditures will increase by the same amount.

Water CIP Fund

Program	Approved	Recommended Change	Revised Approved
Policy & Admin.	\$0	\$0	\$0
Comm. Develop.	0	0	0
Comm. Services	0	0	0
Public Works	0	0	0
Debt Service	0	0	0
Loan to CCDA	0	0	0
Transfers	546,672	0	546,672
Capital Improvements	75,332,443	530,000	75,862,443
Contingency	0	0	0
Total Fund	\$75,879,115	\$530,000	\$76,409,115

b). Parks System

A reallocation is being requested for work to complete the Fanno Creek House project. The costs for this project were underestimated by the amount of \$70,000. However, it was determined that the Dirksen Nature Park project was over budgeted in design due to the contract award being lower than anticipated. This request will reallocate \$70,000 of Parks Bond funds from Dirksen Nature Park to the Fanno Creek House project without affecting total appropriations.

#2: Carry Forwards – Community Development

A carry forward is defined as those items that are unspent by June 30th and are carried over to the following fiscal year. This action results in a higher beginning fund balance for the fiscal year due to the unspent budget in the prior year.

The following carry forwards totaling \$208,932 for professional services contracts are being requested for the Community Planning Division:

- River Terrace Community Plan - \$128,932
- Tigard Triangle Master Plan (Public Involvement & Visual Materials) - \$80,000

This request will increase the beginning fund balance in the General Fund with an equal increase of \$208,932 in program expenditures for Community Development.

General Fund

<u>Program</u>	<u>Approved</u>	<u>Recommended Change</u>	<u>Revised Approved</u>
Policy & Admin.	\$802,516	\$0	\$802,516
Comm. Develop.	2,886,056	208,932	3,094,988
Comm. Services	20,048,141	0	20,048,141
Public Works	5,389,382	0	5,389,382
Debt Service	0	0	0
Loan to CCDA	361,000	0	361,000
Transfers	916,292	0	916,292
Capital Improvements	0	0	0
Contingency	1,200,000	0	1,200,000
Total Fund	\$31,603,387	\$208,932	\$31,812,319

#3: Carry Forwards – Public Works

The following carry forwards are being requested by the Public Works Department:

- a). Administration, Street Maintenance, Sanitary Sewer, Stormwater, & Water Divisions – A carry forward totaling \$103,000 is being requested in order to complete the implementation of the Computerized Maintenance Management System (CMMS) including costs for travel and training.

- Administration - \$7,000 (General Fund)
- Street Maintenance - \$15,000 (Gas Tax Fund)
- Sanitary Sewer - \$7,000 (Sanitary Sewer Fund)
- Stormwater - \$14,000 (Stormwater Fund)
- Water - \$45,000 (Water Fund)

Along with the increase in the beginning fund balance in those affected funds, program expenditures will also increase for each affected division.

General Fund

<u>Program</u>	<u>Approved</u>	<u>Recommended Change</u>	<u>Revised Approved</u>
Policy & Admin.	\$802,516	\$0	\$802,516
Comm. Develop.	2,886,056	0	2,886,056
Comm. Services	20,048,141	0	20,048,141
Public Works	5,389,382	7,000	5,396,382
Debt Service	0	0	0
Loan to CCDA	361,000	0	361,000
Transfers	916,292	0	916,292
Capital Improvements	0	0	0
Contingency	1,200,000	0	1,200,000
Total Fund	\$31,603,387	\$7,000	\$31,610,387

Gas Tax Fund

<u>Program</u>	<u>Approved</u>	<u>Recommended Change</u>	<u>Revised Approved</u>
Policy & Admin.	\$0	\$0	\$0
Comm. Develop.	0	0	0
Comm. Services	0	0	0
Public Works	2,214,308	15,000	2,229,308
Debt Service	606,378	0	606,378
Loan to CCDA	0	0	0
Transfers	2,554,452	0	2,554,452
Capital Improvements	0	0	0
Contingency	35,000	0	35,000
Total Fund	\$5,410,138	\$15,000	\$5,425,138

