



City of Tigard  
**Tigard Business Meeting – Agenda**

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

**MEETING DATE AND TIME:** June 10, 2014 - **\*6:30 p.m.** Business Meeting

**Note: Business meeting will start at 6:30 p.m.; there is no study session.**

**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 6:15 p.m. to sign in on the testimony sign-in sheet. *Business agenda items can be heard in any order after 6:30 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

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**VIEW LIVE VIDEO STREAMING ONLINE:**

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

**CABLE VIEWERS:** The regular City Council meeting is shown live on Channel 28 at 6:30 p.m. The meeting will be rebroadcast at the following times on Channel 28:

Thursday 6:00 p.m./ Sunday 11:00 a.m.

Friday 10:00 p.m./ Monday 6:00 a.m.



City of Tigard

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6:30 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)
  - A. Follow-up to Previous Citizen Communication
  - B. Tigard Area Chamber of Commerce
  - C. Citizen Communication – Sign Up Sheet
3. CONSENT AGENDA: (Tigard City Council and City Center Development Agency) 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:  
**6:40 pm - estimated time**
  - A. Approve Minutes for:
    - April 22, 2014 City Council Meeting Minutes
    - May 6, 2014 City Center Development Agency and City Council Meeting Minutes
  - B. Receive and File
    1. Council Calendar
    2. Council Tentative Agenda for Future Meeting Topics

- C. Accept the Water Master Plan Update for River Terrace - Resolution
- D. Accept the Sewer Master Plan Update for River Terrace - Resolution
- E. Establish Mayor and Council Compensation Superseding Resolution No. 13-23 - Resolution

• 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. TIGARD WALKS: PROJECT RESULTS  
6:45 p.m. - estimated time
- 5. APPROVE GOOGLE NETWORK HUT SITE AGREEMENT TEMPLATE  
7:00 p.m. - estimated time
- 6. LOCAL CONTRACT REVIEW BOARD: AWARD CONTRACT FOR PAVEMENT OVERLAY CONSTRUCTION SERVICES FOR THE 2014 PAVEMENT MANAGEMENT PROGRAM TO EAGLE-ELSNER, INC.  
7:15 p.m. - estimated time
- 7. LOCAL CONTRACT REVIEW BOARD: AWARD CONTRACT FOR PAVEMENT CRACK SEALING CONSTRUCTION SERVICES FOR THE 2014 PAVEMENT MANAGEMENT PROGRAM TO CR CONTRACTING  
7:20 p.m. - estimated time
- 8. PUBLIC HEARING - ADOPT SUPPLEMENTAL AMENDMENT TO THE FISCAL YEAR 2014 ADOPTED BUDGET - RESOLUTION  
7:30 p.m. - estimated time
- 9. CERTIFY THAT THE CITY OF TIGARD PROVIDES SERVICES QUALIFYING FOR STATE-SHARED REVENUES -- RESOLUTION  
7:40 p.m. - estimated time
- 10. PUBLIC HEARING - DECLARE THE CITY OF TIGARD'S ELECTION TO RECEIVE STATE REVENUE SHARING - RESOLUTION  
7:45 p.m. - estimated time
- 11. ADOPT CITYWIDE MASTER FEES AND CHARGES SCHEDULE REPLACING RESOLUTION NO. 13-26 AND SUBSEQUENT AMENDMENTS -- RESOLUTION  
7:50 p.m. - estimated time
- 12. PUBLIC HEARING - ADOPT THE CITY OF TIGARD FISCAL YEAR 2015 BUDGET, MAKE APPROPRIATIONS, DECLARE THE AD VALOREM TAX LEVY AND CLASSIFY THE LEVY AS PROVIDED BY ORS 310.060(2) - RESOLUTION  
8:00 p.m. - estimated time

13. LOCAL CONTRACT REVIEW BOARD: AUTHORIZE THE REPLACEMENT OF FIVE POLICE VEHICLES  
8:15 p.m. - estimated time
14. AUTHORIZE THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH WASHINGTON COUNTY TO CONTINUE THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - RESOLUTION  
8:20 p.m. - estimated time
15. CITY CENTER DEVELOPMENT AGENCY PUBLIC HEARING - ADOPT THE CITY CENTER DEVELOPMENT AGENCY FISCAL YEAR 2015 BUDGET WITH ADJUSTMENTS, MAKE APPROPRIATIONS AND IMPOSE AND CATEGORIZE TAXES - RESOLUTION  
8:30 p.m. - estimated time
16. COUNCIL LIAISON REPORTS
17. NON AGENDA ITEMS
18. 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.
19. ADJOURNMENT  
8:45 p.m. - estimated time

**AIS-1805**

**3. A.**

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** Consent Item

**Agenda Title:** Approve City Council Meeting Minutes

**Submitted By:** Cathy Wheatley, Administrative Services

**Item Type:** Motion Requested

**Meeting Type:** Consent Agenda

**Public Hearing:**

**Publication Date:**

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**Information**

**ISSUE**

Approve City Council meeting minutes.

**STAFF RECOMMENDATION / ACTION REQUEST**

Approve minutes as submitted.

**KEY FACTS AND INFORMATION SUMMARY**

Attached council minutes are submitted for City Council approval.

**OTHER ALTERNATIVES**

N/A

**COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**

N/A

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

N/A

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**Attachments**

April 22, 2014 City Council Minutes

May 6, 2014 CCDA and City Council Minutes

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City of Tigard  
Tigard City Council Meeting Minutes  
April 22, 2014

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At 6:31 pm Mayor Cook called the Tigard City Council & LCRB Study Session to order.

Council present: Mayor Cook, Council President Henderson and Councilor Woodard  
Council absent: Councilors Buehner and Snider

Staff present: City Manager Wine, Assistant City Manager Newton, Police Chief Orr, Confidential Executive Assistant Jewett, Acting Public Works Director Rager, Parks Manager Martin, Assistant Community Development Director McGuire, Public Contracts Manager Barrett, Deputy City Recorder Krager, and City Attorneys Watts and Rihala.

Parks and Recreation Board Chair Troy Mears was present.

#### EXECUTIVE SESSION

Mayor Cook read the following citation for the Executive Session:

- The Tigard City Council will go into Executive Session under ORS 192.660(2) (e) to discuss real property transaction negotiations. 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.

The Executive Session ended at 6:57 pm.

#### STUDY SESSION

##### A. Local Contract Review Board Discussion on Upcoming Contracts

Public Contracts Manager Barrett announced that the apparent low bidder for the 72<sup>nd</sup> Avenue and Dartmouth Street intersection improvements is Kerr Contractors. He noted a minor error in their bid where the ten percent bid bond amount was listed instead of their entire bid amount. Their entire bid amount was entered correctly on another page. Staff deemed this error immaterial and decided there are no grounds for protest. The contract is scheduled for consideration at the May 13, 2014, council business meeting.

#### **TIGARD CITY COUNCIL MEETING MINUTES– April 22, 2014**

Councilor Woodard complimented staff on the detailed bid analysis spreadsheet and Public Contracts Manager Barrett said Purchasing Assistant Greenberg is responsible for entering the information.

Council President Henderson discussed the cost of the concrete. Public Contracts Manager Barrett said Kerr is currently a subcontractor for the prime contractor on the Wal-Mart site so cost savings are realized because they are already mobilized in the area.

B. Discussion on Changes to Alarm Systems Ordinance – TMC 11.08

Police Chief Orr and Confidential Administrative Assistant Jewett described proposed changes to the alarm systems ordinance. A title change from “Burglary and Robbery Alarm Systems” to a simpler, “Alarm Systems” is proposed. The chapter was reformatted and definitions updated. There are two new sections including an enhanced call verification system. This means that alarm companies will place two verification calls before requesting police response.

Chief Orr said the other change relates to the protective sweep, which is derived from case law regarding where and when police officers can enter dwellings to check them. If a consent form is signed by property owner, Tigard police can enter a residence when an alarm is going off to investigate prior to securing the property.

Councilor Woodard asked if there were lockbox scenarios for commercial properties. Chief Orr said that can be done as part of their implied consent. Councilor Woodard asked if wording changed relating to false alarms. Confidential Executive Assistant Jewett said statistically very few alarms are not false and this is time consuming for officers that have more pressing matters to address. She looked at false alarm language from six nearby jurisdictions and developed a mid-range response.

Mayor Cook said he had no issue with the consent form but asked about the two call requirement. Chief Orr said the second call goes to a secondary number provided by the homeowner.

Council President Henderson asked if technology has improved over the years so that a camera could be activated when an audible alarm is tripped. Chief Orr said this is available now through some alarm companies, but burglars are most often chased off by audible alarms.

City Attorney Watts said the consent form is what municipalities are using so citizens can give officers permission to enter their property, make sure there are no criminals inside and then secure it. This does not give permission to search every nook and cranny while inside the property, but does allow a reasonable search.

**TIGARD CITY COUNCIL MEETING MINUTES– April 22, 2014**

C. Administrative Items

- City Manager Wine said Metro Councilor Dirksen is proposing a different format for this next visit to council on May 13. He would like to meet during the Study Session and have more of a dialog with council so he has asked for a list of topics council is interested in discussing. Ideas suggested were:
  - *Councilor Woodard mentioned that Metro has a “top down” communication approach to cities which can be stressful, especially as it relates to timelines. Is there a way to allow cities to influence and send information “up” to Metro?*
  - *Support for continuation of the Construction Excise Tax (CET) grant program*
  - *Urban Growth Boundary expansion*
  - *Climate Smart Communities (Councilor Woodard said the word climate has a negative connotation to many people because they cannot control the climate. It should be promoted with a different word so buy-in is received from more people. City Manager Wine said this effort got its name from a state mandate about climate change and they are required by state law to address this.)*
  - *Council President Henderson suggested a discussion on consolidating water systems and coordinating regional solutions.*
  
- Mayor Cook proposed the following dates for Town Halls. Staff needs to hear from councilors which date in each column is their preference.

5/29	Thursday	9/22	Monday
5/31	Saturday	10/4	Saturday
6/2	Monday	10/9	Thursday

Ideas for Town Hall topics are:

- *Follow up on High Capacity Transit (depending on the content from the 5x3x10 meetings)*
- *Testing Strategic Plan ideas*
  
- City Manager Wine said she was part of a ten-member team from Tigard which was part of a 72-member Washington County group that attended an emergency management recovery exercise in Maryland last week. She said this FEMA-sponsored exercise was great in terms of regional coordination and communication in response to earthquakes and other disasters. She will share more information in a memo to council.

D. Upcoming Meetings – Councilor Woodard said he will be absent for the May 12 Budget Committee meeting and May 13 Council meeting.

The Study Session ended at 7:27 pm.

1. BUSINESS MEETING

A. At 7:33 pm Mayor Cook called the meeting to order.

B. Deputy City Recorder Krager called the roll:

	Present	Absent
Mayor Cook	x	
Councilor Buchner		x
Council President Henderson	x	
Councilor Snider		x
Councilor Woodard	x	

C. Mayor Cook asked everyone to stand and join him in the Pledge of Allegiance.

D. Council Communications & Liaison Reports – None.

E. Call to Council and Staff for Non-Agenda Items – Mayor Cook announced that City Manager Wine is now an ICMA (International City County Management Association) credentialed manager. He offered congratulations to City Manager Wine for this achievement.

2. CITIZEN COMMUNICATION

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

B. Citizen Communication – Sign Up Sheet – No one signed up to speak.

3. CONSENT AGENDA:

A. APPROVE CITY COUNCIL MEETING MINUTES:

1. February 18, 2014
2. March 18, 2014

B. Authorize the Mayor to Execute an Intergovernmental Agreement with Metro regarding a CET Grant for the River Terrace Community

C. Adopt a Resolution Approving the Westside Trail Master Plan and Adding that Plan to the Tigard Greenways Trail System

**TIGARD CITY COUNCIL MEETING MINUTES– April 22, 2014**

Resolution No. 14-16 - A RESOLUTION APPROVING THE WESTSIDE TRAIL MASTER PLAN AND ADDING THIS PLAN TO THE TIGARD GREENWAYS TRAIL SYSTEM MASTER PLAN

 Councilor Woodard requested that the Westside Trail Master Plan item (Agenda Item 3.C) be removed from the Consent Agenda for separate discussion.

Council President Henderson moved to approve the remaining items on the Consent Agenda and Councilor Woodard seconded the motion. The motion passed unanimously.

	Yes	No
Mayor Cook	x	
Councilor Buehner (absent)		
Council President Henderson	x	
Councilor Snider (absent)		
Councilor Woodard	x	

Consent Agenda Item pulled for separate discussion:

- C. Adopt a Resolution Approving the Westside Trail Master Plan and Adding that Plan to the Tigard Greenways Trail System

Resolution No. 14-16 - A RESOLUTION APPROVING THE WESTSIDE TRAIL MASTER PLAN AND ADDING THIS PLAN TO THE TIGARD GREENWAYS TRAIL SYSTEM MASTER PLAN

 Council President Henderson asked if there was a staff report and City Manager Wine said the agenda item summary in the packet constitutes the staff report on a consent item. Council President Henderson said the Westside Trail Master Plan should have been vetted through the PRAB (Parks and Recreation Advisory Board). He said trails have not been an assignment for any city board or committee and he proposed this be added to the PRAB's responsibilities.

 City Manager Wine asked Parks Manager Martin to clarify the city's process for addressing trails through volunteer boards and committees.

 Parks Manager Martin said trails were not reviewed in the past by the PRAB although the board would be pleased to take this on in the future. He said the Pedestrian/Bike Subcommittee of the Tigard Transportation Advisory Commission (TTAC) was involved throughout the process. They looked at the trail during the planning and attended many of the meetings. The Westside Trail Master Plan was approved at their meeting last week. He suggested that in the future, TTAC and PRAB would both be good groups to consider trails.

Mayor Cook clarified that this plan was vetted through a city committee that had been involved with it from the beginning, and had never gone through PRAB because it was never a PRAB item. He said trail plans may overlap between the two committees so it was a good idea to involve both in the future. He said the Westside Trail had been vetted years ago and he

**TIGARD CITY COUNCIL MEETING MINUTES– April 22, 2014**

understood that it is the trail that goes through River Terrace. The city will decide where the “300-foot trail” goes and there is no specific location identified yet. He said wherever Tigard decides to put the trail; it will become the Westside Trail skirt-out for people that do not want to go over the top of Bull Mountain. He asked staff for confirmation that Metro understands Tigard has not selected the exact location of the trail through River Terrace. Parks Manager Martin said that was correct.

 Council President Henderson said it is hard to say yes or no to this since he just saw these materials one week ago. He said he encouraged city committee involvement and valued that input.

Mayor Cook concurred with Council President Henderson and said it should have been communicated to council that a subcommittee of TTAC was involved and recommended the plan. City Manager Wine said improvements for future agenda item reports were noted.

 Councilor Woodard said council received information at the April 15, 2014, workshop meeting about a design for the trail running through the middle of the collector street. He said he attended a River Terrace stakeholder meeting the very next day and heard extremely negative comments about this trail design. He said there is a difference between the Westside Trail Master Plan and the West Bull Mountain Concept Plan. Up until recently there was a 50-foot easement off of Roy Rogers Road. He said there was a disconnect in communication and suggested more crosspollination of information between the various committees so everyone is better informed. He said it would be prudent to wait until the River Terrace Stakeholder Working Group finalizes their transportation system planning to vote on the Westside Trail Master Plan.

Parks Manager Martin said the Westside Trail Plan does not say where the trail will be; it just says there will be one that winds around the mountain and through River Terrace. City Manager Wine said regarding River Terrace trails and collector street design, the city is a long way from deciding where the trail will run. There are preferred alignments in the Westside Trail Master Plan but there will be many more opportunities to discuss locations, design and connections. Councilor Woodard said he was uncomfortable approving this plan until after the next transportation working group meeting.

Assistant Public Works Director Rager suggested thinking of a master plan as “painting with a very broad brush.” He asked council to consider that this is a general idea and is not specific. He said tonight’s vote is just to approve the idea that there will be a trail connecting to the Westside Trail and it will be somewhere in River Terrace.

Councilor Woodard said he liked the design of the collector street and trail but is representing people that felt left out of the conversation. He said any amount of discussion tonight would not change his mind. He referred to previous discontent from Bull Mountain residents who felt left out of decisions affecting them.

Council President Henderson said he supports Councilor Woodard because the Westside Trail document is incomplete; appendices were not included for review. Councilor Woodard clarified that his reason for removing this item from the Consent Agenda is different from Council President Henderson’s. He said a better job needs to be done of involving the public.

## **TIGARD CITY COUNCIL MEETING MINUTES– April 22, 2014**

 Metro Project Manager Spurlock spoke to council's concerns on public perception and the desire to respond to the desires of Tigard residents. He said there were three public open houses and 8,000 postcards mailed to residents. He attended CPO4B and CPO4K meetings. Over 300 comments were received at the open houses, overwhelmingly in support of the project. The Washington County Board of Commissioners and King City Council adopted resolutions of support.

Councilor Woodard said the issues raised by some members of the public came after a River Terrace meeting on transportation. He commented that sometimes people do not speak up at meetings and he will speak for them if they cannot speak for themselves. He said this would not be an issue if the decision could be delayed a few weeks until after the next stakeholder working group meeting. He said he wanted to tread lightly because Tigard has some big projects coming up and the city has to go about things in a different way.

 Community Development Director Asher said as the River Terrace Project Director he is well aware of the issues to which Councilor Woodard is referring. He agreed that they are real issues and said the question about where the trails will go is an open question because the transportation planning is occurring now. People have differences of opinion on this and they will need to be resolved. He said the West Bull Mountain Concept Plan has always had a 300-foot elevation trail. It is still in the River Terrace Community Plan. He clarified that the only question tonight is whether there should be a trail in River Terrace that functions as part of the Westside Trail. Staff says yes, because the West Bull Mountain Concept Plan, which is what the River Terrace Community Plan is building on, had one.

Councilor Woodard said there is confusion and he would like the people that came to him to understand that all the city is doing is agreeing to one trail system through River Terrace. Community Development Director Asher agreed but said those are River Terrace discussions and tonight's decision is not a River Terrace discussion.

Metro Project Manager Spurlock said it would not be a problem to clarify this in an addendum at the end of the report. Councilor Woodard responded that no matter what is done at this point, it is not enough because clarification should have happened earlier in the game. He said Tigard needs to do a better job with public relations. Metro Project Manager Spurlock agreed that perception is critical and it is due to comments they received that a River Terrace trail was included as part of the plan. When their project started, a River Terrace trail was not included and they heard loud and clear from Tigard, Bull Mountain and King City residents that this trail should be a part of the Westside Trail system. The project team added it about halfway through the project.

Community Development Director Asher said resolving all the River Terrace transportation issues prior to approving the Westside Trail would take quite a while. Councilor Woodard asked if project staff could go back to CPO4B and have a discussion before Tigard approves this plan. He said he would then be comfortable supporting it. He said he wants CPO4B to understand what is going on. Metro Project Manager Spurlock said the CPO4B Chair is represented on the stakeholder committee for the project and was a strong proponent for including the River Terrace trail in the plan. Councilor Woodard said if they speak to her and vet it through CPO4B he would be satisfied.

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Council President Henderson said he would support Councilor Woodard on this. He said this is not his area of expertise and he wants to include input from experts on city boards and committees in his decision making.

City Manager Wine said staff could improve the communication to council on committee recommendations.

Mayor Cook said there may not be a motion or a second on this tonight and acknowledged that Metro will be voting on this on May 8, whether Tigard approves it or not. He asked Mr. Spurlock to let Metro know that the Tigard City Council is for the Westside Trail, agrees on a connection to the 300-foot trail but did not want to approve something with a line on it because people may misinterpret that as the firm location. We will work on receiving input from CPO4B.

Community Development Director Asher said the next River Terrace transportation committee meeting is on April 30 at 6:30 pm in the Public Works Auditorium. Individual meetings are scheduled with CPO4B prior to the meeting.

#### 4. ARBOR MONTH UPDATE AND TREE CITY USA AWARD

 Associate Planner Grass and Associate Planner Kowacz introduced this item. Associate Planner Grass clarified that although there is a National Arbor Day and Oregon declares an entire week, Tigard declares the entire month of April as Arbor Month. She said there are many Arbor Month activities going on in Tigard.

Associate Planner Grass introduced Brian Wegener from Tualatin Riverkeepers and Oregon Community Trees. Mr. Wegener presented the Tree City award to Tigard for the 13<sup>th</sup> year. He commended Tigard on the Urban Forestry Plan which has won state awards and will be receiving a national award next week. He said it addresses a regional problem whereby property owners wishing to develop as land came into the urban growth boundary felt threatened by regulations designed to protect trees. The unintended consequence was clear cutting tree groves before they came under regulation. He commented that this has been the case recently in the South Cooper Mountain area of Beaverton. He said Tigard's approach of flexible planning, outreach to property owners and identifying tree groves is getting a lot of attention. He mentioned that South Cooper Mountain and Washington County would like to look at this plan that addresses urban tree problems. He presented the Tree City USA flag to the city council. Associate Planner Grass thanked Mr. Wegener for supplies provided for Arbor Day activities at the library.

Associate Planner Kowacz gave a PowerPoint presentation on the Arbor Day celebration held on April 17. Mayor Cook, the Tigard-Tualatin School District Director of Alternative Education and Metro Councilor Dirksen were present. Tigard High School CE2 students planted 11 trees on the newest segment of the Fanno Creek Trail which runs from Grant Avenue to Main Street.

Mayor Cook passed along feedback from Public Works staff that were very pleased with the hard working kids. Associate Planner Kowacz described other events held to celebrate Arbor Month in Tigard.

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Associate Planner Grass reported that staff will travel to Atlanta next week to accept the National Planning Excellence Award for a Best Practice Award by the American Planning Association for the Urban Forestry Plan. A video was created as an introduction to the project and she said she will share it with council upon their return.