Sanitary Sewer Fund

<u>Program</u>	<u>Approved</u>	<u>Recommended Change</u>	<u>Revised Approved</u>
Policy & Admin.	\$0	\$0	\$0
Comm. Develop.	0	0	0
Comm. Services	0	0	0
Public Works	1,966,373	7,000	1,973,373
Debt Service	0	0	0
Loan to CCDA	0	0	0
Transfers	230,149	0	230,149
Capital Improvements	4,944,653	0	4,944,653
Contingency	400,000	0	400,000
Total Fund	\$7,541,175	\$7,000	\$7,548,175

Stormwater Fund

<u>Program</u>	<u>Approved</u>	<u>Recommended Change</u>	<u>Revised Approved</u>
Policy & Admin.	\$0	\$0	\$0
Comm. Develop.	0	0	0
Comm. Services	0	0	0
Public Works	1,428,378	14,000	1,442,378
Debt Service	0	0	0
Loan to CCDA	0	0	0
Transfers	478,916	0	478,916
Capital Improvements	1,165,375	0	1,165,375
Contingency	100,000	0	100,000
Total Fund	\$3,172,678	\$14,000	\$3,186,678

Water Fund

<u>Program</u>	<u>Approved</u>	<u>Recommended Change</u>	<u>Revised Approved</u>
Policy & Admin.	\$0	\$0	\$0
Comm. Develop.	0	0	0
Comm. Services	0	0	0
Public Works	8,094,852	45,000	8,139,852
Debt Service	0	0	0
Loan to CCDA	0	0	0
Transfers	5,735,926	0	5,735,926
Capital Improvements	0	0	0
Contingency	500,000	0	500,000
Total Fund	\$14,330,778	\$45,000	\$14,375,778

b). Street Lights & Signals Division – A carry forward in the amount of \$15,000 is requested in order to complete the study of options for the transition of the city’s street lights from High-Pressure Sodium (HPS) to Light-Emitting Diode (LED) versions. This action will increase the beginning fund balance by \$15,000 with an equal increase in program expenditures within the Gas Tax Fund.

Gas Tax Fund

<u>Program</u>	<u>Approved</u>	<u>Recommended Change</u>	<u>Revised Approved</u>
Policy & Admin.	\$0	\$0	\$0
Comm. Develop.	0	0	0
Comm. Services	0	0	0
Public Works	2,214,308	15,000	2,229,308
Debt Service	606,378	0	606,378
Loan to CCDA	0	0	0
Transfers	2,554,452	0	2,554,452
Capital Improvements	0	0	0
Contingency	35,000	0	35,000
Total Fund	\$5,410,138	\$15,000	\$5,425,138

#4: Budget Adjustments

a). Fleet Maintenance - An insurance check amount of \$14,868 was received by the city during FY 2013 for a 2007 Ford E150 Cargo Van that was totaled, but not replaced during the fiscal year. A budget adjustment is being requested in order to replace the vehicle within Fleet. Receiving the insurance check increased revenues in FY 2013 without increasing expenditures. This action will increase the beginning fund balance in FY 2014 within the Fleet/Property Management Fund by \$14,868. Replacing the vehicle will cost approximately \$20,000 more than the amount of the insurance check. The result is an increase in Public Works Fleet appropriations of \$34,868 offset with the \$14,868 in beginning fund balance and a \$20,000 decrease in Contingency.

Fleet/Property Management Fund

<u>Program</u>	<u>Approved</u>	<u>Recommended Change</u>	<u>Revised Approved</u>
Policy & Admin.	\$0	\$0	\$0
Comm. Develop.	0	0	0
Comm. Services	0	0	0
Public Works	1,663,845	34,868	1,678,713
Debt Service	0	0	0
Loan to CCDA	0	0	0
Transfers	0	0	0
Capital Improvements	0	0	0
Contingency	45,000	-20,000	25,000
Total Fund	\$1,708,845	\$14,868	\$1,723,713

b). Records – Resolution No. 13-21 approved the FY 2013 May Supplemental. The supplemental approved a 0.8 FTE Records Technician in Administrative Services to last no more than two years. The supplemental was approved after Budget Committee approval of the FY 2014 budget. This action will adopt the 0.8 FTE Record Technician position and needed budget appropriations for Fiscal Year 2014. The position will be paid through indirect service charges to other city departments, increasing the revenue to the Central Service Fund.

Central Service Fund

<u>Program</u>	<u>Approved</u>	<u>Recommended Change</u>	<u>Revised Approved</u>
Policy & Admin.	\$6,432,951	\$61,557	\$6,494,508
Comm. Develop.	0	0	0
Comm. Services	0	0	0
Public Works	0	0	0
Debt Service	0	0	0
Loan to CCDA	0	0	0
Transfers	0	0	0
Capital Improvements	0	0	0
Contingency	340,000	0	340,000
Total Fund	\$6,772,951	\$0	\$6,834,508

Business Meeting

Meeting Date: 06/11/2013

Length (in minutes): 5 Minutes

Agenda Title: Public Hearing-Adopting the City Center Development Agency Fiscal Year 2013-2014 Budget, Making Appropriations, and Imposing and Categorizing Taxes

Prepared For: Liz Lutz **Submitted By:** Liz Lutz,
Financial and
Information
Services
Council
Business
Meeting -

Item Type: Resolution **Meeting Type:** Main

Public Hearing

Newspaper Legal Ad Required?: Yes

Public Hearing Publication

Date in Newspaper: 05/30/2013

Information

ISSUE

Oregon local budget law requires that a budget for the following fiscal year (FY) be adopted by the City Center Development Agency Board of Directors prior to July 1, after approval by the Budget Committee and after a public hearing has been held before the City Center Development Agency Board of Directors.

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends adoption of the FY 2013-2014 budget as approved by the Budget Committee on May 6, 2013, with any adjustments made during the hearing.

KEY FACTS AND INFORMATION SUMMARY

The City Center Development Agency Budget Committee (comprised of the City Center Development Agency Board of Directors and five citizens) reviewed the Executive Director's budget on April 22, 2013 and April 29, 2013. The Budget Committee subsequently approved the Proposed Budget and forwarded the budget to the City Center Development Agency Board of Directors for adoption.

Oregon Budget Law gives the governing body of the jurisdiction authority to make certain changes in the Approved Budget prior to adoption. The City Center Development Agency Board of Directors may adjust expenditures up or down as long as the increase in a fund does not exceed 10% of the fund total.

The total FY 2013-2014 City Center Development Agency Approved Budget is \$1,573,388, including appropriations of \$907,000 with the remaining \$666,388 comprising the agency's reserve for future expenditures. Staff has included one recommended adjustment to the approved budget for the Board to consider. The adjustment does not exceed 10% of the impacted fund. If the adjustment is approved by the Board, the FY 2013-2014 City Center Development Agency Adopted Budget will be \$1,608,388, including appropriations of \$1,142,000 with the remaining \$666,388 comprising the agency's reserve for future expenditures.

OTHER ALTERNATIVES

By Oregon law, the FY 2013-2014 budget must be adopted by the City Center Development Agency Board of Directors prior to July 1, 2013.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

NA

DATES OF PREVIOUS CONSIDERATION

April 22 and April 29, 2013, as part of the Budget Committee meetings.

Fiscal Impact

Cost: 1,573,388

Budgeted (yes or no): NA

Where Budgeted (department/program): All

Additional Fiscal Notes:

The total FY 2013-2014 City Center Development Agency Approved Budget is \$1,573,388, including appropriations of \$907,000 with the remaining \$666,388 comprising the agency's reserve for future expenditures. Staff has included one recommended adjustment to the approved budget for the Board to consider. The adjustment does not exceed 10% of the impacted fund. If the adjustment is approved by the Board, the FY 2013-2014 City Center Development Agency Adopted Budget will be \$1,608,388, including appropriations of \$1,142,000 with the remaining \$666,388 comprising the agency's reserve for future expenditures.

The attached Schedule of Appropriations displays the Approved Budget. Also attached is the Technical Adjustment recommended by staff.

Attachments

Resolution to Adopt CCDA Budget

Schedule of Appropriations

Technical Adjustments to CCDA Budget

**CITY OF TIGARD, OREGON
CITY CENTER DEVELOPMENT AGENCY
RESOLUTION NO. 13-_____**

A RESOLUTION ADOPTING THE FISCAL YEAR 2013-2014 BUDGET, WITH ADJUSTMENTS, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES.