5. PROCLAIM MAY 5-11, 2014, BE KIND TO ANIMALS WEEK



Mayor Cook proclaimed May 5-11, 2014 as Be Kind to Animals Week.

6. PROCLAIM MAY AS BIKE MONTH



Mayor Cook proclaimed the month of May as Bike Month.

7. INFORMATIONAL PUBLIC HEARING ON THE FISCAL YEAR 2014 THIRD QUARTER BUDGET AMENDMENT



- a. Mayor Cook opened the public hearing.
- b. Mayor Cook announced that this was an informational public hearing and any person wishing to comment could do so during the public testimony segment of the hearing.
- c. Staff Report - Senior Management Analyst Collins gave the staff report. She said the Third Quarter Budget Amendment contains items that affect the capital improvement program and city operations. The supplemental budget includes roughly \$268,000 in grant funding, with \$245,000 going to the River Terrace Community Plan and the remaining \$23,000 for reimbursement of police overtime and radio purchases. The amendment also includes movement of payroll costs for two positions in the Public Works Department. The Lake Oswego-Tigard Water Partnership Project Director position is moving from the General Fund to the Water Fund and another position is moving 100 percent to the Storm Water Fund, where it had previously been allocated at 50 percent. This more accurately reflects where the work is actually being done. The Capital Improvement Plan was adjusted for select parks and street projects to maximize the use of the funds, specifically gas tax, Transportation Development Tax (TDTs), Parks System Development Charges (SDCs), and the Parks Bond funds.  
  
She said the Summer Lake restroom improvement project is ineligible for Park SDCs so the full amount must be picked up in the General Fund.  
  
Senior Management Analyst Collins said this amendment will increase the budget by \$236,000 but is offset by grant and contingency proceeds.
- d. Council questions and discussion:

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- Councilor Woodard asked about the IRS Task Force amount of \$10,000. Senior Management Analyst Collins said a few Tigard police officers are on a task force to investigate financial fraud and this represents overtime reimbursement.
- Councilor Woodard requested clarification on the funding source of the signalization of Upper Boones Ferry Road and 72<sup>nd</sup> Avenue. Ms. Collins replied that it comes from the Transportation Development Tax, not SDCs. She said there is a \$1 million grant attached to this project and \$115,000 is the city's share. Assistant Finance Director Smith-Wagar said Tigard does not currently have a Transportation SDC. She said SDC's are very restrictive and that is why Washington County is using a TDT at this time.
- Council President Henderson asked about \$65,000 for engineering in the Road Maintenance Fee. Ms. Collins said it was for curb ramps as required by the Americans with Disabilities Act. In response to a question on how many streets are included in this engineering, City Engineer Stone said it would cover an engineered design of every corner in next year's program. In response to a question from City Manager Wine, he said the locations for next year's overlay program are known. He estimated that about 100-200 ramps are needed.



Council President Henderson commented about road maintenance in other cities and noted that the Portland City Council will soon be voting on the placement of a road maintenance fee on their fall ballot. He said the law says if you cannot upgrade the ramps when you rebuild the street, you cannot rebuild the street. Because of this there will be cities that have bad streets because they cannot afford extra for the ADA ramps. As a result there will be communities that have bad streets. He said the Tigard City Council initially began the street maintenance fee program for road surfaces only. Curb ramps were not part of the program. He asked if the \$65,000 was in the budget.

Mayor Cook said if Council President Henderson's questions relate to the \$65,000 in the supplemental budget the discussion can be continued, but the larger policy discussion on the street maintenance fee should be held at a different time. It is not relevant to the budget amendment being considered.

Senior Management Analyst Collins said the \$65,000 is coming from the Street Maintenance Fee contingency fund. Council President Henderson argued that the Street Maintenance Fee is dedicated for a specific purpose and that is to maintain the streets at a particular pavement condition index.

City Engineer Stone said he considers ADA compliant ramp design along the same lines as other necessary engineering such as that for drainage, etc. He agreed that Council President Henderson had a good point. Because the curb ramp cost is coming out of the engineering portion of the fund it does not reduce the amount of road work being done this year, but could impact the fund in the future.

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Council President Henderson discussed the history of the street maintenance fee and said the city started to build a program that is sustainable. He said he did not think the curb ramps are affordable at this point.

City Manager Wine said a future council policy discussion can address these and other questions that will shape the future of the street maintenance fee.

City Attorney Watts said there is a series of events that can trigger ADA compliance. New striping in parking lots parking requires the addition of a handicapped parking space. He said as soon as road construction occurs, the law is that you have to comply with those requirements.

- Mayor Cook commented to staff that he appreciated their efforts in rearranging items to maximize the use of Parks SDC and Gas Tax Fund dollars.
-  Councilor Woodard mentioned to staff that the supplemental summary sheets were well done and he found them easy to understand.

e. Public Testimony

Elise Shearer, 9980 SW Johnson Street, Tigard, OR, asked if any of the 200 curbs ramps are within the urban renewal district and if so, would urban renewal funds be used. She asked if any are within the Walnut Street project and are they considered part of the project. She expressed concerns that those projects have already been financed.

- Response to testimony by staff.

City Engineer Stone responded that the curb ramps will be built as part of the projects. City Manager Wine said the amount under discussion would be spent for curb cuts within the city's pavement management project overlay areas. Mayor Cook noted that the city will not be engineering all 200 corners but only the ones under construction this summer. He reiterated that any curb cuts within projects including McDonald/Garde, Main Street or Walnut Street are included in those projects and are outside of the \$65,000.

- f. Staff Recommendation – Senior Management Analyst Collins said staff recommends approval of the Fiscal Year 2014 Third Quarter Budget Amendment.
- g. Mayor Cook closed the public hearing.
- h. Council Discussion and Consideration: Resolution No. 14-17

Councilor Woodard moved for adoption of Resolution No. 14-17 and Council President Henderson seconded the motion. Deputy City Recorder Krager noted that because a resolution earlier in the meeting was not considered, the number on this resolution has change to 14-16. Councilor Woodard amended his motion to make the number change and Council President Henderson seconded the motion.

**TIGARD CITY COUNCIL MEETING MINUTES– April 22, 2014**

Deputy City Recorder read the number and title of the resolution and Mayor Cook conducted a vote.

**RESOLUTION NO. 14-16 – A RESOLUTION TO ADOPT A SUPPLEMENTAL BUDGET AMENDMENT TO FY 2014 TO ACHIEVE THE FOLLOWING: RECOGNITION OF GRANT REVENUES AND EXPENSES, ALONG WITH BUDGET ADJUSTMENTS IN PUBLIC WORKS, COMMUNITY DEVELOPMENT, COMMUNITY SERVICES, THE CAPITAL IMPROVEMENT PROGRAM**

	Yes	No
Mayor Cook	x	
Councilor Buehner (absent)		
Council President Henderson	x	
Councilor Snider (absent)		
Councilor Woodard	x	

Council President Henderson requested that this supplemental budget information be given to the Budget Committee.

At 8:56 pm Mayor Cook adjourned the City Council and convened the City Center Development Agency.

**8. INFORMATIONAL PUBLIC HEARING – SUPPLEMENTAL BUDGET AMENDMENT TO FY 2014 CITY CENTER DEVELOPMENT AGENCY ADOPTED BUDGET**

- a. CCDA Chair Cook opened the Public Hearing.
- b. Hearing Procedures: Chair Cook said any person wishing to comment on this matter shall be given an opportunity.
- c. The staff report was given by Senior Management Analyst Collins. She said this third quarter amendment to the CCDA Fiscal Year 2014 budget recognizes a \$100,000 Metro grant to be used to conduct a predevelopment feasibility study of the public works yard and another area in the downtown urban renewal area. She said this does not affect the fund balance.
- d. Public Testimony: No one testified.
- e. CCDA questions: Director Henderson said this adds \$100,000 to the CCDA budget and asked how this affects the urban renewal program. Chair Cook said there is a \$100,000 grant from Metro and \$100,000 will be spent. It will be a net zero and the city does not have to pay any of it but must run this grant through the budget amendment process. CCDA Executive Director Wine said the purpose of this grant has been discussed in previous CCDA executive session.

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- f. Staff Recommendation: Senior Management Analyst Collins said staff recommends approval of the Fiscal Year 2014 CCDA Budget Amendment.
- g. Chair Cook closed the Public Hearing.
- h. CCDA Discussion and Consideration: Resolution No. 14-02 - Director Henderson moved to adopt CCDA Resolution No. 14-02. Director Woodard seconded the motion. Deputy City Recorder Krager read the number and title of the resolution. A vote of the CCDA Board was taken and the motion passed unanimously.

**CCDA RESOLUTION NO. 14-02 – A RESOLUTION TO ADOPT A SUPPLEMENTAL BUDGET AMENDMENT TO FY 2014 TO ACHIEVE THE FOLLOWING: RECOGNITION OF GRANT REVENUE WITHIN THE CITY CENTER DEVELOPMENT AGENCY (CCDA)**

	Yes	No
Chair Cook	x	
Director Buehner (absent)		
Director Henderson	x	
Director Snider (absent)		
Director Woodard	x	

At 9:00 pm Chair Cook adjourned the City Center Development Agency and reconvened the City Council.

**9. CONSIDER A REVISED RESOLUTION GRANTING EXEMPTION FROM PROPERTY TAXES UNDER TMC 3.50 FOR FIVE NON-PROFIT LOW-INCOME HOUSING PROJECTS**

Staff Report: Senior Management Analyst Collins said on March 25, 2014, Tigard City Council approved Resolution No. 14-15 providing property tax exemption for five non-profit low-income housing developments. The initial resolution stated that Hawthorne Villa didn't receive an exemption in the prior year but it did. The Washington County Assessor's office requires a new resolution with the correct language. She said this action has no impact on any fund reserves whatsoever and staff recommends council approve the new resolution to replace Resolution No. 14-15.

Councilor Woodard moved for adoption of Resolution No. 14-17. Council President Henderson seconded the motion and the motion passed unanimously.

**RESOLUTION NO. 14-17 - A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER TIGARD MUNICIPAL CODE SECTION 3.50 FOR FIVE NON-PROFIT LOW-INCOME HOUSING PROJECTS OWNED AND OPERATED BY COMMUNITY PARTNERS FOR AFFORDABLE HOUSING (CPAH) AND HAWTHORNE URBAN DEVELOPMENT LLC, SUPERSEDING RESOLUTION NO. 14-15**

	Yes	No
Mayor Cook	x	
Councilor Buehner (absent)		
Council President Henderson	x	
Councilor Snider (absent)		
Councilor Woodard	x	

## 10. EXTENSION OF EXISTING PROHIBITION ON MEDIAL MARIJUANA FACILITIES

 Associate Planner Floyd gave the staff report. He said Senate Bill 1531 was passed by the Oregon legislature and changes the statute to specifically authorize local jurisdictions to enact moratoriums on medical marijuana dispensaries. He said it also sets certain parameters which affect the temporary prohibition on these dispensaries Tigard adopted in February. Moratoriums must be adopted by May 1, 2014 and cannot last longer than May 1, 2015. Tigard's present moratorium sunsets on December 31, 2014. Discussion was held at the April 15 council workshop meeting and there was consensus to extend the current sunset date to May 1, 2015. Staff prepared an ordinance amending this date.

Associate Planner Floyd said staff recommends council approve this ordinance given potential changes in the law over the next year coming from an expected legalization vote in November and additional state legislation next spring. Council can repeal the ordinance at any time.

Council President Henderson said councilors absent tonight participated in previous discussions and he felt there was consensus for approval. Mayor Cook expressed appreciation for staff's work on this and noted that the ordinance must be forwarded to the state by May 1, 2014.

Councilor Woodard moved for adoption of Ordinance No. 14-08. Council President Henderson seconded the motion. Deputy City Recorder Krager read the number and title of the ordinance.

**ORDINANCE NO. 14-08 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TIGARD, OREGON, RELATING TO MEDICAL MARIJUANA FACILITIES; AMENDING TMC CHAPTER 5.24; AND DECLARING AN EMERGENCY**

Deputy City Recorder Krager conducted a roll call vote of the council:

	Yes	No
Mayor Cook	x	
Councilor Buehner (absent)		
Council President Henderson	x	
Councilor Snider (absent)		
Councilor Woodard	x	

Mayor Cook announced that Ordinance No. 14-08 passed unanimously.

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11. CONSIDER A RESOLUTION OF NECESSITY GIVING THE COUNTY THE AUTHORITY TO ACQUIRE PROPERTY FOR THE WALNUT STREET IMPROVEMENT PROJECT

 City Engineer Stone said the purpose of this resolution is to assist with acquisition of temporary construction easements for the Walnut Street project. There are 35 properties involved.

 Councilor Woodard asked if these temporary easements were for staging. City Engineer Stone there are a variety of reasons an easement would be needed including driveway rebuilding, sidewalk construction and construction staging. In response to a question from Councilor Woodard on the width required, Engineer Stone said the width relates to the construction needs on each property. It may be only 20 feet for a sidewalk but if the city is rebuilding a driveway more area would be needed to match grades.

Council President Henderson asked if the money to acquire the easements is adequate. City Engineer Stone said it is an estimate because the property owners cannot be contacted by Washington County until the city approves this resolution. Council President Henderson asked if eminent domain would be used. A discussion was held on the eminent domain process. Mayor Cook said it may seem confusing to the public that the council has to pass this resolution prior to even negotiating with the property owners, but that it the law. He said the city’s intent is not to condemn property but rather, have Washington County meet with property owners and work towards a mutual agreement. Engineer Stone said every effort would be made to come to agreement with the property owner and avoid exercising eminent domain.

 City Attorney Watts said in addition to state law there are also federal tax reasons for going through this process. Property owners should discuss this with their legal and tax professionals. The IRS would need to see the threat of condemnation and this resolution enables property owners to realize a tax benefit if they have to sell their property.

Council President Henderson announced that the viewing public can view this information on the city’s website.

Councilor Woodard moved for adoption of Resolution No. 14-18 and Council President Henderson seconded the motion. Deputy City Recorder Krager read the number and title of the resolution.

RESOLUTION NO. 14-18 - A RESOLUTION DECLARING THE NEED TO ACQUIRE PROPERTY FOR THE PURPOSE OF CONSTRUCTING STREET AND OTHER IMPROVEMENTS ALONG SW WALNUT STREET FROM 116<sup>TH</sup> AVENUE TO TIEDEMAN AVENUE AND AUTHORIZING IMMEDIATE POSSESSION OF THE PROPERTY

	Yes	No
Mayor Cook	x	
Councilor Buehner (absent)		
Council President Henderson	x	
Councilor Snider (absent)		
Councilor Woodard	x	

**TIGARD CITY COUNCIL MEETING MINUTES– April 22, 2014**

A vote was taken and Mayor Cook announced that Resolution No. 14-18 passed unanimously.

12. NON AGENDA ITEMS - None.

13. COUNCIL LIAISON REPORTS - None.

14. EXECUTIVE SESSION - Not held.

15. ADJOURNMENT

At 9:17 pm Council President Henderson moved for adjournment. Councilor Woodard seconded the motion and all voted in favor.

	Yes	No
Mayor Cook	x	
Councilor Buehner (absent)		
Council President Henderson	x	
Councilor Snider (absent)		
Councilor Woodard	x	

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Carol A. Krager, Deputy City Recorder

Attest:

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John L. Cook, Mayor

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Date



Joint Tigard City Center Development Agency  
& City Council Meeting  
May 6, 2014



1. CITY CENTER DEVELOPMENT AGENCY MEETING/TIGARD CITY COUNCIL MEETING

- A. Chair/Mayor Cook called the meeting to order at 6:31 p.m.
- B. City Recorder Wheatley called the roll:

<u>Name</u>	<u>Present</u>	<u>Absent</u>
Chair/Mayor Cook	✓	
Director/Council President Henderson	✓	
Director/Councilor Buehner	✓ (by speaker phone)	
Director/Councilor Snider	✓	
Director/Councilor Woodard	✓	

- C. Call to Council and Staff for Non Agenda - Chair Cook asked the CCDA Board and staff for any non-agenda items.

Director Woodard advised he would be absent next week; Council President Henderson would attend the PRAB meeting in his absence.

2. APPROVE CITY CENTER DEVELOPMENT AGENCY MINUTES

- April 1, 2014 CCDA Minutes
-  Motion by Director Buehner, seconded by Director Snider to approve the April 1, 2014 CCDA minutes.

The motion passed by a unanimous vote of CCDA board members present:

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
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Chair Cook	Yes
Director Henderson	Abstained; he did not attend the 4/1/14 meeting.
Director Buehner	Yes
Director Snider	Yes
Director Woodard	Yes

3. PRESENTATION BY CONSULTANT MICHELE REEVES - DOWNTOWN PUBLIC

 Redevelopment Project Manager Farrelly introduced Consultant Reeves. Ms. Reeves' presentation was based on the fact that one of the goals of the City Center Urban Renewal Plan is to develop public spaces and parks in the downtown. Public spaces have a potential to encourage a broader range of activities, recreational uses and to attract more residents and visitors to the area.

The voter-approved 2010 Parks Bond included up to \$1.3 million to be spent for a downtown park purchase. Those funds remain available. Several properties have been investigated for public space, but due to a variety of issues, none have been purchased yet. Staff is currently focusing on some smaller public spaces opportunities in the downtown, including a potential small plaza where the Tigard Street Trail meets Main Street. They are also taking a look at the opportunity for a public space fronting Fanno Creek, near the brew pub. More information will be presented to the CCDA in the next couple of months.

Redevelopment Project Manager Farrelly reminded everyone of the work Ms. Reeves did in 2011 in downtown (courtesy of a Metro grant). This work created a lot of excitement about downtown revitalization. She held some well-attended workshops and hosted a field trip to Mississippi Avenue in Portland.

Ms. Reeves' presentation tonight will be on general principles of good public spaces and how they encourage successful downtowns. (City Recorder's Note: Ms. Reeves' presentation is video recorded and will be made available on the internet or a copy of this presentation can be made upon request.)

Ms. Reeves of Civilis Consultants reviewed PowerPoint slides throughout her presentation. A copy of this presentation is filed with the record copy of the meeting packet.

 Highlights of the presentation included:

- How to leverage public spaces for successful Main Streets and downtown districts.
- She spent time reminding meeting participants about how far the Tigard downtown has come along since her last presentation in 2011.
  - People are now talking to each other; having important conversations.
  - People have signed up for storefront improvement programs.

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- A coffee shop is now open from 6 a.m. to midnight.
- A downtown story is now being shared with the community.
- There are regular, consistent events in the downtown.
- She uses the Tigard downtown as an example in her presentations around the country to illustrate how quickly a district can start to change. She stressed the importance of relationship for this change to take place.

Topics covered:

- How Mixed-Use Districts Evolve
  - It is important to understand where you are in the evolution so you are applying the right tools for improving economic performance.
  - Three basic states of district growth:
    - Emerging – to describe an emerging district, “It looks like a place that used to be a place. It is not one anymore.” There is a little amount of redevelopment of existing buildings. It is not a retail district with high foot traffic counts and it is not a destination district from surrounding neighborhoods. These areas exhibit low levels of retail execution; national chain stores are not located here. The district cannot support market-rate ground floor new construction and ground floor uses tend to be vacant or inward facing (office or industrial uses).
    - Transition – these are districts that are starting to thrive and change with some of the retail stores carrying higher-priced items; luxury goods. The district is starting to develop a brand identify. People think of the district in a larger context. In later stages, transition districts are starting to attract the attention of national chains because they are generating a lot in sales per square foot. Ms. Reeves reviewed photos illustrating the types of businesses in transition districts.
      - The stock of existing buildings in these districts is largely redeveloped.
      - It is becoming a destination district with brand identity.
      - Foot traffic is still unpredictable, but generally growing.
      - Ground floor uses are active and outward facing.
      - There is a mix of retail concepts (destination and impulse).
      - Improved level of retail sophistication in general.
      - The tenant mix remains primarily local.
    - Mature – these districts are characterized by high foot-traffic counts, which mean more sales per square foot are generated.
      - Patrons develop regular buying patterns.
      -  There are high levels of retail execution. It is a great place to walk around, interact and look at things.
      - The districts are densely populated with commercial or residential or both.

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- There is a lot of foot traffic.
  - The district supports market-rate new construction in various forms.
  - There are steady and predictable retail patterns.
  - Chains and national-credit tenants are more prevalent in this district.
  - The district becomes the destination, not the store.
  - She referred to North Mississippi Street in Portland.
- As the downtown grows and improves economically, these stages should occur.
  - When the district is in the late-transition stage, then you will likely receive a lot of pressure from national-credit tenants to come in. The community may like and want to stay in this stage so a decision on how to deal with this will need to be made.
  - She reviewed the types of businesses that can succeed in these districts, and who starts them. It is important to attract businesses that can activate the district. The most important characteristic of a new district is to bring life and activity. You will also want someone who can stay in business.
    - Destination businesses (part of a planned trip) include:
      - Restaurants (Coffee, Bakery, Brew Pub) – Most important, because people cross cultural boundaries to patronize and this is the only business concept that encourages us to “hang out.” It gives a multi-sensory experience that makes us happy.
      - Fabric/Knitting Store
      - Specialty Paper/Printing Store
      - Eyeglass/Optometrlist Store
      - Music/Instrument Store
      - Bird Feed/Yard Supplies
      - Manufacturer/Retailer
      - Wholesaler/Retailer
  - Ms. Reeves commented on the last two types of destination businesses in the bulleted list above. These include an operation where someone is importing or making/manufacturing something interesting and “selling it out the back door” – this is how they make most of their money. This could be a product that creates a great showroom and will create activity and something interesting in the front; however, they are making most of their money selling out the back door.

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Ms. Reeves gave an example of a manufacturing/retailer as a distillery that is manufacturing out the back door but also has a tasting room and something interactive in the front.

Local people start these businesses who tend to be “from the neighborhood.” Demographically these business owners are usually between the ages of 25 to 50 and they are starting their first business.

They care about price and charm. They have a business plan and they have an amount that they can pay per month; they are looking for affordability. They want to like the space – charm. The quality of the space inspires the quality of the retailer.