WHEREAS, a hearing by the City Center Development Agency Budget Committee on the budget document, as proposed by the Executive Director, was held on April 22, 2013 and April 29, 2013, where all interested persons were afforded an opportunity to appear and be heard with respect to the budget; and

WHEREAS, the budget for the City Center Development Agency for the year beginning July 1, 2013 was duly approved and recommended to the City Center Development Agency Board of Directors by the regularly constituted Budget Committee at its meeting on April 29, 2013, after proceedings in accordance with Chapter 294, Oregon Revised Statutes; and

WHEREAS, a summary of the budget as required by Chapter 294.438 was duly published in the Tigard Times, a newspaper of general circulation in the City in accordance with Chapter 294.448; and

WHEREAS, a hearing by the City Center Development Agency Board of Directors on the budget document as approved by the Budget Committee, was duly called and held on June 11, 2013, where all interested persons were afforded an opportunity to appear and be heard with respect to the budget.

NOW, THEREFORE, BE IT RESOLVED by the City Center Development Agency that:

SECTION 1: The City Center Development Agency Board of Directors adopts the budget for FY 2013-14 as approved by Budget Committee on May 6, 2013 with adjustments made by City Center Development Agency Board of Directors during the budget hearing on June 11, 2013.

SECTION 2: The City Center Development Agency Board of Directors certifies to the county assessor of the County of Washington, Oregon a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Articles IX of the Oregon Constitution and ORS Chapter 457.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This _____ day of _____, 2013.

Chair – City of Tigard
City Center Development Agency

ATTEST:

Recorder – City of Tigard City Center Development Agency

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Urban Renewal Debt Service						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	361,000	0	361,000		
	Loan to CCDA	0	0	0		
	Transfer	0	0	0		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		361,000	0	361,000		
Urban Renewal Capital Improvements						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	0	0	0		
	Capital Improvements	546,000	0	546,000		
	Contingency	0	0	0		
		546,000	0	546,000		
All Funds						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	0	0	0		
	Debt Service	361,000	0	361,000		
	Loan to CCDA	0	0	0		
	Transfer	0	0	0		
	Capital Improvements	546,000	0	546,000		
	Contingency	0	0	0		
		907,000	0	907,000		

Technical Adjustments to the 2013-2014 Approved Budget City Center Development Agency

#1: Urban Renewal

The City Center Development Agency (CCDA) requires a carry forward of funds in the amount of \$35,000 for professional consulting services that the Agency is contractually obligated to complete as well as funding the Façade Improvement Program. The consulting services are for \$10,000 and include a contract that will continue to develop opportunity studies to assist with the redevelopment of properties located within the Urban Renewal District. In addition, there is one property; Max’s Fanno Creek Brew Pub that has been awarded a \$25,000 grant through the Façade Improvement Program to receive architectural design assistance that will begin after July 1, 2013. The funds were loaned to the CCDA from the City of Tigard in FY 2013, but the projects were not completed. The result will be an increase in the beginning fund balance in the Urban Renewal Capital Improvements Fund by \$35,000 for FY 2014 which will fund the contracts for capital improvements.

Urban Renewal Capital Improvements Fund

Program	Original Approved	Recommended Change	Revised Approved
Policy & Admin.	0	0	0
Comm. Develop.	0	0	0
Comm. Services	0	0	0
Public Works	0	0	0
Debt Service	0	0	0
Loan to CCDA	0	0	0
Transfers	0	0	0
Capital Improvements	546,000	35,000	581,000
Contingency	0	0	0
Total Fund	\$546,000	\$35,000	\$581,000

Business Meeting**Meeting Date:** 06/11/2013**Length (in minutes):** 25 Minutes**Agenda Title:** Parks Zone Project Briefing**Prepared For:** John Floyd**Submitted By:** John Floyd, Community Development**Item Type:** Update, Discussion, Direct Staff**Meeting Type:** Council Business Meeting - Main**Public Hearing:** No**Publication Date:****Information****ISSUE**

Briefing to update Council on the creation of a new Parks Zone. Staff will present the purpose of the project and requests feedback and direction from Council as appropriate.