To take advantage of attracting these types of businesses, the community should leverage its existing buildings. This is why revitalization happens from existing building stock – you can typically renovate it for less than building new.

You want a tenant with active destination businesses. Anyone who starts a business downtown needs to think about how they are having a conversation with the sidewalk. You want to focus on local entrepreneurs who are doing interesting things all throughout Tigard and bring them downtown.

- The only time it is possible to leap-frog the steps of an emerging mixed-use district is when there is the presence of high educational attainment and high income numbers and really high density numbers. This is what national-credit tenants and banks care about.
  - Ms. Reeves reviewed what construction goes with each stage. An emerging district means that you are looking at redeveloping your existing buildings and you are doing a great job at that. When you are in a transition district, you want to figure out how to encourage small infill. The first new construction project or two that you do in an early transition district will not make sense from a market-study perspective – these people will be “putting themselves out there” -- they are creating the comparables that will later bring larger infill construction.
  - The quickest and easiest way to determine the stage of a district is to ascertain the presences of people: How many people are on the sidewalks? People and the cross-pollination among businesses is how downtowns make money. They do not make money if a person drives up makes a purchase and leaves.
- Public Space Overview

Different types of public spaces:

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- Streets – these are the “aisles” in the downtown and the area is like a store in this sense. Your streets should tell a great story: Drive slowly...this is a special place. It should welcome walkers, bikers and cars. She acknowledged the difficulty during the construction phase. The downtown should impart a dramatically different story from what is present on Highway 99.
  - Sidewalks – There is no best sidewalk width; rather, it is what is located next to the sidewalk. She said she wants to know what is going on with a community as demonstrated by what they are showing her at the sidewalk. Tell a story on the sidewalk next to a store entrance – this story should convey the experience you will have if you enter the store.
    - She showed a slide of an outside hotel entrance outfitted with music, a glass-wall installation, plants, comfortable seating and a fire feature. It gives a multi-sensory experience – a fantastic experience even though you have not stepped foot into the hotel. This public space is being used very effectively.
  - Alleys – she showed a photograph of an alley at the entrance to a parking facility. Along the way, there are storefront windows, water fountains and art/statues, which contributes to sales per square foot.
-  Plazas – Ms. Reeves showed a series of slides showing public spaces that were unused or used only when events were scheduled – the spaces did not activate the area as envisioned by contributing to life and activity.  Activity is required to have economic success.
  - Green Spaces  Ms. Reeves showed a series of slides depicting green spaces that did not activate the area as envisioned. She said, “It is not as simple as ‘you build public space and people come.’”
  - Public Space Success  Ms. Reeves showed a series of slides depicting successful public spaces.
    - Public space is successful if it attracts people throughout the year – not just when there are planned events.
    - Successful public spaces are not necessarily “fancy.” Often these spaces start out small; i.e., food trucks.

 Ms. Reeves talked about attributes of successful plazas:

- Pedestrian friendly and people-scaled. Primarily served by foot traffic. Used for formal and informal gatherings.
- Streets and plazas are similar in that they are defined by what frames them.

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- Plaza is a public gathering place that is like an open-air room – you need “walls.” Framing with “walls” of nearby buildings or other structures contributes to define the space; set the boundaries. Without framing the space can feel vast and uncomfortable.
- The ideal size of a public space is “whatever size you can activate with people.” This translates to a smaller size than people often contemplate. She cited information from a book, *A Pattern Language* as she reviewed successful elements for plazas. Plazas should have a shortest access point of not more than 70 feet. Again, she referred to scale, size and framing.
- Plazas need activity to be successful. If there is nothing on the edge that is active and successful, the plaza will not be active and successful. It should be a place to see and be seen.
-  *A Pattern Language* recommended the number of people needed per square foot for success: About one person per 300 square feet for a plaza to feel comfortably activated. So, for a 100,000 square foot plaza, the presence of 300 people is needed for the space to feel comfortable; it would be infrequent for 300 people to gather in one location in the downtown of a mid-size downtown district. Therefore a 100,000 square foot plaza would not contribute to the success of a mid-size district.  Ms. Reeves referred to the example of the Mississippi Plaza in Portland, which is 3,100 square feet, entirely surrounded by restaurants and shops. This space needs ten people to feel active. The Mississippi Plaza contributes to the success of the district nearly every day. Activation is the single most important element.
-  Grade changes contribute to the “see and be seen” elements when considering plaza design. Another design consideration is to create a focal point in the middle of the plaza.
- Urban green spaces offer a place to “commune and connect with nature” – these provide a respite from the hustle and bustle of being in the city. Consideration is needed for green space framing, frequency, size and design. Green spaces are most successful when near dense residential or mixed-use districts because people use parks when they are about a three-minute walk away.
- *A Pattern Language* recommends that green spaces be about 60,000 square feet in size; however, Ms. Reeves thinks they can be smaller. The key is they have to be designed in a way to provide respite. She cited Tanner Springs Park in Portland (NW 10<sup>th</sup> and Overton) as a smaller, but successful green space with a significant amount of activity and provides a sense of being in a natural-area habitat.
- Ms. Reeves referred several times to Jamison Square Park (810 NW 11<sup>th</sup> Avenue) as an example of a hybrid public space -- part green space and part plaza.  
<http://www.portlandoregon.gov/parks/finder/index.cfm?&propertyid=1140&action=ViewPark> she spent time reviewing this park’s framing, size and activation attributes. 
- Public Space and Commerce
  -  Ms. Reeves referred to Lake View Village in Lake Oswego, which is a successful plaza because it has great framing with buildings on one side and a view of the lake on another. Activity along the edge is simply a large expanse of seating area for

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restaurants in the area. This space attracts national tenants because it is in a high-income suburb. This ability to attract these types of tenants is usually difficult for emerging and transition districts.

- Lake View Village, even though it is beautiful and useful for immediately adjacent restaurants, has not been hugely successful in assisting the downtown area because the plaza is disconnected (visual/psychological and actual barriers) from the downtown. 
-  Ms. Reeves showed slides illustrating her points about lack of interesting visuals a shopper experiences when leaving a downtown Lake Oswego business. There are no enticements to encourage a person to remain shopping as store entrances exit onto a parking lot. There is no “cross pollination” among businesses. Plaza space is not a “magic bullet” – care is needed for plaza placement.
- Having great regular events in public spaces does not necessarily mean that everyone’s businesses immediately improve. She said the worst business day for downtown business is usually on Farmer’s Market day. It takes hard work to leverage an event like the Farmer’s Market. Increasing visibility and adding sidewalk interest can increase walk-in traffic. One Lake Oswego business converts customer parking spaces next to the building into an outdoor market on Saturdays to take advantage of the presence of the Farmer’s Market crowd turning this day from a slow business day to one of the busiest days of the week.
- Public space emerging and transition districts should focus on:
  - Activate the sidewalks... “we want to see people – that is how we know a place is safe and that is how we know we have a successful district.”
  - “Show, don’t tell!” Show what the business and the district are about; don’t rely on a sign to “tell.” Show by emanating a feeling with landscaping, architecture and art. Show you will “take care” of the customer and that you value craftsmanship. Other attributes: outdoor seating, tables. Outdoor spaces can tell the story of what a business is about even when the business is closed. Offer a multi-sensory experience – Ms. Reeves referred to a store in Gresham that popped popcorn and the owners would walk around the area distributing samples for people to try.
  - Start small with offering public spaces. Remember the rule of one person per 300 square feet. Make sure the space is “on the edge of something active...” The space should be additive by contributing to other things around it.
  - Get creative with parking lots. Are there things that can be done to “liven” them up? Examples: greenery, community garden (showing a connection to community), seating areas, and artwork/sculptures. Ms. Reeves showed slides where there were areas of the parking lot with small putting greens and art images created with plant materials.
  - Program the public space to keep it active. Ms. Reeves said Tigard needs to start practicing this on Main Street so people start thinking of the downtown as a place to come for events. She referred to activities such as a large-size outdoor chess set, fountains, outdoor restaurant and outdoor light show at

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night. Another idea was a guided bike ride in the area with different businesses sponsoring a theme for certain segments of the route. Hold outdoor dance lessons at the dance studio. “Do things in the downtown that get people here and think of it as event space.”

Council questions/comments:

-  Councilor Woodard asked Ms. Reeves what she thought about flash mob events to activate space. Ms. Reeves said different communities have used “cash mobs,” – people descend upon a business and spend a certain amount of cash. Success for this type of activity is a community-by-community situation; there are some communities that are not interconnected or have an age demographic to make this an effective event.
- Mayor Cook referred to Ms. Reeves’ recommendations to start small and to activate spaces. The downtown plan calls for a larger plaza space but he understood it might be a good idea to start with some smaller spaces and build up to the larger plaza. Mayor Cook cited the large Tualatin space that appears to be active. Ms. Reeves said she is not very familiar with the Tualatin plaza – she said she would be curious to find out how active it is. She defined the plaza space as creating an atmosphere in an urban environment that contributes to the cross-pollination of businesses and foot traffic. Tigard does not have a lot of activity in its downtown. It is rare for a Main Street or a small downtown business environment to introduce a large plaza space without activating the sidewalks.
-  Mayor Cook noted the caution of placing a plaza that is behind the business fronts because it does not activate as well. Ms. Reeves said to concentrate on what you want to plaza to do. She used Mississippi Avenue as an interesting example, which uses a string of smaller public spaces. As the spaces were created they complimented one another in style and then as new construction came in, it mirrored the style – the sum total has been to create a vibrant environment. Now, a larger public space in the area might be successful.
-  Ms. Reeves noted the Tigard downtown is not immediately surrounded by a lot of residential development. A lot of the businesses are “9 to 5.” Tigard is still working on having a sense that “downtown is a place where we go to hang out and you are still working on creating sidewalk life and activating your sidewalks.” She said, “I think you do want to start small...you have enough space now to start programming it and starting making that a reality for your community without adding big spaces.”
-  In response to a comment from Councilor Snider, Ms. Reeves said sidewalk activation is a way of indicating how your community is engaging the public realm in the downtown. This is not happening very much. If a public space was introduced into the district, then “you will have to work really hard to program it.” You have to decide if you are going to introduce this public space whether you have the funds to pay for someone to do the program work. She said she would look for more opportunities to introduce public space along the edges of things that have the most activity now.
-  Councilor Woodard noted the presence of a fairly good trail system. He referred to Tigard’s Neighborhood Network and suggested the city might work to fully engage this network to communicate and promote events. Ms. Reeves described a recreational bike share

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program with stations where people could check out bikes to ride the trails. She said, “I want you to think about what are the things you can put into downtown...and what are the ways businesses can tie into these things”; i.e., offering boxed lunches and easy-to-eat on the go foods.

-  Councilor Snider commented that he has been in the Lake Oswego downtown a number of times over the last few years and he did not realize there was a plaza in the area. He agreed the placement of the plaza is very important.
-  Council President Henderson noted his appreciation for Ms. Reeves’ comments about the sidewalks. He agrees with the need for activation.
-  Councilor Woodard commented on the presence of spectators and participants. He talked about ideas to activate the area and to include all ages.
-  In response to Councilor Woodard’s ideas, Ms. Reeves described an interactive night light BMX/skateboard course projected in an empty parking garage in the evening. What can you do with parking lots – determine a dual-use purpose.
-  Mr. Richard Shavey (CCAC Commissioner) suggested the downtown might be able to accommodate several small plazas rather than a large plaza. He also suggested installing water features.
-  Councilor Buehner suggested the urban creek be used to attract people to the downtown.
-  Ms. Reeves cautioned against establishing a theme too early. She agreed different small plaza spaces all over the downtown were a good idea. Downtown Tigard is still “figuring out who it’s going to be.”
-  Councilor Snider asked Ms. Reeves about her impression on Tigard’s direction for public art. Ms. Reeves said she has not seen the proposals for the public art, but was supportive of adding art to the district – it’s a good start.
- Ms. Elise Shearer suggested activating the roof tops of the downtown which are visible from traffic on 99W; i.e., flags and artwork. Ms. Reeves referred to her “show, don’t tell” advice she gave earlier in the presentation and reminded those present that people do not find signs interesting. Create a street that “is the absolute opposite of Highway 99 – a respite from this wide, busy arterial...” She commented on living wall installations (plant life, greenery) – hint at the lush environment of the green street in the downtown.



*Note: Agenda Item Nos. 4 through 8 are business items that will need either City Center Development Agency (CCDA) Board consideration or City Council consideration. The agenda title reflects whether this is a Board or a City Council action item.*

- ❖ Chair Cook explained this portion of the meeting will require alternate actions by the CCDA Board and the City Council.

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
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- ❖ Redevelopment Project Manager Farrelly presented an overview of the agenda items before the City Center Development Agency and the City Council:
  - The following actions represent a major milestone in the short history of urban renewal in the City of Tigard.
  - Property will be purchased for eventual redevelopment by the Urban Renewal Agency (aka City Center Development Agency).
  - Several actions are required:
    - Amend the Urban Renewal Plan (requires action by the City Center Development Agency and the City Council).
    - CCDA Board will authorize the Executive Director of the CCDA Board to complete the purchase of the property.
    - Two items require approval to finance the property purchase:
      - ✓ The CCDA authorizing indebtedness through an Intergovernmental Agreement with the City of Tigard.
      - ✓ The City of Tigard authorizing the purchase.
  
- ❖ Redevelopment Project Manager Farrelly summarized the property purchase:
  - The property under consideration for purchase is the “Miller” property at 9110 SW Burnham Street, also known as the Ferguson Plumbing property. The purchase price is \$1.3 million, which is also the amount of money available in the Parks Bond fund for the downtown.
  - The property was appraised for \$1.2 million.
  - The acquisition will be financed by a ten-year loan that will be secured by the city’s full faith and credit and repaid with tax increment financing funds generated in the district.
  - The purchase of this property will impact the CCDA budget for FY 14/15 at half the level of funding for programs because of debt-service payments.
  -  Income will be generated by the property because of a lease that is in place.
  - Due diligence prior to considering the purchase of this property included:
    - The agency commissioned environmental site assessments, Phase 1 and Phase 2. There was some groundwater and shallow soil contamination by pesticides. The consultant and city attorney (who specializes in environmental issues) have said this is a low-risk liability and does not have to be addressed until redevelopment and the soil is disturbed.
  - Property management: There is a lease in place and the current lease goes to 2018. The tenant, Ferguson Plumbing, has the right to extend the lease for two additional three-year lease terms. The lease will remain; however, there might be opportunity in the future to work with the lessee to relocate. Redevelopment Project Manager Farrelly stressed it is up to the company to determine if it would like to relocate or renew the lease.
    - The lease is triple net, so the lessee will pay for all of the building and property maintenance.
    - Revenue generated to the agency from the lease will be about \$86,000 per year and this can be used to augment the urban renewal budget.

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
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-  The lease specifies insurance requirements for a \$1 million liability policy, which is below Oregon tort limits, but there is no way to increase this amount with the current lease. Staff will be looking into landlord coverage.
  - The structure was inspected and there was some minor cracking found in the back wall of the structure. A structural engineer also inspected and advised the cracking was not a major concern.
  - The property is versatile; it is a good size and fronts on Fanno Creek Park near Main Street. Redevelopment Project Manager Farrelly advised the property will be a great future redevelopment site. Determination of what eventually is built at this site will depend on what happens in the district in the next few years and whether the tenant chooses to stay for the entire nine years.
  - With the purchase of this property, the money invested in Burnham Street will be leveraged.
  - As the district is maturing, it is important for the district to begin assembling and controlling property to assure the downtown vision is implemented through redevelopment.
  - > Director Snider asked if the insurance questions have been answered with regard to adequacy given the Oregon tort limits. He said he does not necessarily need an answer to this at this meeting; however, he said the correct amount of insurance should be acquired.
  - > Director Buehner advised the standard in the industry is to require a \$2 million policy. She acknowledged this cannot be changed to apply to the lessee; however, she wants the city to have coverage for the potential liability.
  - > Redevelopment Project Manager Farrelly said Assistant to the City Manager Mills is in charge of the city's Risk Division. Ms. Mills has monitored this property and Redevelopment Project Manager Farrelly said he is certain that adequate coverage for tort claims will be in place.
  - > In response to a question from Councilor Snider, City Attorney Olsen advised the current Oregon tort limit for local government is \$500,000 and it goes up every year. In the case of a lease, there are several types of liability to be concerned about. This particular lease is unusual in that there is no opportunity, without renegotiating the lease to increase the responsibility of the tenant for insurance. Therefore, the city, through its Risk Manager, needs to take a look at purchasing adequate additional insurance or procure a rider on the city's policy to cover any additional exposure. This is being done.
4. CITY CENTER DEVELOPMENT AGENCY RESOLUTION TO AMEND THE CITY CENTER URBAN RENEWAL PLAN (AMENDMENT NO. 1)
- Add property acquisition and property disposition to the list of urban renewal projects.
  - Add the acquisition of the property at 9110 SW Burnham to the list of urban renewal projects.

 Redevelopment Project Manager Farrelly reviewed Agenda Item No. 4. This is the first amendment to the Plan since voter approval in 2006. The Plan authorizes property acquisition and disposition in Section 8. Such property must be from willing sellers and the Plan lists reasons for purchasing property: To complete public improvements and to support development of retail, office, housing and mixed-use projects. The proposed amendment will add real property acquisition

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
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and real property disposition to the list of urban renewal projects. A list of specific added projects that will change the Urban Renewal Plan was submitted in the council's meeting packet.

 Once the specific projects have been added, a list of properties to be purchased will be placed into the Plan. This Burnham Street property will be the first property. As properties are purchased in the future, the Plan will have to be amended.

 The Urban Renewal Plan established the method for amending the Plan. Redevelopment Project Manager Farrelly explained this will be a City Center Development Agency Board and a Tigard City Council approved amendment. This amendment is categorized as: The addition or expansion of a project that adds costs in 2005 dollars of more than \$500,000 and is materially different from projects previously authorized in the Plan.

 Board discussion followed. Director Henderson said he could understand the amendment calling for property acquisition; however, he did not understand why property disposition was also listed. Redevelopment Project Manager Farrelly explained that if a property is purchased, the Agency will want to dispose of all or part by selling or conveying property to a developer. At this time, what is to be done with the property is unknown. The Agency might retain the property for public use or sell part for private development and keep part for public use.

 Director Henderson noted the proposed language would provide the ability for the Agency to dispose of street improvements, bike/pedestrian facilities, parks, public spaces and public facilities. He said he thought this was too inclusive and was unsure whether this was the intention. Redevelopment Project Manager Farrelly said this list is in conjunction with projects. He acknowledged the Agency would not be selling sidewalks or public plazas; however, if the Agency purchased a property it might decide to build a public street on part of it and sell the remainder for private development. The language would not authorize selling of public improvements.

 Following a comment by Director Henderson, Director Woodard said it was his understanding there could be a change of use of the property and this must be reflected in the Plan. Redevelopment Project Manager Farrelly said the amendment would authorize the Agency to sell property; board approval would be required for property disposition.

 Director Henderson explained he understands the amendment of the Plan to allow this particular purchase; however, the authority to sell property appears to be unnecessarily broad at this time.

 Director Snider commented that the Agency can only sell property which is owned by the district and it is his understanding the Agency will only own the Burnham Street property that is now under consideration for purchase. This amendment will allow the Agency to not only purchase property but also sell or dispose of the property as it determines to be of benefit to the

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
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district. Redevelopment Project Manager Farrelly confirmed that action by the board with regard to the purchase and sale of property will have to be done to further the Urban Renewal Plan.

 Motion by Director Snider, seconded by Director Buehner, to approve CCDA Resolution No. 14-03.

CCDA RESOLUTION NO. 14-03 - A RESOLUTION AMENDING THE CITY CENTER URBAN RENEWAL PLAN BY ADDING PROPERTY ACQUISITION AND PROPERTY DISPOSITION TO THE LIST OF URBAN RENEWAL PROJECTS AND ADDING THE ACQUISITION OF 9110 SW BURNHAM STREET PROPERTY (TAX LOT ID 2S12AC-00202) AS A PROJECT

The motion was approved by a majority vote (4 to 1) of CCDA board members present:

Chair Cook	Yes
Director Buehner	Yes
Director Henderson	No
Director Snider	Yes
Director Woodard	Yes

5. CITY COUNCIL RESOLUTION TO AMEND THE CITY CENTER URBAN RENEWAL PLAN (AMENDMENT NO. 1)
- Add Property Acquisition and Property Disposition to the list of urban renewal projects.
  - Add the acquisition of the property at 9110 SW Burnham to the list of urban renewal projects.

Mayor Cook noted this agenda item was reviewed during the staff report for Agenda Item No. 4 and is now before the City Council for consideration.

Redevelopment Project Manager Farrelly confirmed this is an identical amendment that was before the CCDA in Item No. 4.

Motion by Councilor Woodard, seconded by Councilor Snider, to adopt Resolution No. 14-19.

RESOLUTION NO. 14-19 -- A RESOLUTION AMENDING THE CITY CENTER URBAN RENEWAL PLAN BY ADDING PROPERTY ACQUISITION AND PROPERTY DISPOSITION TO THE LIST OF URBAN RENEWAL PROJECTS AND ADDING THE ACQUISITION OF 9110 SW BURNHAM STREET PROPERTY (TAXLOT ID 2S12AC-00202) AS A PROJECT

 The motion was approved by a majority vote (4-1) of council present.

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
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Mayor Cook	Yes
Council President Henderson	No
Councilor Buehner	Yes
Councilor Snider	Yes
Councilor Woodard	Yes



6. CITY CENTER DEVELOPMENT AGENCY (CCDA) RESOLUTION TO APPROVE PURCHASE OF THE MILLER PROPERTY AS OUTLINED IN THE PURCHASE AND SALE AGREEMENT AND TO AUTHORIZE THE CCDA EXECUTIVE DIRECTOR TO TAKE ACTION TO COMPLETE THE PURCHASE ON BEHALF OF THE AGENCY

Redevelopment Project Manager Farrelly presented the staff report. Now that the Urban Renewal Plan has been amended, the CCDA board can authorize the Executive Director to proceed with the property purchase. He noted the CCDA received a copy of the Purchase and Sale Agreement in the meeting packet along with two amendments. One amendment was to clarify the property’s legal description and the second amendment was to clarify that the CCDA, rather than the City of Tigard, was purchasing the property.

He referred again to the due diligence that was taken, including an environmental assessment. The proposed resolution will direct the CCDA Executive Director to complete the purchase and close on the property.



Motion by Director Henderson, seconded by Director Woodard, to approve the purchase of the property (CCDA Resolution No. 14-04).

CCDA RESOLUTION NO. 14-04 - A RESOLUTION APPROVING THE PURCHASE OF THE PROPERTY AT 9110 SW BURNHAM STREET (TAX LOT ID 2S12AC-00202) AND AUTHORIZING THE EXECUTIVE DIRECTOR OF THE CITY CENTER DEVELOPMENT AGENCY TO TAKE ALL NECESSARY ACTION TO COMPLETE THE PROPERTY PURCHASE ON BEHALF OF THE AGENCY



The motion was approved by a unanimous vote of CCDA Board members present:

Chair Cook	Yes
Director Buehner	Yes
Director Henderson	Yes
Director Snider	Yes
Director Woodard	Yes

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
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7. CITY CENTER DEVELOPMENT AGENCY (CCDA) RESOLUTION TO AUTHORIZE AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CCDA AND THE CITY OF TIGARD TO ENTER INTO INDEBTEDNESS AND DELEGATE TO THE EXECUTIVE DIRECTOR, OR DESIGNEE, THE AUTHORITY TO DETERMINE THE FINAL TERMS OF THE IGA AND TO EXECUTE THE IGA

 Finance and Information Services Department Director LaFrance presented the staff report. The first action on the IGA will be by the CCDA Board to authorize the Executive Director to finalize the terms of the IGA. The IGA form is attached to CCDA Resolution No. 14-05. The IGA contains some blanks because the financing of the property purchase needs to be completed. The second action (Agenda Item No. 8) will be before the assembly as the City Council to authorize the City Manager to finalize the terms of the IGA. The Council will also be authorizing the staff to finalize the financing.

 Councilor Woodard noted the purchase price is stated as \$1.3 million. He said Page 1 of the resolution quotes a figure of \$1.4 million. Finance and Information Services Department Director LaFrance said the resolution is authorizing purchase for “up to \$1.4 million.” Bond counsel advised the CCDA should authorize the amount “up to \$1.4 million” to cover additional expenses that might occur between now and the time of final purchase. Finance and Information Services Department Director LaFrance said, “We will borrow the amount necessary to make the purchase up to \$1.4 million.” Finance and Information Services Department Director LaFrance acknowledged Director Buehner’s comment that there will be closing costs; however, the \$1.4 million is authorization for the principal amount of the borrowing; closing costs could be up to \$30,000.

 In response to a question from Director Henderson, the CCDA/City Council will see the final documents either in a council packet or on an agenda as a “Receive and File.” At this time, if the resolution is approved, the CCDA board will authorize the City Manager/Executive Director to finalize the IGA. Finance and Information Services Department Director LaFrance said he will be working with bond counsel and the city’s financial advisor to finalize the terms with the lender, which (at this point) is U.S. Bank. The reason there are two actions (before the CCDA Board and the City Council) this evening is because the city’s full faith and credit will be used to back the borrowing, which means a lower interest rate. These actions will also allow for a reduction in closing costs so annual interest payments will be lower and make more resources available for programming within the CCDA. The intent is that the CCDA will use the tax increment to pay the annual debt service. The city will not have to pay anything towards this debt unless something unforeseen occurs within the property tax increment received by the CCDA making it unable to make full payment in any given year.

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
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 Motion by Director Snider, seconded by Director Buehner, to approve CCDA Resolution No. 14-05.

**CCDA RESOLUTION NO. 14-05 - A RESOLUTION AUTHORIZING INDEBTEDNESS FOR A CAPITAL PROJECT DESCRIBED IN THE URBAN RENEWAL PLAN FOR THE CITY CENTER URBAN RENEWAL AREA.**

 The motion was approved by a unanimous vote of CCDA Board members present:

Chair Cook	Yes
Director Buehner	Yes
Director Henderson	Yes
Director Snider	Yes
Director Woodard	Yes



8. **CITY COUNCIL RESOLUTION TO AUTHORIZE DEBT UP TO \$1,400,000 AND DELEGATE AUTHORITY TO NEGOTIATE AND EXECUTE THE FINANCING AND ENTER INTO AND INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY CENTER DEVELOPMENT AGENCY (CCDA) AND THE CITY OF TIGARD TO ENTER INTO INDEBTEDNESS THAT WILL BE REPAID BY THE CCDA PROPERTY TAX INCREMENT**

Mayor Cook announced this agenda item and noted the action before with City Council is associated with Agenda Item No. 7.

 Motion by Councilor Woodard, seconded by Councilor Snider, to adopt Resolution No. 14-20.

**RESOLUTION NO. 14-20 - A RESOLUTION AUTHORIZING FINANCING OF A CAPITAL PROJECT DESCRIBED IN THE URBAN RENEWAL PLAN FOR THE CITY CENTER URBAN RENEWAL AREA.**

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

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

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
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 Council President Henderson commented that this project “has been a long time in coming” and is instrumental for the efforts up to this point by the CCDA and CCAC. He recognized Neal Brown for his involvement, which made the project possible.

9. NON AGENDA ITEMS: None

10. ADJOURNMENT - 8:24 p.m.

 Motion by Director/Councilor Snider to adjourn the meeting. Director/Councilor Buehner seconded the motion.

The motion was approved by a unanimous vote of the CCDA Board and City Council members present:

Chair/Mayor Cook	Yes
Director/Council President Henderson	Yes
Director/Councilor Buehner	Yes
Director/Councilor Snider	Yes
Director/Councilor Woodard	Yes

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Catherine Wheatley, City Recorder

Attest:

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Chair/Mayor, City of Tigard

Date: \_\_\_\_\_

**TIGARD CITY CENTER DEVELOPMENT AGENCY/CITY COUNCIL  
MEETING MINUTES – MAY 6, 2014**

**AIS-1806**

**3. B.**

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** Consent Item

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

**Submitted By:** Cathy Wheatley, Administrative Services

**Item Type:** Receive and File

**Meeting Type:** Consent -  
Receive and  
File

**Public Hearing:** No

**Publication Date:**

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**Information**

**ISSUE**

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

**STAFF RECOMMENDATION / ACTION REQUEST**

No action is requested; these are 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**

N/A

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

N/A - Receive and File Items

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**Attachments**

Council Calendar

Tentative Agenda

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# 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 2, 2014

## June

3 **Tuesday** **City Center Development Agency Meeting Cancelled**  
10\* **Tuesday** Council Business Meeting -- 6:30 p.m., Town Hall  
17\* **Tuesday** Council Workshop Meeting – 6:30 p.m., Town Hall  
24\* **Tuesday** Council Business Meeting – 6:30 p.m., Town Hall

## July

1 **Tuesday** **City Center Development Agency Meeting Cancelled**  
8\* **Tuesday** Council Business Meeting—6:30 p.m., Town Hall  
15\* **Tuesday** **Council Workshop Meeting Cancelled**  
22\* **Tuesday** Council Workshop and Business Meeting – 6:30 p.m., Town Hall

## August

5 **Tuesday** **City Center Development Agency Meeting Cancelled**  
**National Night Out**  
12\* **Tuesday** Council Business Meeting -- 6:30 p.m., Town Hall  
19\* **Tuesday** **Council Workshop Meeting Cancelled**  
26\* **Tuesday** Council Workshop and 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		CCDA Meeting	

**City Council Tentative Agenda  
6/2/2014 1:42 PM - Updated**

Form #	Meeting Date	Submitted By	Meeting Type	-----Title-----	Department	Inbox or Finalized
1612	06/03/2014	Cathy Wheatley	AAA	June 3, 2014 CCDA Meeting - Cancelled.		
1613	06/10/2014	Cathy Wheatley	AAA	<b>June 10, 2014 Business Meeting – No Study Session Items. Business Meeting and TV Coverage will begin at 6:30 p.m.</b>		
1774	06/10/2014	Debbie Smith-Wagar	CCBSNS	Consent Item - Resolution Accepting the Water Master Plan Update for River Terrace	Financial and Information Services	05/29/2014
1775	06/10/2014	Debbie Smith-Wagar	CCBSNS	Consent Item - Resolution Accepting the Sewer Master Plan Update for River Terrace	Financial and Information Services	05/29/2014
1790	06/10/2014	Liz Lutz	CCBSNS	Consent Item - Establish Mayor and Council Compensation Which Supersedes Resolution No 13-23	Financial and Information Services	05/29/2014
1769	06/10/2014	Lloyd Purdy	CCBSNS	15 Minutes - Tigard Walks: Project Results	Community Development	05/28/2014
1759	06/10/2014	Carol Krager	CCBSNS	15 Minutes - Google Hut License Agreement Template	City Management	05/29/2014
1734	06/10/2014	Joseph Barrett	CCBSNS	5 Minutes - Contract Award - 2014 PMP Pavement Overlay Project	Financial and Information Services	05/28/2014
1736	06/10/2014	Joseph Barrett	CCBSNS	5 Minutes - Contract Award - 2014 PMP Pavement Crack Sealing	Financial and Information Services	05/28/2014
1784	06/10/2014	Carissa Collins	CCBSNS	10 Minutes - FY 2014 Fourth Quarter Supplemental Budget Amendment	Financial and Information Services	05/29/2014

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

**City Council Tentative Agenda  
 6/2/2014 1:42 PM - Updated**

1720	06/10/2014	Liz Lutz	CCBSNS	5 Minutes - Resolution Certifying that the City of Tigard Provides Services Qualifying for State-Shared Revenues	Financial and Information Services	05/22/2014
1721	06/10/2014	Liz Lutz	CCBSNS	5 Minutes - Resolution Declaring the City's Election to Receive State Revenue Sharing	Financial and Information Services	05/22/2014
1722	06/10/2014	Liz Lutz	CCBSNS	10 Minutes - Adopt Citywide Master Fees and Charges Schedule Replacing Res 13-26 and Subsequent Amendments	Financial and Information Services	05/28/2014
1723	06/10/2014	Liz Lutz	CCBSNS	15 Minutes – Budget Hearing	Financial and Information Services	05/29/2014
1791	06/10/2014	Greer Gaston	CCBSNS	5 Minutes - Local Contract Review Board - Consider the Purchase of Five Police Vehicles	Public Works	05/29/2014
1800	06/10/2014	Marissa Grass	CCBSNS	10 Minutes - Adopt a Resolution Authorizing the City Manager to Execute an Agreement with the County Continuing the City's Participation in the CDBG Program	Community Development	Wine, Marty
1724	06/10/2014	Liz Lutz	CCBSNS	5 Minutes - Adopt CCDA FY 2015 Budget with Adjustments, Make Appropriations, and Impose and Categorize Taxes-Resolution	Financial and Information Services	05/29/2014

**Total Time: 105 of 100 minutes have been scheduled**

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

**City Council Tentative Agenda  
6/2/2014 1:42 PM - Updated**

1614	06/17/2014	Cathy Wheatley	AAA	June 17, 2014 Workshop Meeting		
<b>Total Time: 140 of 180 minutes have been scheduled</b>						
1586	06/17/2014	Greer Gaston	CCWKSHOP	15 Minutes - Briefing on Capital Improvement Plan (CIP) Projects	Public Works	Gaston G, Conf Executive Asst
1671	06/17/2014	Debbie Smith-Wagar	CCWKSHOP	60 Minutes - River Terrace Parks and Transportation Master Plan Addenda and Financing Strategies	Financial and Information Services	Stone Mike, City Engineer
1712	06/17/2014	Lloyd Purdy	CCWKSHOP	15 Minutes - Update on Economic Development Activity	Community Development	Asher, K, Community Development Dir.
1772	06/17/2014	Greer Gaston	CCWKSHOP	30 Minutes - Demonstration of the Public Works Department's New Computerized Maintenance Management System (CMMS) Software	Public Works	Gaston G, Conf Executive Asst
1794	06/17/2014	Joanne Bengtson	CCWKSHOP	20 Minutes - Review Comment Cards and Feedback from Council's 5x3x10 Events	City Management	
<b>Total Time: 140 of 180 minutes have been scheduled</b>						
1615	06/24/2014	Cathy Wheatley	AAA	June 24, 2014 Business Meeting		
1792	06/24/2014	Dana Bennett	ACCSTUDY	15 Minutes - Labor Negotiations Update	City Management	05/29/2014
1793	06/24/2014	Sean Farrelly	ACCSTUDY	25 Minutes - Executive Session- Real Property Negotiations	Community Development	05/29/2014
1743	06/24/2014	Greer Gaston	ACCSTUDY	5 Minutes - Briefing on an Agreement with CWS and Beaverton Regarding the Construction of Water and Sewer Lines to Serve River Terrace	Public Works	Stone Mike, City Engineer
<b>Total Time: 45 of 45 minutes have been scheduled</b>						

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

**City Council Tentative Agenda  
6/2/2014 1:42 PM - Updated**

1796	06/24/2014	Joanne Bengtson	CCBSNS	1 5 Minutes - Resolution Honoring City Recorder Catherine Wheatley for 26 Years of Service	City Management	05/29/2014
1780	06/24/2014	Julia Jewett	CCBSNS	2 15 Minutes - TMC 7.70 Secondhand Dealers and Transient Merchants	Police	Jewett J, Conf Exec Asst
1765	06/24/2014	Joseph Barrett	CCBSNS	3 5 Minutes - Contract Award - Copper Creek Slope Stabilization	Financial and Information Services	Barrett J, Sr Mgmt Analyst - Finance
1707	06/24/2014	Joseph Barrett	CCBSNS	4 10 Minutes - Contract Award - City Hall Complex EIFS Restoration Construction Services	Financial and Information Services	Barrett J, Sr Mgmt Analyst - Finance
1643	06/24/2014	Greer Gaston	CCBSNS	5 15 Minutes - Authorize the Mayor/City Manager to Execute an Intergovernmental Agreement with King City Regarding Water System Ownership and Water Service	Public Works	Koellermeier D, Public Works Dir
				<b>Total Time: 50 of 100 minutes have been scheduled</b>		
1616	07/01/2014	Cathy Wheatley	AAA	July 1, 2014 CCDA Meeting – Meeting Cancelled		

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

**City Council Tentative Agenda**  
**6/2/2014 1:42 PM - Updated**

1617	07/08/2014	Cathy Wheatley	AAA	July 8, 2014 Business Meeting		
1773	07/08/2014	Debbie Smith-Wagar	ACCSTUDY	45 Minutes - Discussion of Trails and Parks/Transportation Master Plans	Financial and Information Services	
<b>Total Time: 45 of 45 minutes have been scheduled</b>						
1744	07/08/2014	Greer Gaston	ACONSENT	Consent Item - Authorize the Mayor to Execute an Agreement with CWS and Beaverton Regarding the Construction of Water and Sewer Lines to Serve River Terrace	Public Works	Gaston G, Conf Executive Asst
1714	07/08/2014	Lloyd Purdy	CCBSNS	10 Minutes - Vertical Housing Development Zone: Resolution Requesting Designation	Community Development	Laughlin D, Conf. Exec. Asst.
1717	07/08/2014	Lloyd Purdy	CCBSNS	15 Minutes - Tigard Enterprise Zone: Resolution & IGA	Community Development	Purdy, L, Econ Development Mgr
1781	07/08/2014	Carol Krager	CCBSNS	15 Minutes - TMC 7.70 Secondhand Dealers and Transient Merchants	City Management	Jewett J, Conf Exec Asst
<b>Total Time: 40 of 100 minutes have been scheduled</b>						
1618	07/15/2014	Cathy Wheatley	AAA	July 15, 2014 Workshop Meeting - Cancelled.		

Meeting Banner	<input type="checkbox"/>	Business Meeting	<input type="checkbox"/>
Study Session	<input type="checkbox"/>	Special Meeting	<input type="checkbox"/>
Consent Agenda	<input type="checkbox"/>	Meeting is Full	<input type="checkbox"/>
Workshop Meeting	<input type="checkbox"/>	CCDA Meeting	<input type="checkbox"/>

**City Council Tentative Agenda  
6/2/2014 1:42 PM - Updated**

1619	07/22/2014	Cathy Wheatley	AAA	July 22, 2014 Combined <b>Workshop</b> and Business Meeting		
1738	07/22/2014	Renee Ferguson	ACCSTUDY	10 Minutes - Briefing on an Agreement with Washington County for Technological Improvements to Traffic Signals along Durham and Upper Boones Ferry Roads	Public Works	Stone Mike, City Engineer
<b>Total Time: 10 of 45 minutes have been scheduled</b>						
1795	07/22/2014	John Floyd	CCBSNS	30 Minutes - Medical Marijuana Code Update	Community Development	Floyd J, Associate Planner
1673	07/22/2014	D Smith-Wagar	CCBSNS	60 Minutes – River Terrace Financing Update on Stormwater	FIS	Smith-Wagar
<b>Total Time: 90 of 100 minutes have been scheduled</b>						
1620	08/05/2014	C Wheatley	AAA	August 5, 2014 CCDA Meeting - Cancelled.		
1621	08/12/2014	Cathy Wheatley	AAA	August 12, 2014 Business Meeting		
1740	08/12/2014	Renee Ferguson	ACONSENT	Consent Item - Authorize the Mayor to Execute an Agreement with Washington County for Technological Improvements to Traffic Signals	Public Works	Gaston G, Conf Executive Asst
1622	08/19/2014	Cathy Wheatley	AAA	August 19, 2014 Workshop Meeting - Cancelled.		
1623	08/26/2014	CWheatley	AAA	August 26, 2014 Business Meeting – Combined <b>Workshop</b> and Business Meeting		
1776	08/26/2014	Debbie Smith-Wagar	CCBSNS	Consent Item - Adopt Stormwater Project List for River Terrace	Financial and Information Services	

**AIS-1774**

**3. C.**

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** Consent Item

**Agenda Title:** Resolution Accepting the Water Master Plan Update for River Terrace

**Submitted By:** Debbie Smith-Wagar  
Financial and  
Information Services

**Item Type:** Motion Requested      **Meeting Type:** Consent  
Agenda

**Public Hearing** No

**Newspaper Legal Ad Required?:**

**Public Hearing Publication**

**Date in Newspaper:**

**Information**

**ISSUE**

Shall the City Council approve a resolution adding the attached Water System Master Plan Addendum for River Terrace to the city's Water System Master Plan?

**STAFF RECOMMENDATION / ACTION REQUEST**

Staff recommends approval of the attached resolution.

**KEY FACTS AND INFORMATION SUMMARY**

As part of the River Terrace Community Plan, water system public facilities have been identified that will need to be built in order for River Terrace to be developed. These projects need to be added to the City of Tigard Water System Master Plan. By adding the projects to the Water System Master Plan, water system development charges can be used to fund portions of these projects.

In 2010, the City of Tigard updated its Water System Master Plan (WSMP). The WSMP addresses water supply capacity needs and guides water system infrastructure improvements in the Tigard Water Service Area. Since the adoption of the WSMP update in 2010, the West Bull Mountain Concept Plan was completed and adopted by Washington County and the city. The area now known as River Terrace (and formerly known as West Bull Mountain) was also annexed to the city. The attached master plan addendum updates the WSMP to accommodate water needs anticipated in River Terrace and contributes to the city's broader goal of completing the River Terrace Community Plan.

The 2010 WSMP update addressed River Terrace's overall water supply capacity needs, but did not address how water service would be delivered to this area. The attached water master plan addendum addresses this issue. A summary of capital improvement project recommendations and costs can be found on pages 8 and 9 of the addendum. The recommended improvements are also illustrated in Figure 7, which can be found on the very last page of the addendum. Two of the three pressure zones in the River Terrace area can be easily and effectively served by the extension of existing distribution and transmission lines. In order to serve the remaining pressure zone (River Terrace 550) the city will need to provide more water storage in addition to new transmission lines. The recommendation is to construct a three million gallon storage reservoir on the city-owned Cach property, which was purchased for this purpose to meet existing storage deficiencies in this area.

### **OTHER ALTERNATIVES**

Council could choose to not approve the resolution and not add the projects to the Water System Master Plan.

### **COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS**

Water System Master Plan  
River Terrace Community Plan

### **DATES OF PREVIOUS CONSIDERATION**

Council approved the contract for the River Terrace Community Plan (which includes the Water System Master Plan update) on June 25, 2013.

The financing strategies team met with Council and presented an overview of the River Terrace funding strategy on January 21, 2014.

The water and sewer system master plan updates were presented to Council on May 20, 2014.

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#### **Fiscal Impact**

**Cost:** \$17,573,500

**Budgeted (yes or no):** Partially

**Where Budgeted (department/program):** CIP

#### **Additional Fiscal Notes:**

The 2014 budget has appropriations to fund the Barrows/Scholls Ferry water line project (the "18-inch Transmission Main" identified in Table 3 of the Water System Addendum). The Capital Improvement Plan for fiscal years 2015 to 2019 has funding for design of the Cach Reservoir in fiscal year 2018. Cash reserves in the Water Fund would be used to pay for this project.

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#### **Attachments**

Resolution

Exhibit A

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CITY OF TIGARD, OREGON

RESOLUTION NO. 14-

A RESOLUTION TO AMEND THE WATER SYSTEM MASTER PLAN TO INCLUDE PROJECTS NECESSARY FOR THE DEVELOPMENT OF RIVER TERRACE

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WHEREAS, the City of Tigard annexed the River Terrace area west of Bull Mountain in 2011 and 2012; and

WHEREAS, the City of Tigard has completed the water portion of the River Terrace Community Plan, and

WHEREAS, water public facility projects have been identified as part of that plan, and

WHEREAS, these projects are appropriate to be added to the City of Tigard Water Master Plan, and

WHEREAS, the City of Tigard may desire to use water system development charges to fund part of all of these projects,

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

SECTION 1: The projects listed in the Water System Master Plan Addendum (Exhibit A) are hereby added to the Water System Master Plan.