STAFF RECOMMENDATION / ACTION REQUEST

Receive information and provide direction, if applicable.

KEY FACTS AND INFORMATION SUMMARY

The Parks Zone Project is intended to adopt specific development standards and approval criteria for publicly owned parkland. The purpose of this project is to remove administrative barriers to the efficient development of existing and future parks, while providing enhanced protections for neighboring residents and other parties who may be negatively impacted by the activities therein. The vehicle for these administrative improvements would be the creation of a new parks zone and associated chapter within the Tigard Community Development Code (Chapter 18).

At present there is not a specific zone for parkland within the city, resulting in the city's parkland being subject to a patchwork of base zone regulations. Most of the city's zoning districts do allow public parks as a conditional use, subject to approval by the Hearings Officer. The conditional use process is appropriate for certain types of development that require elevated review and analysis on a case-by-case basis. This process is appropriate for certain park improvements that can lead to neighborhood impacts, such as ballfields or event facilities. This same process can also be administratively burdensome and time consuming for low-impact recreational improvements such as trails, small parking facilities, and restrooms. A new parks zone will allow the City to assign a more appropriate level of review based upon the potential impact to nearby residents and public facilities.

An appropriate level of public outreach is part of the project schedule. The Planning Commission will be briefed on the project on June 17. Articles will appear in Cityscape and the planning listserv, and all owners living near an existing or future park will be notified of the project and invited to comment on the proposed regulations. A project website will serve as a point of information and a portal for people to submit comments or questions. Historical experience has shown that the residents of Tigard care greatly not just about their parks, but how the parks can both positively and negatively impact their quality of life. As such the project schedules public outreach throughout all phases of the work.

It should be noted that this chapter is not intended to supersede the City's sensitive lands regulations which apply to much of the parkland within the city. Sensitive lands review will still be required for affected areas such as floodplains or wetlands, consistent with regional, state, and federal requirements.

OTHER ALTERNATIVES

This presentation is intended as informational only.

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

n/a

DATES OF PREVIOUS COUNCIL CONSIDERATION

n/a

Business Meeting**Meeting Date:** 06/11/2013**Length (in minutes):** 15 Minutes**Agenda Title:** Upcoming Development Code Update Projects Briefing**Prepared For:** Tom McGuire**Submitted By:** Tom McGuire, Community Development**Item Type:** Update, Discussion, Direct Staff**Meeting Type:** Council Business Meeting - Main**Public Hearing:** No**Publication Date:****Information****ISSUE**

Community Development staff will brief the Council on several upcoming Tigard Development Code update projects.

STAFF RECOMMENDATION / ACTION REQUEST**KEY FACTS AND INFORMATION SUMMARY**

The current version of the Tigard Development Code (TDC) has been in use since the 1990's. Many sections have become out-of-date and do not reflect current planning practice or recent innovations in planning implementation. Also, over time, sections have been added or amended and this often leads to inconsistencies in the code or unintended conflicts with other code sections. These issues can cause confusion and delay for staff and applicants. Confusion and delay drive up development and city processing costs. Complex and confusing code also lead to errors that may put the City or the public at risk and further add costs and delay.

City staff hear from property owners, neighbors, and developers about their frustrations with the complexity of the code. Staff are frustrated with outdated processes and procedures. In response, staff is continually looking for ways to improve the internal administration of, and the public's understanding of the TDC. To that end, several specific code update projects have been identified by staff, the Planning Commission, and the public for Council consideration in the coming months and years. Specifically, a major update of the TDC administrative processes and procedures, an update of the Signs and Nonconforming Use Chapter, and a complete overhaul of the Sensitive Lands Chapter. Additionally, in the coming months we will need to adopt the newly revised and updated Washington County floodplain maps.

Included in the packet is a timeline for the major code revision projects. Staff will discuss the projects and the timeline with Council at the June 11 briefing.

OTHER ALTERNATIVES**COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS****DATES OF PREVIOUS COUNCIL CONSIDERATION**

No previous Council dates on this issue.

Attachments

CD Code Work Progrm