SECTION 2: The projects on this list shall be eligible for funding from water system development charges (SDCs) collected in the Tigard Water Service Area as allowed under section 3.24.060 of the Tigard Municipal Code.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

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Mayor - City of Tigard

ATTEST:

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City Recorder - City of Tigard



# Water System Master Plan Addendum

January 2014



## ACKNOWLEDGEMENTS

We would like to thank the many citizens, staff, and community groups who provided extensive input into the development of this Water Plan Addendum. Special thanks are due to the members of the River Terrace Technical Advisory Committee and Stakeholder Working Group.

## CITY STAFF

Susan Shanks, Project Manager and Senior Planner  
Tom McGuire, Assistant Community Development Director  
Rob Murchison, Senior Project Engineer  
Marissa Grass, Associate Planner  
Kenny Asher, Community Development Director  
Michael Stone, City Engineer  
Brian Rager, Interim Public Works Director  
John Goodrich, interim Assistant Public Works Director

Prepared by Murray, Smith & Associates, Inc.  
January 2014

Brian M. Ginter, P.E.  
Heidi A. Springer, P.E.



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## **SUMMARY OF RECOMMENDATIONS**

The focus of this Water System Master Plan Addendum is on providing water service to the River Terrace Community, which is a new area that the City of Tigard's 2010 Water System Master Plan addressed only for overall water supply capacity needs. The proposed changes do not affect the 2010 Water System Master Plan except for minor modification of the forecasted system-wide water demands.

The River Terrace Community is divided into the three pressure zones extending across the area, for the purposes of analysis, identified as the 410 Zone, 713 Zone and 550 Zone. Recommendations for the 410 Zone include construction of a transmission loop extending north to south across the River Terrace area, connecting to existing transmission piping at SW Barrows Road and at SW Beef Bend Road. Recommendations for the 550 Zone include new transmission, storage and pumping facilities. An analysis of water service recommendations and alternatives is provided in the following pages.

## I. INTRODUCTION

In 2010, the City of Tigard updated the community's Water System Master Plan, hereafter referred to as the Water Plan. The Water Plan is the document that guides water system infrastructure improvements in the city's water service area. It was presented to the Intergovernmental Water Board and the Tigard City Council in 2010.

Since the adoption of the Water Plan in 2010, the West Bull Mountain Concept Plan (WBMCP) was completed and adopted by Washington County and the city. The area now known as River Terrace (and formerly known as West Bull Mountain) was also annexed to the city. This addendum provides an update to the Water Plan specific to the River Terrace study area and contributes to the city's broader goal of completing a River Terrace Community Plan.

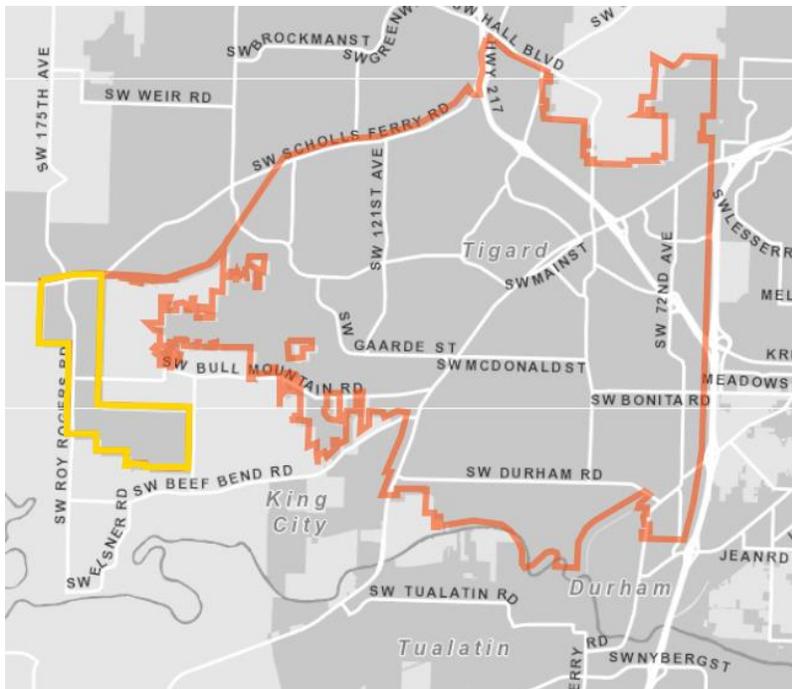


Figure 1 River Terrace Study Area (Outlined in Yellow)

The WBMCP Alternative Water Supplies analysis provides the basis for water system planning in River Terrace, which consists of transmission, pumping and storage improvements. This Water Plan Addendum refines the WBMCP by evaluating specific facility needs to provide service to the study area, identified in Figure 1, through improvements to the existing Tigard water system.

## II. BASIS OF PLANNING AND WATER DEMAND PROJECTIONS

This Water Plan Addendum follows the City of Tigard's 2010 Water System Master Plan and assumes 2.48 persons per dwelling unit. The City of Tigard projects 2,587 dwelling units within River Terrace for an estimated build-out population of 6,416 in 2035.

### *River Terrace Water Demands*

Projected water demands in million gallons per day (mgd) for the River Terrace Community are calculated for this addendum by multiplying projected River Terrace population at build-out by estimated per capita demands. Water facilities recommended to serve River Terrace are sized to meet ultimate capacity needs at build-out as discussed later in this addendum. Per capita water demands are as follows, consistent with the 2010 Water System Master Plan:

- Average Day Demand (ADD) = 110 gallons per capita per day (gpcd)
- Peak Day Demand (PDD) = 231 gpcd

The River Terrace water demand at build-out is allocated to the city's 410, 713 and 550 pressure zones according to the percentage of River Terrace land at elevations similar to those of existing Tigard water customers in these pressure zones. Proposed pressure zone boundaries within the River Terrace Community are illustrated on Figure 4. The distribution of River Terrace water demands by zone is as follows:

- 410 Zone = 50 percent
- 713 Zone = 10 percent
- 550 Zone = 40 percent

Forecasted River Terrace water demands at build-out are summarized in Table 1.

**Table 1**  
**River Terrace Projected Water Demand at Build-Out**

<b>Pressure Zone</b>	<b>ADD (mgd)</b>	<b>PDD (mgd)</b>
410	0.35	0.74
713	0.07	0.15
550	0.28	0.59
<b>TOTAL</b>	<b>0.70</b>	<b>1.48</b>

### **III. SYSTEM ANALYSIS AND RIVER TERRACE WATER SYSTEM CAPACITY**

In order to provide water service to the River Terrace Community, the city must evaluate necessary supply and storage capacity as well as transmission piping.

#### ***Water Supply Capacity***

The city is currently developing a large, long-term supply source through the Lake Oswego-Tigard Water Partnership. The forecasted River Terrace build-out peak demand comprises an insignificant fraction of this supply source capacity. No additional supply facilities are anticipated to serve River Terrace.

#### ***Storage Capacity***

The city's 2010 Water System Master Plan defined criteria for assessing adequate storage capacity in each of Tigard's pressure zones. Required storage capacity is divided into three major components – operational storage, fire flow storage and emergency storage – which are defined as follows:

- Operational Storage – 25 percent of PDD
- Fire Flow Storage – land use with highest fire flow requirement within the zone
  - Residential
    - Low Density = 1,500 gallons per minute (gpm) for 2 hours
    - Medium Density = 2,500 gpm for 2 hours
    - High Density = 3,000 gpm for 3 hours
  - Commercial and Industrial
    - 3,000 gpm for 3 hours
- Emergency Storage – 2 times ADD

Based on these criteria, adequate storage is available in the 410 and 713 pressure zones to serve the relatively small additional demands from River Terrace. Storage capacity assessment in the 550 Zone depends upon the selected River Terrace 550 water service alternative as discussed later in this memo.

#### **River Terrace Proposed Water System Facilities**

##### ***410 Zone***

The Tigard 410 Zone serves a majority of existing Tigard customers. Large diameter transmission piping has been extended west with development of the Bull Mountain area in anticipation of the ultimate extension of the 410 Zone to serve the River Terrace area. It is recommended that existing 18-inch diameter piping on SW Roy Rogers Road at SW Scholls Ferry Road to the north and on SW Beef Bend Road near SW 150th Avenue to the south be extended as new 20-inch diameter pipe west into River Terrace. The existing 18-inch

diameter piping to the north was recently installed in SW Scholls Ferry Road to serve the River Terrace area.

Given the likelihood that the earliest development in the 410 Zone may not all occur near the north or south connections to existing 410 Zone transmission, provisions should be made for extending service into the 410 Zone areas in advance of major transmission piping in SW Roy Rogers Road. It is recommended that a new pressure reducing valve (PRV) station be constructed near the intersection of SW Bull Mountain Road and SW Roy Rogers Road to allow for interim service and for future supply redundancy to this area.

Conceptual level cost estimates for the recently installed 18-inch diameter transmission piping, the proposed 20-inch diameter transmission piping, and the proposed PRV station are presented later in this addendum. Cost estimates are based on an assumed transmission main alignment which generally follows SW Roy Rogers Road from existing transmission piping south to the proposed River Terrace rights-of-way shown on Figure 4. These proposed River Terrace rights-of-way will carry transmission piping west to SW 150th Avenue at SW Woodhue Street and south on SW 150th Avenue to existing transmission piping on SW Beef Bend Road.

### ***713 Zone***

A small area of the River Terrace Community northwest of SW 150th Avenue and SW Woodhue Street will be served by the Tigard 713 Zone as shown on Figure 4. It is recommended that this area be served by extending distribution mains from existing 8-inch and 12-inch diameter piping on SW 150th Avenue. No additional transmission piping or other facilities are anticipated to serve this area.

### ***550 Zone Service Alternatives***

The existing Tigard 550 pressure zone is divided into sub-zones 550A through 550H which form a partial ring at the base of Bull Mountain. Establishment of these sub-zones in the Tigard water system allowed customers at this elevation to be served as development occurred without constructing looped transmission piping all the way around Bull Mountain at this elevation. Large diameter transmission piping has been extended through each of these sub-zones to facilitate completion of a transmission loop around Bull Mountain with the development of the River Terrace Community. Due to incomplete transmission piping in some parts of the 550 sub-zones, completing this transmission loop may not be the most effective way to serve customers in River Terrace. Two facility alternatives were developed to provide service to the River Terrace portion of the 550 Zone. These alternatives are illustrated on Figures 5 and 6.

- **Alternative 1** – construct two missing 550 transmission connections near King City and complete transmission loop through River Terrace

- **Alternative 2** – construct 550 pump station and reservoir to deliver water from existing 410 Zone Menlor Reservoir and connect River Terrace transmission piping to existing 550 Zone transmission

For both Alternatives 1 and 2, approximately 8,000 lineal feet (LF) of 16-inch diameter mains would provide north-south transmission through the River Terrace 550 Zone. The alignment of this transmission piping would follow proposed rights-of-way through River Terrace with connections to existing 550 Zone piping at three locations: SW Venezia Terrace, SW Bull Mountain Road and SW 161st Avenue. This proposed 550 transmission piping is illustrated on Figure 6.

Alternative 1 would require additional transmission piping within River Terrace and between existing sub-zones 550A, 550G and 550H. Within River Terrace, transmission piping described in the previous paragraph would be extended approximately 4,000 LF south and west from SW 161st Avenue to connect to existing 12-inch piping at SW 150th Avenue and SW Woodhue Street. In order to complete 550 Zone transmission around the west side of Bull Mountain, sub-zone 550A must be connected with 550H east of SW Colyer Way and sub-zone 550H must be connected with 550G east of SW Peachtree Drive near King City. Both of these connections require potentially complex crossings of Clean Water Services (CWS) designated stream corridors outside of existing public right-of-way. In addition to construction feasibility issues, significant land acquisition would likely be required to facilitate construction of stream crossings.

Alternative 2 uses proposed River Terrace 550 Zone transmission piping to connect existing sub-zones 550A, 550B and 550C. The expanded West Bull Mountain 550 Zone would be supplied by a proposed reservoir on the city-owned Cach properties. A new pump station adjacent to the city's 410 Zone Menlor Reservoir would supply the proposed Cach Reservoir. Until the proposed pump station is completed, the reservoir could be filled by an existing temporary pump station at the Menlor site which was constructed for the city's Pump Station 10 expansion project. Alternative 2 would also require installation of transmission piping from the proposed Cach Reservoir site to connect to existing 550B piping on SW 158th Terrace at SW Baker Lane. Proposed transmission piping from 550B to the proposed reservoir site would require crossing a CWS designated stream corridor in the city-owned Cach Park Natural Area. Unlike Alternative 1, no property acquisition is anticipated to facilitate construction of this stream crossing.

*Recommendation: Alternative 2*

It is recommended that the River Terrace Community 550 Zone be served from a new reservoir and pump station as described in Alternative 2. Alternative 2 would provide adequate fire and emergency storage within the 550 Zone rather than relying on pressure reducing valves to provide supply from the 713 Zone reservoirs which have inadequate existing capacity to serve forecasted 550 Zone demands as presented in the 2010 Water Plan.

### ***Proposed 550 Zone Cach Reservoir Storage Capacity***

The proposed Cach Reservoir, required for recommended 550 Zone service Alternative 2, must be sized to provide adequate storage capacity for sub-zones 550A, 550B, 550C and the River Terrace 550 Zone area. Projected demands for sub-zones 550A through C in 2030 are taken from the 2010 Tigard Water System Master Plan. River Terrace 550 build-out demands are presented in Table 1 of this addendum.

Storage capacity criteria are consistent with the 2010 Water Plan as described earlier in this addendum. Required fire flow capacity is 3,000 gpm for 3 hours based on the proposed school in the River Terrace 550 Zone. It is recommended that the Cach Reservoir have an approximate capacity of 3.0 million gallons (MG) as summarized in Table 2.

**Table 2  
Proposed 550 Zone Cach Reservoir Capacity**

West Bull Mt 550 Zone	ADD (mgd)	PDD (mgd)	Required Storage (MG)			
			Operational	Fire	Emergency	TOTAL
550A	0.09	0.19	0.05		0.18	
550B	0.34	0.71	0.18		0.68	
550C	0.24	0.50	0.13		0.48	
River Terrace	0.28	0.59	0.15		0.56	
<b>TOTAL</b>	<b>0.95</b>	<b>1.99</b>	<b>0.51</b>	<b>0.54</b>	<b>1.9</b>	<b>2.95</b>

**Notes:**

1. Sub-zone 550A and 550C demands are taken from the 2010 Water System Master Plan demand tables for the year 2030.
2. Sub-zone 550B 2030 demands have been re-calculated for this Addendum to exclude land which is now part of the River Terrace Community.
3. Operational storage is estimated as 25 percent of PDD.
4. Fire storage is based on a required fire flow of 3,000 gpm for 3 hours due to the proposed school in the River Terrace 550 Zone.
5. Emergency storage is estimated as 2 times ADD.

### ***Proposed 550 Zone Pump Station Capacity***

The proposed 550 Zone pump station at the Menlor Reservoir site should have adequate firm capacity to supply PDD for the proposed West Bull Mountain 550 Zone. Firm capacity is defined as the total pump station capacity with the largest pump out of service. This criterion for pump station sizing is consistent with the city's 2010 Water System Master Plan. As shown in Table 2, total PDD for the West Bull Mountain 550 Zone, a combination of 550A, B, C and River Terrace sub-zones, is 1.99 mgd or 1,382 gpm. It is recommended that the proposed 550 pump station on the Menlor site have an approximate firm capacity of 1,400 gpm.

The existing temporary pump station at the Menlor Reservoir site has a single pump with a 1,500 gpm design capacity. The temporary pump station is equipped with a variable frequency drive (VFD). Although this pump station is capable of supplying adequate flow to

the proposed Cach Reservoir it lacks the redundancy provided by multiple pumps, thus a permanent pump station is required to replace the existing station.

### ***Future Service to Urban Reserve Areas***

Water service to the Urban Reserve Area (URA), URA6C (North), URA 6C (Middle) and URA 6C (South) assumes that the recommended 410-foot pressure transmission piping for the River Terrace area is constructed. All three URA areas are at an elevation that can be served directly from the 410-foot pressure zone. Existing storage facilities and proposed transmission piping for the River Terrace area are adequate to extend the water distribution piping grid to these areas for water service. It is anticipated that looped 8-inch to 12-inch diameter piping will be adequate for residential development in these areas. Larger transmission piping may be required if high density residential, commercial or industrial development is planned in these areas.

## **IV. CAPITAL IMPROVEMENT PLAN**

### **Summary of Recommendations and Conceptual Level Costs**

It is recommended that water service be provided to the River Terrace Community by extending transmission and distribution mains from the City of Tigard's existing 410, 713 and 550 pressure zones. The 713 Zone includes only a small area of the River Terrace area that can be effectively served by extending existing distribution mains with no additional transmission required. Proposed piping would be placed in public rights-of-way to be dedicated as part of the River Terrace development. Proposed public rights-of-way are illustrated on Figure 4.

Adequate storage is available in the 410 and 713 Zones to serve proposed customers in River Terrace. It is recommended that a 3.0 MG storage reservoir be constructed to serve the River Terrace 550 Zone as part of a larger West Bull Mountain 550 Zone which would include the existing 550A, 550B and 550C sub-zones. This proposed 550 Zone reservoir would be constructed on the city-owned Cach properties. The reservoir would be filled through a new pump station with a firm capacity of 1,400 gpm located at the 410 Zone's Menlor Reservoir site. Until the proposed pump station is completed, the proposed Cach Reservoir may be filled from an existing temporary pump station on the Menlor site with a design capacity of 1,500 gpm. Service from the proposed Cach Reservoir would also require installation of transmission piping from the reservoir site to existing 550B piping on SW 158th Terrace at SW Baker Lane.

Conceptual level costs for proposed water facilities to serve the River Terrace Community are presented in Table 3. Cost estimates represent opinions of cost only, acknowledging that final costs of individual projects will vary depending on actual labor and material costs, market conditions for construction, regulatory factors, final project scope, project schedule and other factors. The American Association of Cost Engineers (AACE) classifies cost estimates depending on project definition, end usage and other factors. The cost estimates presented here are considered Class 4 with an end use being a study or feasibility evaluation

and an expected accuracy range of -30 percent to +50 percent. This range represents the potential variability of project costs and should not be applied directly to the estimates presented in Table 3. Estimated costs include approximate construction costs and an allowance for administrative, engineering and other project related costs. Unit costs for transmission piping are based on unit costs presented in the 2010 Tigard Water System Master Plan.

Since construction costs change periodically, an indexing method to adjust present estimates in the future is useful. The Engineering News-Record (ENR) Construction Cost Index (CCI) is a commonly used index for this purpose. For purposes of future cost estimate updating, the current ENR CCI for Seattle, Washington is 10135 (November 2013).

**Table 3  
River Terrace Proposed Water Facilities Conceptual Cost Estimates**

Proposed Facility	Qty	Unit	Unit Cost	Total Conceptual Cost
<b>410 Zone:</b>				
18-inch Transmission Main	2,500	LF	-	\$1,398,500 <sup>(1)</sup>
20-inch Transmission Mains	15,200	LF	\$400	\$6,080,000
550 Zone to 410 Zone PRV	1	LS	\$200,000	\$200,000
<b>713 Zone:</b>				
None	-	-	-	-
<b>550 Zone (Alternative 2):</b>				
16-inch Transmission Mains through River Terrace	8,000	LF	\$350	\$2,800,000
3.0 MG Cach Reservoir	1	LS	\$5,400,000	\$5,400,000
16-inch Transmission from Reservoir to 550B	1,700	LF	\$350	\$595,000
1,400 gpm (firm capacity) Pump Station	1	LS	\$1,100,000	\$1,100,000

Note:

1. This cost is the City of Tigard's budgeted amount for the installation of this pipe.

CITY OF BEAVERTON

URBAN RESERVE 6C (NORTH)

AREA 64 (2002)

RURAL RESERVE 5C

URBAN RESERVE 6C (MIDDLE)

AREA 4 (2011)

UNDESIGNATED

AREA 63 (2002)

URBAN RESERVE 6C (SOUTH)

URBAN RESERVE 6D

**LEGEND**

- RIVER TERRACE COMMUNITY STUDY AREA
- TIGARD CITY LIMITS
- 10' CONTOURS

SW VANDERMOST RD

SW SCHOLLS FERRY RD

SW 15TH AVE

SW BARROWS RD

SW ROSHAK RD

SW 150TH AVE

SW BULL MOUNTAIN RD

SW BULL MOUNTAIN RD

SW WOODHUE ST

SW BEEF BEND RD

C:\PDX\_Proj\csl\1484\_Tigard River Terrace\GIS\CITY OF TIGARD FIGURES\WATER FIGURES\131484-OR-FIGURE 2 - STUDY AREA.mxd 4/18/2014 4:16:05 PM DKH

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SCALE IN FEET

SOURCE:  
CONTOURS - CLEAN WATER SERVICES.  
AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
ALL OTHER BASEMAPPING METRO/LRIS (NOV 2013).

**FIGURE 2**

**TIGARD**  
CITY OF TIGARD  
RIVER TERRACE COMMUNITY PLAN  
STUDY AREA

January 2014

**MSA** Murray, Smith & Associates, Inc.  
Engineers/Planners  
121 S.W. Salmon, Suite 200 PHONE 503.235.9000  
Portland, Oregon 97204-2919 FAX 503.235.9022

13-1484

CITY OF BEAVERTON

URBAN RESERVE 6C (NORTH)

RURAL RESERVE 5C

URBAN RESERVE 6C (MIDDLE)

UNDESIGNATED

URBAN RESERVE 6C (SOUTH)

URBAN RESERVE 6D

**LEGEND**

- RIVER TERRACE COMMUNITY STUDY AREA
- URBAN RESERVE AREA
- TIGARD CITY LIMITS
- 10' CONTOURS

**ZONING:**

- COMMUNITY COMMERCIAL (CC)
- LOW DENSITY RESIDENTIAL (R-4.5)
- MEDIUM DENSITY RESIDENTIAL (R-7)
- MEDIUM-HIGH DENSITY RESIDENTIAL (R-12)
- HIGH DENSITY RESIDENTIAL (R-25)

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SCALE IN FEET

SOURCE:  
CONTOURS - CLEAN WATER SERVICES.  
AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
ALL OTHER BASEMAPPING METROLR/LIS (NOV 2013).

C:\PDX\_Proj\cas131484 - Tigard River Terrace\GIS\CITY OF TIGARD FIGURES\WATER FIGURES\131484-OR-FIGURE 3 - ZONING.mxd, 4/18/2014, 4:15:18 PM DKH

**FIGURE 3**

**TIGARD**  
CITY OF TIGARD  
RIVER TERRACE COMMUNITY PLAN  
RIVER TERRACE ZONE DESIGNATIONS

January 2014

**MSA** Murray, Smith & Associates, Inc.  
Engineers/Planners  
121 S.W. Salmon, Suite 200 PHONE 503.235.9000  
Portland, Oregon 97204-2919 FAX 503.235.9022

13-1484

CITY OF BEAVERTON

SW SCHOLLS FERRY RD

SW 15TH ST

SW BARROWS RD

RESERVOIR NO.3A  
CAP: 2.5 MG  
OE: 412'

RESERVOIR NO.3B  
CAP: 0.8 MG  
OE: 412'

SW 132ND ST  
PUMP STATION  
(NO 12)

MENLOR  
CAP: 3.5 MG  
OE: 410'

OLD HIGH TOR  
CAP: 0.2 MG  
OE: 713'

HIGH TOR B  
CAP: 1 MG  
OE: 713'

HIGH TOR  
PUMP STATION #1  
(NO 8)

HIGH TOR A  
CAP: 1.1 MG  
OE: 713'

SW BULL MOUNTAIN RD

SW BULL MOUNTAIN RD

560-FT NO 2  
(PRICE)  
CAP: 3 MG  
OE: 560'

URBAN RESERVE 6C  
(NORTH)

RURAL  
RESERVE 5C

URBAN RESERVE 6C  
(MIDDLE)

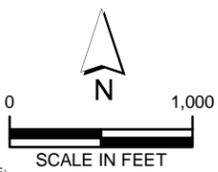
UNDESIGNATED

URBAN RESERVE 6C  
(SOUTH)

URBAN RESERVE 6D

SW BEEF BEND RD

SW WOODHUE ST



SOURCE:  
CONTOURS - CLEAN WATER SERVICES.  
AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
ALL OTHER BASEMAPPING METRO/LRIS (NOV 2013).

**LEGEND**

- RIVER TERRACE COMMUNITY STUDY AREA
- PROPOSED RIGHT-OF-WAY
- URBAN RESERVE AREAS
- TIGARD CITY LIMITS
- 12" EXISTING WATER MAIN
- 10' CONTOURS

**PRESSURE ZONES (HGL):**

- 410
- 530
- 550
- 713
- 830

**FIGURE 4**

CITY OF TIGARD  
RIVER TERRACE COMMUNITY PLAN  
PRESSURE ZONE BOUNDARIES

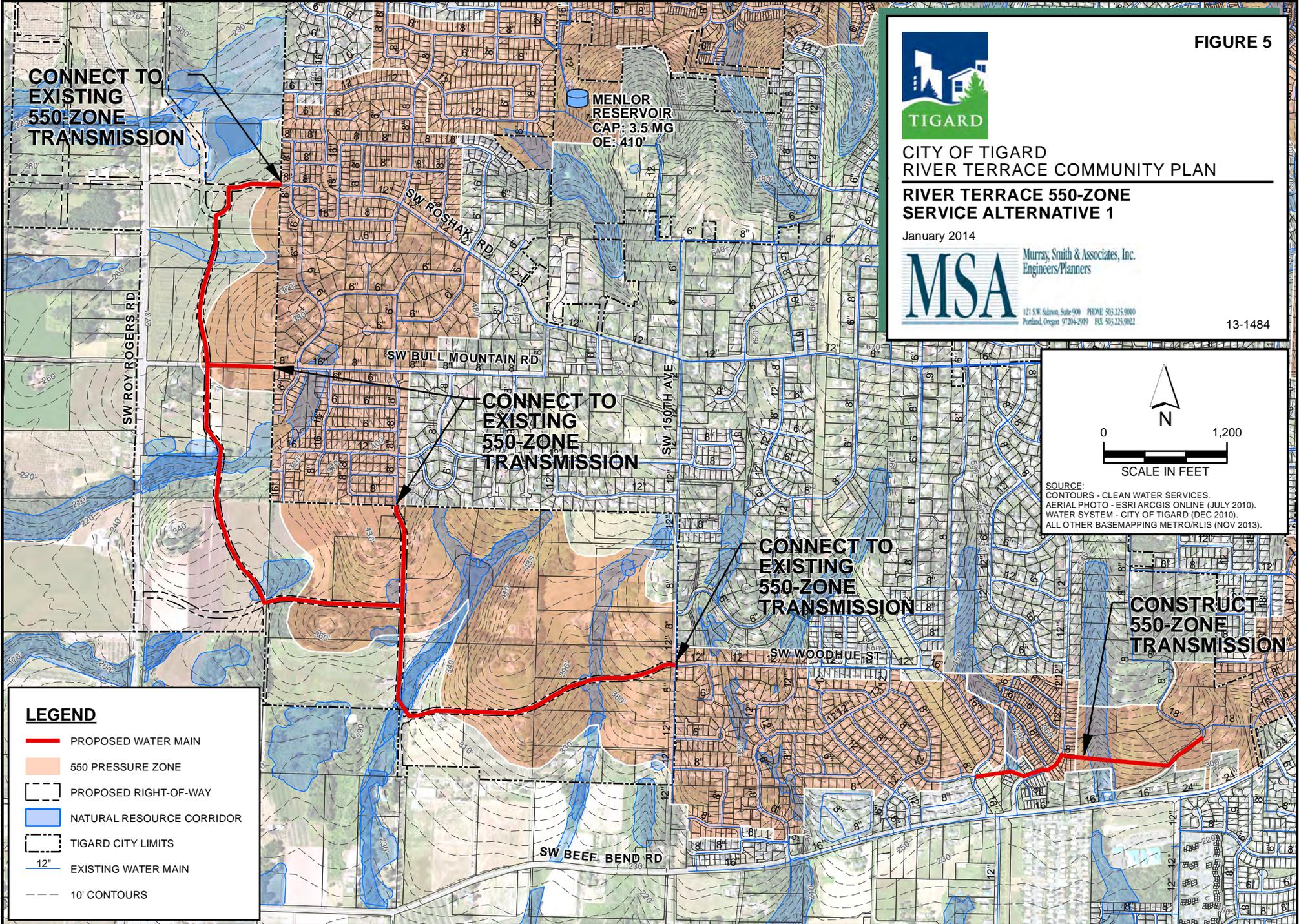
January 2014

Murray, Smith & Associates, Inc.  
Engineers/Planners

121 S.W. Salmon, Suite 200 PHONE 503.235.9000  
Portland, Oregon 97204-2919 FAX 503.235.9022

13-1484

C:\PDX\_Proj\cads\131484 - Tigard River Terrace\GIS\CITY OF TIGARD FIGURES\WATER FIGURES\131484-OR-FIGURE 4 - PRESSURE ZONE BOUNDARIES.mxd 4/18/2014 4:14:35 PM DKH



**CONNECT TO  
EXISTING  
550-ZONE  
TRANSMISSION**

**MENLOR  
RESERVOIR  
CAP: 3.5 MG  
OE: 410'**

**CONNECT TO  
EXISTING  
550-ZONE  
TRANSMISSION**

**CONNECT TO  
EXISTING  
550-ZONE  
TRANSMISSION**

**CONSTRUCT  
550-ZONE  
TRANSMISSION**

**LEGEND**

- PROPOSED WATER MAIN
- 550 PRESSURE ZONE
- PROPOSED RIGHT-OF-WAY
- NATURAL RESOURCE CORRIDOR
- TIGARD CITY LIMITS
- 12" EXISTING WATER MAIN
- 10' CONTOURS



**FIGURE 5**

**CITY OF TIGARD  
RIVER TERRACE COMMUNITY PLAN  
RIVER TERRACE 550-ZONE  
SERVICE ALTERNATIVE 1**

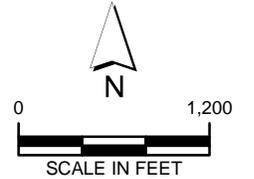
January 2014



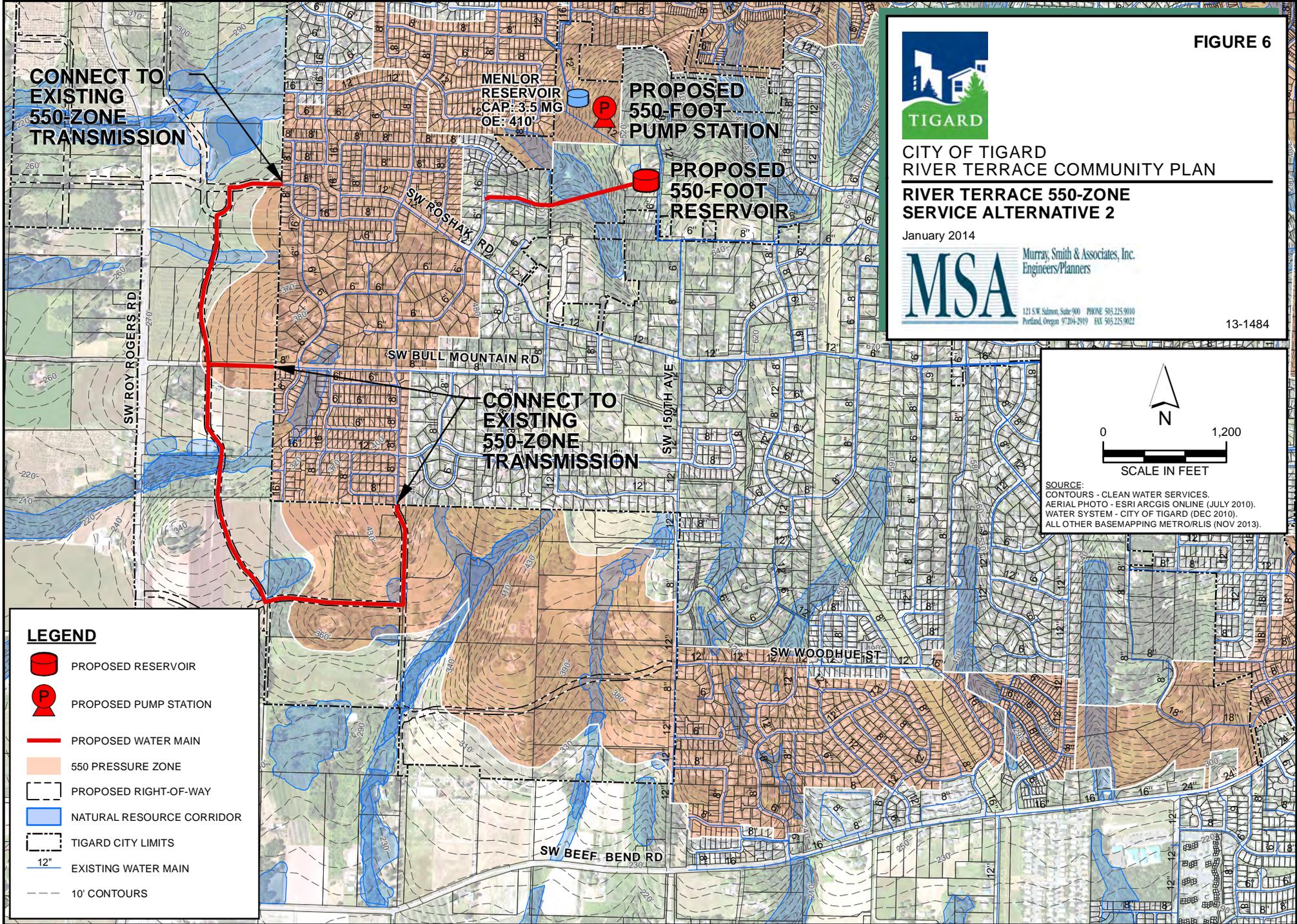
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13-1484



SOURCE:  
CONTOURS - CLEAN WATER SERVICES  
AERIAL PHOTO - ESRI/ARCGIS ONLINE (JULY 2010).  
WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
ALL OTHER BASEMAPPING METRO/RLIS (NOV 2013).



**CONNECT TO EXISTING 550-ZONE TRANSMISSION**

**MENLOR RESERVOIR**  
CAP: 3.5 MG  
OE: 410'

**PROPOSED 550-FOOT PUMP STATION**

**PROPOSED 550-FOOT RESERVOIR**

**CONNECT TO EXISTING 550-ZONE TRANSMISSION**

**LEGEND**

-  PROPOSED RESERVOIR
-  PROPOSED PUMP STATION
-  PROPOSED WATER MAIN
-  550 PRESSURE ZONE
-  PROPOSED RIGHT-OF-WAY
-  NATURAL RESOURCE CORRIDOR
-  TIGARD CITY LIMITS
-  12" EXISTING WATER MAIN
-  10' CONTOURS



**FIGURE 6**

**CITY OF TIGARD**  
**RIVER TERRACE COMMUNITY PLAN**  
**RIVER TERRACE 550-ZONE**  
**SERVICE ALTERNATIVE 2**

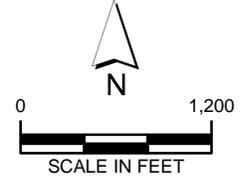
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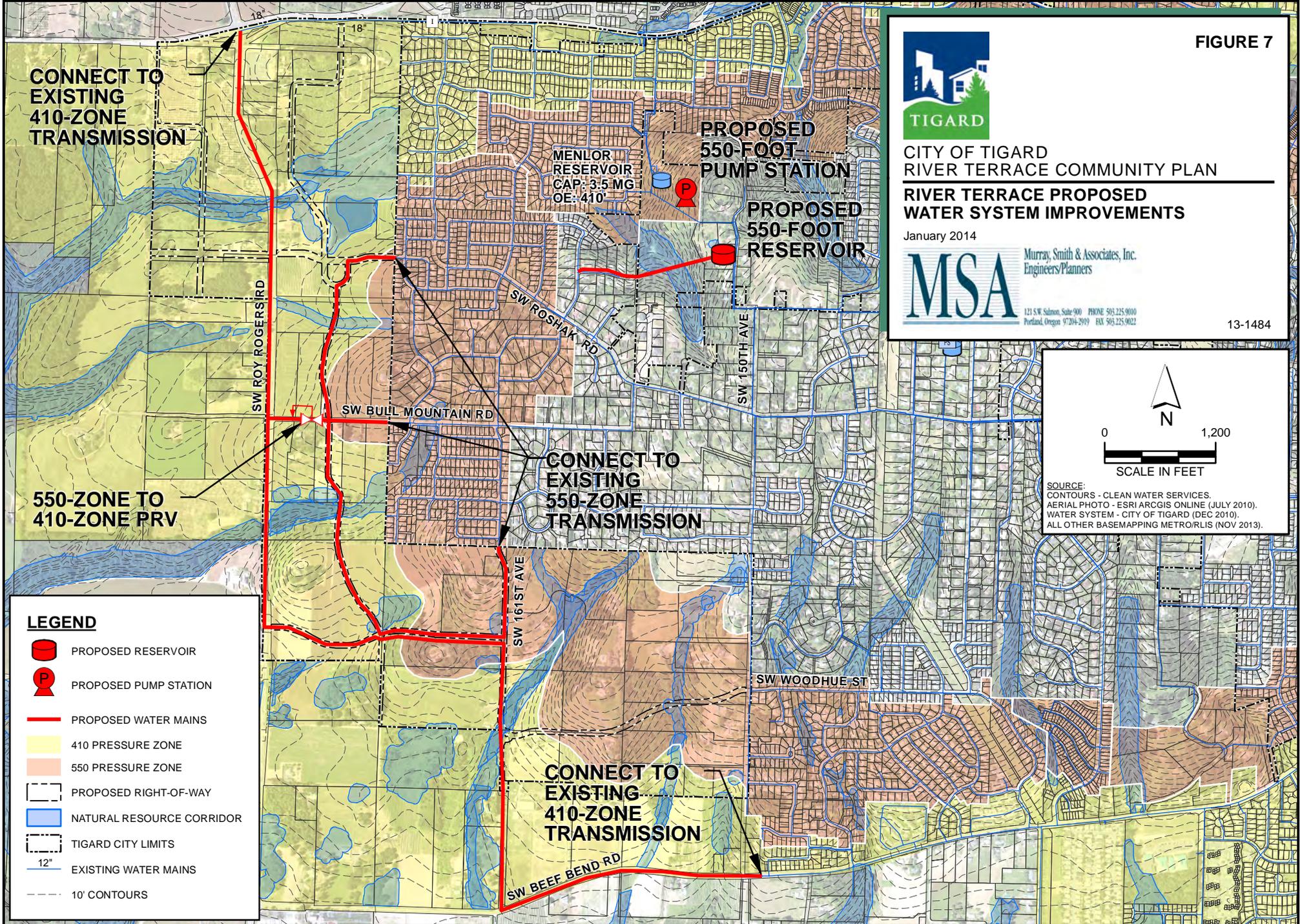


FIGURE 7



CITY OF TIGARD  
 RIVER TERRACE COMMUNITY PLAN  
**RIVER TERRACE PROPOSED  
 WATER SYSTEM IMPROVEMENTS**

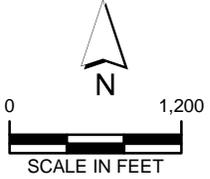
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SOURCE:  
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 AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
 WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
 ALL OTHER BASEMAPPING METRO/RLS (NOV 2013).

**LEGEND**

- PROPOSED RESERVOIR
- PROPOSED PUMP STATION
- PROPOSED WATER MAINS
- 410 PRESSURE ZONE
- 550 PRESSURE ZONE
- PROPOSED RIGHT-OF-WAY
- NATURAL RESOURCE CORRIDOR
- TIGARD CITY LIMITS
- 12" EXISTING WATER MAINS
- 10' CONTOURS

**AIS-1775**

**3. D.**

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** Consent Item

**Agenda Title:** Resolution Accepting the Sewer Master Plan Update for River Terrace

**Submitted By:** Debbie Smith-Wagar  
Financial and  
Information Services

**Item Type:** Motion Requested      **Meeting Type:** Consent  
Agenda

**Public Hearing** No

**Newspaper Legal Ad Required?:**

**Public Hearing Publication**

**Date in Newspaper:**

**Information**

**ISSUE**

Shall the City Council approve a resolution adding the attached Sanitary Sewer Master Plan Addendum for River Terrace to the city's Sanitary Sewer Master Plan?

**STAFF RECOMMENDATION / ACTION REQUEST**

Staff recommends approval of the attached resolution.

**KEY FACTS AND INFORMATION SUMMARY**

As part of the River Terrace Community Plan, sanitary sewer system public facilities have been identified that will need to be built/upgraded/replaced in order for River Terrace to be developed. These projects need to be added to the City of Tigard Sanitary Sewer Master Plan. Staff is working with Clean Water Services to facilitate development of these projects.

In 2010, the City of Tigard updated its Sanitary Sewer Master Plan (SSMP). The SSMP evaluates wastewater flows based on land uses, establishes gravity sewer pipe sizes, and serves as a guide for all capital sewer projects within the city. The 2010 SSMP update was developed in concert with Clean Water Services (CWS), the agency responsible for all pump stations, wastewater treatment, force mains and large gravity sewer pipes (24-inch diameter and greater). Since the adoption of the SSMP update in 2010, the West Bull Mountain Concept Plan was completed and adopted by Washington County and the city. The area now known as River Terrace (and formerly known as West Bull Mountain) was also annexed to the city. The attached master plan addendum updates the SSMP to accommodate sewer needs anticipated in River Terrace and contributes to the city's broader goal of completing the River Terrace

Community Plan.

The 2010 SSMP update did not include River Terrace sewer needs in its analysis. The attached sewer master plan addendum resolves this issue. A summary of capital improvement project recommendations and costs can be found on pages 16-18 of the addendum. The recommended improvements are also illustrated in Figure 9, which can be found on the last page of the addendum. Due to topography, the River Terrace area was split into two sewer service sub-basins identified as River Terrace North and River Terrace South. A small area within each sub-basin will be able to gravity flow to existing trunk lines. However the majority of the area will need to utilize pump stations and force mains to gain access to existing trunk lines. Recommendations for the River Terrace North sub-basin include a 9.3 mgd (million gallons per day) pump station in the northwest corner, 7 mgd of which will serve South Cooper Mountain. Recommendations for the River Terrace South sub-basin include revising the service area for the existing South Bull Mountain Pump Station to serve the southeastern portion of River Terrace as well as the construction of a pump station in the southwest corner.

### **OTHER ALTERNATIVES**

Council could choose to not approve the resolution and not add the projects to the Sanitary Sewer Master Plan.

### **COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS**

Sewer System Master Plan

River Terrace Community Plan

### **DATES OF PREVIOUS CONSIDERATION**

Council approved the contract for the River Terrace Community Plan (which includes the Sanitary Sewer Master Plan update) on June 25, 2013.

The financing strategies team met with Council and presented an overview of the River Terrace funding strategy on January 21, 2014.

The water and sanitary sewer system master plan updates were presented to Council on May 20, 2014.

---

#### **Fiscal Impact**

**Cost:** \$16,676,000

**Budgeted (yes or no):** No

**Where Budgeted (department/program):** N/A

#### **Additional Fiscal Notes:**

Staff is working with Clean Water Services (CWS) to determine the cost allocation between the city and CWS based on the existing intergovernmental agreement.

---

#### **Attachments**

Resolution

Exhibit A

---

CITY OF TIGARD, OREGON

RESOLUTION NO. 14-

A RESOLUTION TO AMEND THE SANITARY SEWER MASTER PLAN TO INCLUDE PROJECTS NECESSARY FOR THE DEVELOPMENT OF RIVER TERRACE

---

WHEREAS, the City of Tigard annexed the River Terrace area west of Bull Mountain in 2011 and 2012; and

WHEREAS, the City of Tigard has an existing Sanitary Sewer Master Plan that does not include the River Terrace area, and

WHEREAS, the City of Tigard has completed a Sanitary Sewer Master Plan Addendum specific to the River Terrace area, contributing to the city's broader goal of completing the River Terrace Community Plan and meeting state requirements for public facility planning, and

WHEREAS, sewer public facility projects have been identified as part of the Sanitary Sewer Master Plan Addendum, and

WHEREAS, these projects are appropriate and necessary additions to the City of Tigard Sanitary Sewer Master Plan, and

WHEREAS, the cost of these projects will be allocated between the City of Tigard and Clean Water Services (CWS) based on the intergovernmental agreement between the city and CWS, and

WHEREAS, a comprehensive finance strategy for all public facility projects in River Terrace will be developed as part of the River Terrace Community Plan. This strategy will include a list of projects to complete in the near term and their respective funding sources.

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

SECTION 1: The River Terrace Sanitary Sewer Master Plan Addendum (Exhibit A) is hereby adopted as part of the City of Tigard Sanitary Sewer Master Plan.

SECTION 2: The projects identified in the River Terrace Sanitary Sewer Master Plan Addendum shall be funded based on the intergovernmental agreement between the City of Tigard and CWS.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

---

Mayor - City of Tigard

ATTEST:

---

City Recorder - City of Tigard



## ACKNOWLEDGEMENTS

We would like to thank the many citizens, staff, and community groups who provided extensive input into the development of this Plan. Special thanks are due to the members of the River Terrace Technical Advisory Committee and Stakeholder Working Group.

## CITY STAFF

Susan Shanks, Project Manager and Senior Planner  
Tom McGuire, Assistant Community Development Director  
Rob Murchison, Senior Project Engineer  
Marissa Grass, Associate Planner  
Kenny Asher, Community Development Director  
Michael Stone, City Engineer

Prepared by Murray, Smith & Associates, Inc.  
May 2014

Brian M. Casey, P.E.  
Shelby S. Asato, EIT



## **SUMMARY OF RECOMMENDATIONS**

The focus of this Sanitary Sewer Master Plan Addendum is on providing sewer service to the River Terrace Community, which is a new area that the City of Tigard's 2010 Sanitary Sewer Master Plan does not address. The only proposed change that affects the 2010 Sanitary Sewer Master Plan includes the recommendation to remove the Scholls Country Estates, Pleasant View, and Meyers Farm pump stations from service following development of the River Terrace Community.

For the purposes of analysis, the River Terrace Community was split into two sub-basins identified as River Terrace North and River Terrace South. Recommendations for the River Terrace North sub-basin include a proposed pump station in the northwest corner of the area, north of the tributary natural resource corridor and adjacent to the western boundary of the current Urban Growth Boundary (UGB). Recommendations for the River Terrace South sub-basin include revising the service area for the existing South Bull Mountain Pump Station to serve part of the River Terrace Community as well as the construction of one proposed pump station within the sub-basin. A detailed analysis of sewer service recommendations as well as feasible alternatives is provided below.

## I. INTRODUCTION

In 2010, the City of Tigard updated the community’s Sanitary Sewer Master Plan, hereafter referred to as the SSMP. The SSMP is the document that develops flows based on land use zoning and establishes gravity sewer pipe sizes, serving as a guide for all capital sewer projects within the city. The 2010 SSMP update was developed in concert with Clean Water Services (CWS), the agency responsible for all pump stations, wastewater treatment and large gravity sewer pipes (24-inch diameter and greater). The 2010 SSMP update, which did not address the River Terrace area, was adopted by the Tigard City Council on September 14, 2010.

Since the adoption of the SSMP update in 2010, the West Bull Mountain Concept Plan (WBMCP) was completed and adopted by Washington County and the city. The area now known as River Terrace (and formerly known as West Bull Mountain) was also annexed to the city. This addendum provides an update to the SSMP specific to the River Terrace study area, identified in Figures 1 and 2, and contributes to the city’s broader goal of completing a River Terrace Community Plan.

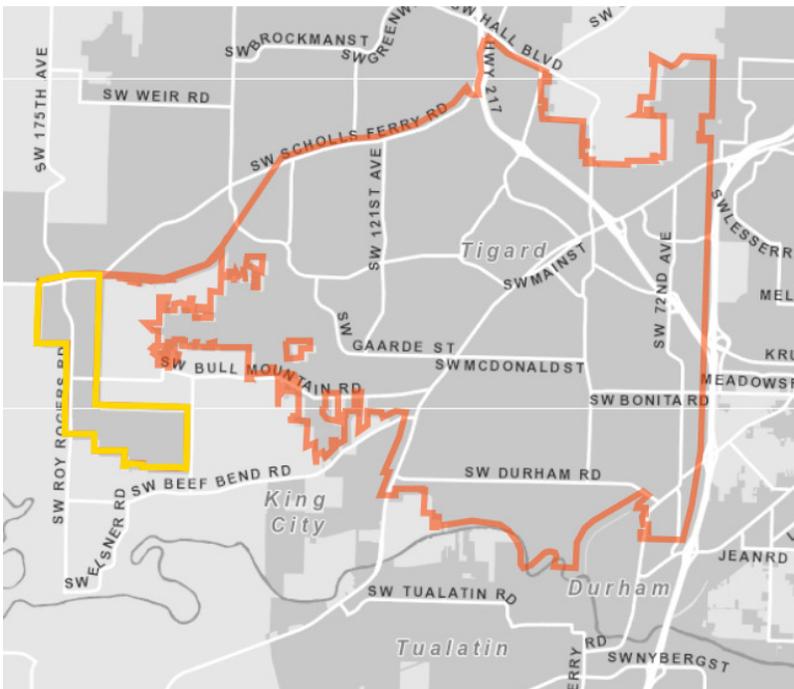


Figure 1 River Terrace Study Area (Outlined in Yellow)

The WBMCP wastewater element presented a description and comparison of two conceptual wastewater system infrastructure alternatives for the West Bull Mountain planning area. This SSMP Addendum refines the WBMCP, including an analysis of service alternatives for specific areas within the River Terrace area.

## **II. BASIS OF PLANNING AND FLOW DEVELOPMENT**

### **Basis of Planning**

All flows for the River Terrace Community were generated assuming full development in the UGB areas and build out development in the Urban Reserve Areas (URA), which follows the planning assumptions from the CWS Summary of Future Flow Generation, Rock Creek and Durham Sanitary Sewer Basins (CH2M Hill, 2013). Unit flow factors used to develop the average dry weather flow (ADWF) in the SSMP also match the land use-based flow factors from the CWS 2009 Sanitary Sewer Master Plan.

Wet weather flows are developed by adding an infiltration and inflow (I/I) factor to the calculated dry weather, sanitary flows. The city's master plan identified an I/I flow factor of 1,650 gallons per acre per day (gpad) for currently undeveloped areas and applied a factor of 4,000 gpad for sizing trunk sewers. However, given the relatively large size of this growth area, using 4,000 gpad results in oversized sewer pipes. In an effort to coordinate with the CWS planning work, a single rate of 2,500 gpad was used for estimating the I/I flows as well as trunk sizing. This flow rate was applied to the gross UGB areas and 65 percent of the gross URAs. For smaller basin planning, the city and/or CWS may require facilities to be designed based on an I/I flow factor of 4,000 gpad.

### ***River Terrace Flow Development within the UGB***

This SSMP Addendum follows the 2010 Sanitary Sewer System Master Plan and assumes 2.4 persons per dwelling unit. The City of Tigard projects 2,587 dwelling units within the River Terrace Community by build out in 2035.

The River Terrace Community was divided into specific zoning areas by the city, including low to high residential densities, a commercial development in the north and a school in the south. The number of dwelling units per acre designated in each residential zone varies from 4.5 to 25 dwelling units/acre. An overview of the zoning layout for the UGB area is provided in Figure 3.

A flow per dwelling unit was developed based on the population density and the average unit capita flow factor. The 2010 Sanitary Sewer Master Plan uses an ADWF factor of approximately 180 gallons per day per dwelling unit (gpd/DU). This factor was calculated by taking the average unit capita flow factor for single and multi-family residents, approximately 75 gallons per capita per day (gpcd), and applying it to the population density of 2.4 persons per dwelling unit. This flow per dwelling unit is congruent with the CWS residential ADWF factors from the Summary of Future Flow Generation, Rock Creek and Durham Sanitary Sewer Basins document (CH2M Hill, 2013).

The ADWF for the residential areas was estimated by multiplying this flow factor by the total number of projected dwelling units by build-out.

For the commercial zone, the ADWF was calculated using the 2010 Sanitary Sewer Master Plan unit flow factor of 3,660 gpad. Since the 2010 Sanitary Sewer Master Plan did not include a unit flow factor for a school use, the school use ADWF was calculated using the CWS land use flow factors of 1,050 gpad. ADWF for the commercial zone and school use were estimated by multiplying the ADWF factor in gpad by the net area. To align with CWS planning, the net area was estimated by taking the gross area less the existing right-of-way (ROW), estimated at 5 percent of the gross area.

The 2010 Sanitary Sewer Master Plan uses an I/I flow factor of 4,000 gpad for project sizing and 1,650 gpad for modeling purposes. CWS current planning efforts assume an I/I flow of 2,500 gpad. To be consistent with CWS current efforts the I/I flow for the residential and commercial zones and school use were developed by applying the flow factor of 2,500 gpad to the gross area. The 20-acre lot that is designated for a proposed school is not identified on the proposed River Terrace Community zoning map, but was subtracted from the gross single and multi-family residential areas. Flows developed for the River Terrace Community within the UGB are provided in Table 1.

**Table 1  
River Terrace Flow Development within UGB**

<b>Zone</b>	<b>Gross Area (Acres)</b>	<b>Net Area (Acres)</b>	<b>Dwelling Units</b>	<b>ADWF Factor</b>	<b>ADWF<sup>(1)</sup> (mgd)</b>	<b>I/I Flow (mgd)</b>
Single and Multi-Family Residential	466.6	-	2,587	180 (gal/DU day)	0.47	1.17
Commercial	17.8	16.9	-	3,660 (gpad)	0.06	0.04
School	20.0	19.0	-	1,050 (gpad)	0.02	0.05

Note:

1. A peaking factor was not applied to the ADWF.

***River Terrace Flow Development within the Urban Reserve Areas 6C***

Estimation of the ADWF for the URAs, which are not currently zoned for development, was based on the values for the CWS land use class designation of Exclusive Farm or Forest Use (EFU) with an ADWF factor of 1,750 gpad. The 2010 Sanitary Sewer Master Plan did not include an ADWF factor for this land use designation. The ADWF was estimated by multiplying the land use flow factor by the net URA acreage. Net buildable acreage in the three URAs comply with CWS planning such that the net area is 65 percent of the gross area less the existing ROW, estimated at 5 percent of the gross area. I/I flows were developed by applying the CWS I/I flow factor of 2,500 gpad to 65 percent of the gross area. Flows developed for the URAs 6C (North), (Middle) and (South) are provided in Table 2.

**Table 2  
River Terrace Flow Development within URAs**

<b>Zone</b>	<b>Gross Area (Acres)</b>	<b>Net Area (Acres)</b>	<b>ADWF Factor (gpad)</b>	<b>ADWF<sup>(1)</sup> (mgd)</b>	<b>I/I Flow (mgd)</b>
URA 6C (North)	140.0	86.5	1,750	0.2	0.2
URA 6C (Middle)	162.5	100.3	1,750	0.2	0.3
URA 6C (South)	205.0	126.6	1,750	0.2	0.3

Note:

1. A peaking factor was not applied to the ADWF.

### **III. HYDRAULIC MODEL**

The Durham hydraulic model previously completed by CWS incorporated all of the above information to provide an analysis of the capacity of the existing system and impacts from the new River Terrace Community. Discharging flows to the north from the River Terrace Community routes flows through the CWS Fanno Interceptor while discharging flows to the south from the River Terrace Community sends flows through the Upper Tualatin Interceptor.

Modeling results confirmed known capacity limitations in the Barrows Road trunk to the north, which established a practical limitation on the flow through that pipeline. The flow modeling and recommendations associated with this planning effort closely aligns with CWS plans for directing flows.

### **IV. SYSTEM ALTERNATIVES EVALUATION**

#### **River Terrace Sub-Basin Service Delineation Alternatives**

The River Terrace Community is naturally divided into two areas, one draining to the north and one draining to the south. Splitting the area into two sub-basins to follow the existing terrain is necessary to avoid excessively deep sewers. The two sub-basins are designated as River Terrace North (RTN) and River Terrace South (RTS). Two delineation alternatives to separate the north and south sub-basins were evaluated.

- Alternative 1 separates the sub-basins along SW Bull Mountain Road.
- Alternative 2 separates the areas at the ridge south of SW Bull Mountain Road.

The main differences between the two alternatives include average pipe depths and lengths. The first alternative includes an average pipe depth of 10 feet for approximately 4,000 linear feet (LF) while the second alternative includes an average pipe depth of 30 feet for approximately 6,000 LF. The additional area from Alternative 2 (bounded by SW Bull Mountain Rd and the ridge to the south) does not drive additional pipe depths to the RTS sub-basin. A comparison of the two delineation alternatives is shown in Figure 4.

### ***Recommendation: River Terrace Sub-Basin Service Delineation***

It is recommended that the River Terrace Community be divided along SW Bull Mountain Road (Alternative 1) since the average pipe depth and lengths are more practical compared to the depth and lengths from Alternative 2.

### **River Terrace Sub-Basin Sewer Service Alternatives**

This service evaluation assumes that infrastructure will be contained within the existing UGB area. Gaining approval to locate infrastructure in URA lands, outside of the current UGB, requires the service provider to demonstrate to Washington County that:

1. The service cannot be provided from within the UGB, and
2. It does not affect the existing land use purpose.

Underground pipes outside the UGB have been successfully permitted in the past, though the process is somewhat longer, but a pump station outside the UGB has yet to be permitted.

All sewer service alternatives discussed for the River Terrace North and South sub-basins will adhere to previously recommended alternatives discussed in this addendum. Sewer service provided for the URAs 6C (North), (Middle) and (South) will be discussed later in this addendum.

To route the gravity sewer lines within the River Terrace North and South sub-basins, different aspects regarding the existing area were taken into consideration. These criteria include: existing and proposed roads, protected natural resource areas (e.g. natural resource corridors), potential development and pipe depth.

### ***River Terrace North Sub-Basin***

The majority of the RTN sub-basin cannot be drained by gravity sewer lines into an existing trunk sewer due to the topography sloping away from existing sewer trunk lines. The exception is a small area of land immediately south of Scholls Ferry Road and Barrows Road. This area will drain by gravity via an existing 12-inch stub to the 21-inch pipe recently installed in Scholls Ferry Road, which was sized to accommodate build-out flows from RTN, the City of Beaverton's South Cooper Mountain area, and URA lands. The existing 8-inch pipe further to the east in SW Barrows Rd has been identified by CWS to require upsizing to accommodate build-out flows from RTN, the City of Beaverton's South Cooper Mountain area, and URA lands.

Due to topography, the rest of the RTN sub-basin must be served by a pump station located along the western boundary of the UGB at the natural low point of the service area. Three proposed gravity sewer lines are identified to provide service to the sub-basin. The projected flows for each of these trunks are provided in Table 3.

**Table 3  
River Terrace North Sub-Basin Flow Development Summary**

	<b>Gross Area (Acres)</b>	<b>Dwelling Units</b>	<b>ADWF (mgd)</b>	<b>I/I Flow (mgd)</b>	<b>PWWF<sup>(1)</sup> (mgd)</b>
Gravity Segment 1	37.3	216	0.04	0.09	0.22
Gravity Segment 2	99.8	542	0.16	0.25	0.78
Gravity Segment 3 <sup>(2)</sup>	199.9	1,135	0.27	0.50	1.62
Gravity Segment 4	80.7	505	0.09	0.20	0.50
Gravity Segment 5	43.1	147	0.03	0.11	0.43 <sup>(3)</sup>
Scholls Cntry Est PS	-	-	-	-	0.24 <sup>(4)</sup>

Note:

1. Peak factor of 3.3, from ASCE's Peak Factor vs. Average Flow graph applied to the ADWF. Peak Wet Weather Flow (PWWF) taken from the sum of the peak ADWF and I/I flow.
2. Gravity Segment 3 values are representative of the entire River Terrace North sub-basin, less the area within the River Terrace North sub-basin draining to Barrows Rd Trunk.
3. Includes flow from Scholls Country Estates pump station
4. Peak wet weather build out flows from the Siting Study for River Terrace Pump Stations and Force Mains Report for CWS (MSA, 2013).

Two low points were identified in the sub-basin along the UGB boundary, one to the north of the creek tributary and one to the south. However, after further analysis, the location to the south of the tributary results in the pump station and trunk sewers being slightly deeper. Additionally, the location south of the tributary does not allow the pump station to serve the City of Beaverton's South Cooper Mountain area, which is necessary per the CWS Sewer Master Plan.

As development occurs, the Scholls Country Estates pump station will be taken offline and its existing service area will flow by gravity into the RTN Pump Station (PS). A proposed force main will be routed northward along existing and proposed right-of-way, where possible, to discharge into an existing manhole at Scholls Ferry Road. A detailed layout of the RTN proposed sewer service is shown in Figure 5.

Flows from both the RTN area and the City of Beaverton are anticipated to drain to the RTN PS, resulting in a large increase from initial flows to build out flows. To accommodate this growth, the sizing of the proposed pump station equipment and facility will be phased. The initial phase will include construction of the primary facility components to provide service for the projected build out flows, but pumping equipment will be sized for initial flow conditions. This approach avoids oversized equipment, which is problematic from an operational standpoint, and minimizes the construction efforts associated with future capacity expansions. The future phase will include build out conditions and equipment for flows from additional areas such as the URA 6C (North) and flows from Scholls Country Estates PS.

Table 4 provides an understanding of pipe size relative to full capacity and minimum slope. This table was used to determine gravity sewer line sizes based on capacity for both the River Terrace North and South sub-basin alternatives. Table 5 provides conceptual cost estimates for the RTN proposed sewer service.

**Table 4  
Pipe Size and Capacity**

Size (in.)	Minimum Slope (ft/100 ft)	Capacity (gpm)	Capacity (mgd)
8	0.40	344	0.5
10	0.28	522	0.8
12	0.22	752	1.1
15	0.15	1,126	1.6
18	0.12	1,638	2.4
21	0.10	2,255	3.3
24	0.08	2,880	4.2

***Recommendation: River Terrace North Sub-Basin***

Based on information currently available, it is recommended that a single pump station be located north of the natural resource corridor and along the western edge of the UGB. As the design is further developed and additional data becomes available, such as geotechnical borings, depth of rock may drive an alternate location or potentially render a single pump station infeasible.

**Table 5  
River Terrace North Service Alternatives Cost Estimates**

	<b>Depth (ft)</b>	<b>Length (LF)</b>	<b>Flow (gpm)</b>	<b>Size (in.)</b>	<b>Cost/LF</b>	<b>Total Cost<sup>(3,5)</sup></b>
Gravity Segment 1	10	1,300	154	8 <sup>(1)</sup>	\$138 <sup>(2)</sup>	\$180,000
Gravity Segment 2	10	1,700	539	12 <sup>(1)</sup>	\$167 <sup>(2)</sup>	\$305,000
Gravity Segment 3	10	900	1,124	15 <sup>(1)</sup>	\$189 <sup>(2)</sup>	\$178,000
Gravity Segment 4	10	1,000	348	10 <sup>(1)</sup>	\$152 <sup>(2)</sup>	\$170,000
Gravity Segment 5	10	1,600	302	8 <sup>(1)</sup>	\$138 <sup>(2)</sup>	\$229,000
Force Main	-	2,000	6,000	18 <sup>(8)</sup>	\$200	\$400,000
Pump Station	-	-	8.6 <sup>(4)</sup> mgd	-	-	\$3,487,000
Scholls Ferry Trunk Extension	-	-	-	-	-	\$942,000 <sup>(6)</sup>
Barrows Rd Trunk Upsizing	-	-	-	-	-	\$170,000 <sup>(7)</sup>
<b>Construction Sub-Total</b>						<b>\$6,061,000</b>
Engineering Legal and Administrative (ELA) costs, 25 percent allowance Construction Sub-Total Costs						\$1,515,000
<b>Construction and ELA Sub-Total</b>						<b>\$7,576,000</b>
30 percent contingency of Construction and ELA costs						\$2,273,000
<b>Total Cost</b>						<b>\$9,849,000</b>

Note:

1. Size based on full pipe capacity and minimum slope from Table 4 of this memorandum.
2. Cost/LF from Appendix R of the 2009 Sanitary Sewer Master Plan Update CWS Table 1: Unit Costs for Gravity Sewers, \$/LF, ENR value for this table was 8602 from November 2008. Costs were scaled to reflect an ENR value of 9664 from January 2014.
3. No easement costs added to gravity segments and force main sewer lines within existing or proposed ROW. Easements for private property assumed to be 20' wide with a cost of \$25/LF.
4. Capacity of pump station based on build out flows, with 7 mgd of build out flow from the City of Beaverton.
5. Costs do not include provisions for rock or other potential impacts, such as addressing significant groundwater.
6. This cost is the City of Tigard's budgeted share for the installation of this pipe.
7. This cost is the City of Tigard's estimated share for the upsizing of this pipe.
8. Force main size is assumed but may consist of two pipes to accommodate initial low flows and future peak flows. As this cost is borne by CWS, it does not affect city funding requirements.

### ***River Terrace South Sub-Basin***

Due to multiple natural resource corridor areas dividing the RTS sub-basin, the sub-basin was split into five sub-areas for analysis. A detailed layout of the RTS sub-areas is shown in Figure 6. A summary of ADWF, I/I flows and PWWF for the RTS sub-areas is provided in Table 6. Descriptions and analysis relative to alternatives to serve these five sub-areas are outlined below.

**Table 6  
River Terrace South Sub-Areas Flow Development Summary**

River Terrace South Sub-Areas	Gross Area (Acres)	Dwelling Units	ADWF (mgd)	I/I Flow (mgd)	PWWF (mgd)
1	41.6	168	0.03	0.10	0.2 <sup>(1)</sup>
2	85.2	389	0.07	0.21	0.4 <sup>(1)</sup>
3	11.2	28	0.01	0.03	0.1 <sup>(1)</sup>
4 <sup>(2)</sup>	52.8	161	0.05	0.13	0.3 <sup>(1)</sup>
5	100.4	603	0.11	0.25	0.6 <sup>(1)</sup>
Pleasant View PS	-	-	-	-	0.5 <sup>(3)</sup>
Meyers Farm PS	-	-	-	-	0.3 <sup>(4)</sup>

Note:

1. Peak factor of 3.3, from ASCE's Peak Factor vs. Average Flow graph applied to the ADWF. Peak Wet Weather Flow (PWWF) taken from the sum of the peak ADWF and I/I flow.
2. River Terrace South Sub-Area 4 includes the 20 acre designated school lot.
3. Peak wet weather build out flows from the Siting Study for River Terrace Pump Stations and Force Mains Report for CWS (MSA, 2013).
4. Peak wet weather build out flows from the Siting Study for River Terrace Pump Stations and Force Mains Report for CWS (MSA, 2013).

*Alternatives for Sub-Areas 1 and 2*

The South Bull Mountain PS currently serves approximately 300 acres east of the RTS sub-basin situated north of SW Beef Bend Road and east of SW 150th Avenue. The South Bull Mountain PS has a maximum capacity of 2.4 MGD yet currently serves a peak flow of only 1.2 MGD. To maximize the existing capacity of this pump station, a portion of the RTS sub-basin, specifically RTS sub-areas 1 and 2, can potentially be served by this pump station.

In doing so, this will create capacity issues in the South Bull Mountain PS. Expanding the capacity of the South Bull Mountain PS is not considered practical due to its small existing footprint, surrounding sensitive environmental considerations, and somewhat challenging access to the adjacent SW Beef Bend Road. Thus two feasible alternatives were evaluated to alleviate this capacity issue.

- Alternative 1 sends flows from Pleasant View PS that currently routes to the South Bull Mountain PS, to the new RTS sub-area 4.
- Alternative 2 sends both flows from Pleasant View PS and Meyers Farm PS that currently route to the South Bull Mountain PS, to the new RTS sub-areas 4 and 5 respectively.

A comparison of the remaining capacity of South Bull Mountain PS is provided in the following table.

**Table 7  
Remaining Capacity of South Bull Mountain Pump Station  
Based on Peak Wet Weather Flows**

Area	PWWF (mgd)	Cumulative PWWF (mgd)	Remaining Capacity S. Bull Mountain Pump Station <sup>(1)</sup> (mgd)
1	0.2	0.2	1.0
2	0.4	0.6	0.6
Pleasant View PS	0.5 <sup>(2)</sup>	1.1	0.1
Meyers Farm PS	0.3 <sup>(3)</sup>	1.4	-0.2

Note:

1. Estimated available peak capacity at South Bull Mountain PS is approximately 1.2 mgd.
2. Peak wet weather build out flows from the Siting Study for River Terrace Pump Stations and Force Mains Report for CWS (MSA, 2013).
3. Peak wet weather build out flows from the Siting Study for River Terrace Pump Stations and Force Mains Report for CWS (MSA, 2013).

An 8-inch sewer line, approximately 2,000 LF, exists at the southeast corner of the RTS sub-basin, allowing for immediate sewer service to sub-areas 1 and 2. However, the 8-inch sewer line located in SW Beef Bend Road just west of the South Bull Mountain PS establishes the hydraulic limitation. This sewer line has an existing peak flow of approximately 50 gallons per minute (gpm) based on the model, while having a capacity of roughly 250 gpm at full pipe capacity. Therefore, this sewer line can only accommodate approximately 200 gpm of additional flow. Peak flows were calculated for RTS sub-areas 1 and 2 to better understand how the capacity in the 8-inch sewer line along SW Beef Bend Road limits the area that can be served without driving a pipe size increase. The flows calculated are provided in the table below.

**Table 8  
Remaining Capacity of 8-inch Sewer Line Based on Peak Wet Weather Flows**

Sub-area	Gross Area (Acres)	Dwelling Units	ADWF (gpm)	I/I Flows (gpm)	PWWF <sup>(1)</sup> (gpm)	Remaining Capacity 8-inch sewer line <sup>(2)</sup> (gpm)
1	41.6	168	21	72	142	58
2	85.2	389	49	148	308	-108
1 and 2	126.8	557	70	220	450	-250

Note:

1. Peak factor of 3.3, from ASCE's Peak Factor vs. Average Flow graph applied to the ADWF. Peak Wet Weather Flow (PWWF) taken from the sum of the peak ADWF and I/I flow.
2. Estimated available full pipe capacity in the 8-inch sewer in SW Beef Bend Road is approximately 200 gpm.

Under current development, the 8-inch sewer line along SW Beef Bend Road can only accommodate RTS sub-area 1. Given this information, there are two feasible sub-alternatives to consider.

- Alternative 2a would be to leave the 8-inch sewer line along SW Beef Bend Road as is and only have flows from RTS sub-area 1 route to South Bull Mountain PS. Flows from RTS sub-area 2 will then have to route to the west of the RTS sub-basin.
- Alternative 2b would be to increase the capacity of the 8-inch sewer line to accommodate additional flows from both RTS sub-areas 1 and 2 to eventually lead to South Bull Mountain PS. The pipeline hydraulic capacity will need to be increased by approximately 220 gpm to flow at full capacity.

### ***Recommendation: River Terrace South Sub-Areas 1 and 2***

It is recommended that the South Bull Mountain PS serve RTS sub-areas 1 and 2 while flows from both Pleasant View and Meyers Farm PS flow to RTS sub-areas 4 and 5 respectively. This approach also allows for some development within the existing South Bull Mountain service area without requiring changes to the existing South Bull Mountain PS. As development occurs and flows increase, the existing 8-inch sewer line will need to be upsized to a 10-inch line.

### ***Alternatives for Sub-Areas 3, 4 and 5***

The remaining sub-areas to be served within the RTS sub-basin, sub-areas 3, 4 and 5, cannot be feasibly served by gravity as the topography slopes away from the existing sewer system, which also does not have adequate capacity. To provide service to the remaining RTS sub-areas, two feasible alternatives were evaluated.

- The first alternative (identified as RTS-1) would be to construct one pump station in the southwest corner of sub-area 5. This location requires approximately 2,000 LF of sewer pipe from the southwest corner of sub-area 5 to the southwest corner of sub-area 4 at an average depth of 20 feet, with a maximum depth of approximately 40 feet.
- The second alternative (identified as RTS-2) would be to construct two pump stations, one in the southwest corner of sub-area 5 and one in the southwest corner of sub-area 4. This location requires approximately 1,000 LF of sewer pipe from the east corner of sub-area 5 to the west corner of sub-area 5 at an average depth of 10 feet. This alternative also requires an additional force main approximately 700 LF from the southwest corner of sub-area 4 to the east corner of sub-area 5.

In both alternatives, a force main will be routed south along Roy Rogers Road and east along Beef Bend Road past the South Bull Mountain PS. This route is preferred due to its ease of access and no intermediate high points, which create operational challenges.

The comparison of alternatives RTS-1 and RTS-2 is shown in Figure 7. A comparison of alternatives RTS-1 and RTS-2 conceptual level cost estimates are provided in Tables 9, 10A and 10B.

**Table 9**  
**RTS-1 and RTS-2 Common Item Cost Estimates**

<b>RTS-1 and RTS-2 Common Segments</b>	<b>Depth (ft.)</b>	<b>Length (LF)</b>	<b>Flow (gpm)</b>	<b>Size (in.)</b>	<b>Cost/LF</b>	<b>Total Cost<sup>(3,4)</sup></b>
Gravity Segment 1	10	600	326	8 <sup>(1)</sup>	\$138 <sup>(2)</sup>	\$98,000
Gravity Segment 2	10	700	31	8 <sup>(1)</sup>	\$138 <sup>(2)</sup>	\$115,000
Gravity Segment 3	10	1,700	358	10 <sup>(1)</sup>	\$152 <sup>(2)</sup>	\$301,000
Gravity Segment 4	15	1,800	101	8 <sup>(1)</sup>	\$167 <sup>(2)</sup>	\$317,000
Gravity Segment 5	10	400	236	8 <sup>(1)</sup>	\$138 <sup>(2)</sup>	\$66,000
Gravity Segment 6	17	900	338	8 <sup>(1)</sup>	\$182 <sup>(2)</sup>	\$187,000
Gravity Segment 7	25	1,000	550	12 <sup>(1)</sup>	\$721 <sup>(2)</sup>	\$722,000
Pump Station 1 Force Main	-	10,100	1,220	12	\$150	\$1,515,000
Pump Station 1	-	-	1.8 mgd	-	-	\$832,000
Beef Bend Rd. 8" line upsizing to 10"	10	2,000	500	10 <sup>(1)</sup>	\$152 <sup>(2)</sup>	\$304,000
<b>Common Items Construction Sub-Total</b>						<b>\$4,457,000</b>

Note:

1. Size based on full pipe capacity and minimum slope from Table 4 of this memorandum.
2. Cost/LF from Appendix R of the 2009 Sanitary Sewer Master Plan Update CWS Table 1: Unit Costs for Gravity Sewers, \$/LF, ENR value for this table was 8602 from November 2008. Costs were scaled to reflect an ENR value of 9664 from January 2014.
3. No easement costs added to gravity segments and force main sewer lines within existing or proposed ROW. Easements for private property assumed to be 20' wide with a cost of \$25/LF.
4. Costs do not include provisions for rock or other potential impacts, such as addressing significant groundwater.

**Table 10A**  
**RTS-1 Cost Estimates**

	Depth (ft.)	Length (LF)	Flow (gpm)	Size (in.)	Cost/LF	Total Cost <sup>(3,4)</sup>
Gravity Segment 8A	20	1,700	561	12 <sup>(1)</sup>	\$238 <sup>(2)</sup>	\$430,000
Gravity Segment 9A	20	1,000	671	12 <sup>(1)</sup>	\$238 <sup>(2)</sup>	\$264,000
<b>Common Items Construction Sub-Total (from Table 9)</b>						<b>\$4,457,000</b>
Construction Sub-Total						\$5,151,000
Engineering Legal and Administrative (ELA) costs, 25% allowance of Construction Sub-Total Costs						\$1,288,000
Construction and ELA Sub-Total						\$6,439,000
30% contingency of Construction and ELA costs						\$1,932,000
<b>Total Cost</b>						<b>\$8,371,000</b>

Note:

1. Size based on full pipe capacity and minimum slope from Table 4 of this memorandum.
2. Cost/LF from Appendix R of the 2009 Sanitary Sewer Master Plan Update CWS Table 1: Unit Costs for Gravity Sewers, \$/LF, ENR value for this table was 8602 from November 2008. Costs were scaled to reflect an ENR value of 9664 from January 2014.
3. No easement costs added to gravity segments and force main sewer lines with existing or proposed ROW. Easements for private property assumed to be 20' wide with a cost of \$25/LF.
4. Costs do not include provisions for rock or other potential impacts, such as addressing significant groundwater.

**Table 10B  
RTS-2 Cost Estimates**

	Depth (ft.)	Length (LF)	Flow (gpm)	Size (in.)	Cost/LF	Total Cost <sup>(3,4)</sup>
Gravity Segment 8B	12	1,000	561	12 <sup>(1)</sup>	\$180 <sup>(2)</sup>	\$205,000
Gravity Segment 9B	10	1,000	671	12 <sup>(1)</sup>	\$167 <sup>(2)</sup>	\$193,000
Pump Station 2 Force Main	-	700	561	12	\$150	\$105,000
Pump Station 2	-	-	0.8 mgd	-	-	\$396,000
<b>Common Items Construction Sub-Total (from Table 9)</b>						<b>\$4,457,000</b>
Construction Sub-Total						\$5,356,000
Engineering Legal and Administrative (ELA) costs, 25 percent allowance of Construction Sub-Total Costs						\$1,339,000
Construction and ELA Sub-Total						\$6,695,000
30 percent contingency of Construction and ELA costs						\$2,009,000
<b>Total Cost</b>						<b>\$8,704,000</b>

Note:

1. Size based on full pipe capacity and minimum slope from Table 4 of this memorandum.
2. Cost/LF from Appendix R of the 2009 Sanitary Sewer Master Plan Update CWS Table 1: Unit Costs for Gravity Sewers, \$/LF, ENR value for this table was 8602 from November 2008. Costs were scaled to reflect an ENR value of 9664 from January 2014.
3. No easement costs added to gravity segments and force main sewer lines with existing or proposed ROW. Easements for private property assumed to be 20' wide with a cost of \$25/LF.
4. Costs do not include provisions for rock or other potential impacts, such as addressing significant groundwater.

***Recommendation: River Terrace South Sub-Areas 3, 4 and 5***

Construction of a single pump station, as described in Alternative RTS-1, is recommended due to a lower estimated project cost as well as system operational benefits of not having to double-pump wastewater, which requires additional power. Also, labor hours and maintenance costs are significantly reduced by minimizing the number of pump stations.

**Urban Reserve Area Sewer Service Recommendations**

Service provided for the URAs 6C (North), 6C (Middle) and 6C (South) assumes the construction of the recommended alternatives for the River Terrace North and South sub-basin are complete. A description of the sewer service recommendations for the URAs are presented below.

- URA 6C (North) can largely be served by the pump station within the RTN sub-basin. One small area along the western edge that is separated by a ravine will require a small pump station in order to provide sewer service.
- URA 6C (Middle) can be served by a proposed pump station in the southwest corner of the area. This pump station can connect to the existing sewer line along the west boundary of RTS sub-area 5 through a force main, which may be up to 12 inches in

diameter. This planned approach slightly increased the size of the gravity line segments within the RTS sub-area 5, specifically gravity segment 7, from a 12-inch line to a 15-inch line. Alternatively, the flow from this area could potentially route to the north depending on development sequencing.

- URA 6C (South) can be served by a proposed pump station in the southwest corner of the area. The existing 12-inch gravity line (segment 7), running north to south within RTS sub-area 5, can be extended further south to tie into the new URA 6C (South) PS so that the existing PS in RTS sub-area 5 can be taken offline. This extended gravity line would then increase from a 12-inch to a 15-inch gravity sewer line. The URA 6C (South) PS would discharge through a force main, bypassing the existing 8-inch line along SW Beef Bend Road and continuing beyond South Bull Mountain PS to 137th Avenue where there is adequate capacity.

An overview of the recommendations for serving URAs 6C (North), 6C (Middle) and 6C (South) is shown in Figure 8.

## **V. CAPITAL IMPROVEMENT PLAN**

### **Summary of Recommendations and Conceptual Level Costs**

The recommended improvements for the River Terrace Community are shown in Figure 9. Proposed improvements for the River Terrace North and South sub-basins are discussed in the following section.

#### ***River Terrace North Sub-Basin***

It is recommended that the RTN sub-basin be served by one pump station as shown in Figure 9. This pump station should be located to the north of the tributary to avoid deep sewer lines, provide a feasible location to serve URA 6C (North) in the future, and serve the South Cooper Mountain Annexation Area within the City of Beaverton to the north. It is also recommended that the Scholls Country Estates PS to the northeast of the sub-basin be taken offline as development occurs in the RTN sub-basin. The capacity of the pump station and pipe sizes are based on build out flows from the RTN sub-basin, URA 6C (North), Scholls Country Estates PS and the City of Beaverton. A layout of the recommended service for the area as well as the entire River Terrace Community is shown in Figure 9. Conceptual level cost estimates for the recommended alternatives are provided in Table 11.

**Table 11  
River Terrace North Sub-Basin Recommended Service Cost Estimate**

	Depth (ft)	Length (LF)	Flow (gpm)	Size (in.)	Cost/LF	Total Cost <sup>(3,4)</sup>
Gravity Segment 1	10	1,300	154	8 <sup>(1)</sup>	\$138 <sup>(2)</sup>	\$180,000
Gravity Segment 2	10	1,700	539	12 <sup>(1)</sup>	\$167 <sup>(2)</sup>	\$305,000
Gravity Segment 3	10	900	1,124	15 <sup>(1)</sup>	\$189 <sup>(2)</sup>	\$178,000
Gravity Segment 4	10	1,000	348	10 <sup>(1)</sup>	\$152 <sup>(2)</sup>	\$170,000
Gravity Segment 5	10	1,600	302	8 <sup>(1)</sup>	\$138 <sup>(2)</sup>	\$229,000
RTN Force Main	-	2,000	6,000	18 <sup>(7)</sup>	\$200	\$400,000
RTN Pump Station	-	-	8.6 mgd	-	-	\$3,487,000
Scholls Ferry Trunk Extension	-	-	-	-	-	\$942,000 <sup>(6)</sup>
Barrows Rd Trunk Upsizing	-	-	-	-	-	\$170,000 <sup>(7)</sup>
<b>Construction Sub-Total</b>						<b>\$6,061,000</b>
Engineering Legal and Administrative (ELA) costs, 25 percent allowance of Construction Sub-Total Costs						\$1,515,000
<b>Construction and ELA Sub-Total</b>						<b>\$7,576,000</b>
30 percent contingency of Construction and ELA costs						\$2,273,000
<b>Total Cost</b>						<b>\$9,849,000</b>

Note:

1. Size based on full pipe capacity and minimum slope from Table 4 of this memorandum.
2. Cost/LF from Appendix R of the 2009 Sanitary Sewer Master Plan Update CWS Table 1: Unit Costs for Gravity Sewers, \$/LF, ENR value for this table was 8602 from November 2008. Costs were scaled to reflect an ENR value of 9664 from January 2014.
3. No easement costs added to gravity segments and force main sewer lines with existing or proposed ROW. Easements for private property assumed to be 20' wide with a cost of \$25/LF.
4. Costs do not include provisions for rock or other potential impacts, such as addressing significant groundwater.
5. This cost is the City of Tigard's budgeted share for the installation of this pipe.
6. This cost is the City of Tigard's estimated share for the upsizing of this pipe.
7. Force main size is assumed but may consist of two pipes to accommodate initial low flows and future peak flows. As this cost is borne by CWS, it does not affect city funding requirements.

### ***River Terrace South Sub-Basin***

It is recommended that a portion of the RTS sub-basin specifically RTS sub-areas 1 and 2, be served by the existing South Bull Mountain PS, requiring the upsizing of the existing 8-inch gravity line to the pump station. It is also recommended that RTS sub-areas 3, 4 and 5 be served by a new pump station in the southwest corner of RTS sub-area 5. The Pleasant View PS and Meyers Farm PS should be taken offline upon development within RTS sub-areas 3, 4 or 5, and flows from these two pump stations should be routed through RTS sub-areas 4 and 5 respectively to the new pump station in sub-area 5. The capacity of the pump station and pipe sizes are based on build out flows from the RTS sub-basin area, Pleasant View PS, Meyers Farm PS and URA 6C (Middle). Gravity Segment 7 was sized to accommodate URA

6C (Middle) build out flows. A layout of the recommended service for the area as well as the entire River Terrace Community is shown in Figure 9. Conceptual level cost estimates for the recommended alternatives are provided in Table 12.

**Table 12**  
**River Terrace South Sub-Basin Recommended Service Cost Estimate**

	Depth (ft.)	Length (LF)	Flow (gpm)	Size (in.)	Cost/LF	Total Cost <sup>(3,4)</sup>
Gravity Segment 1	10	600	326	8 <sup>(1)</sup>	\$138 <sup>(2)</sup>	\$98,000
Gravity Segment 2	10	700	31	8 <sup>(1)</sup>	\$138 <sup>(2)</sup>	\$115,000
Gravity Segment 3	10	1700	358	10 <sup>(1)</sup>	\$152 <sup>(2)</sup>	\$301,000
Gravity Segment 4	15	1800	101	8 <sup>(1)</sup>	\$167 <sup>(2)</sup>	\$317,000
Gravity Segment 5	10	400	236	8 <sup>(1)</sup>	\$138 <sup>(2)</sup>	\$66,000
Gravity Segment 6	17	900	338	8 <sup>(1)</sup>	\$182 <sup>(2)</sup>	\$187,000
Gravity Segment 7 <sup>(5)</sup>	25	1,000	1,099	15 <sup>(1)</sup>	\$749 <sup>(2)</sup>	\$750,000
Gravity Segment 8A	20	1,700	561	12 <sup>(1)</sup>	\$238 <sup>(2)</sup>	\$430,000
Gravity Segment 9A	20	1,000	671	12 <sup>(1)</sup>	\$238 <sup>(2)</sup>	\$264,000
RTS Pump Station						
Force Main	-	10,100	1,220	12	\$150	\$1,515,000
RTS Pump Station	-	-	1.8 mgd	-	-	\$832,000
Beef Bend Rd. 8" line upsizing to 10"	10	2,000	500	10	\$152	\$304,000
Construction Sub-Total						\$5,179,000
Engineering Legal and Administrative (ELA) costs, 25 percent allowance of Construction Sub-Total Costs						\$1,295,000
Construction and ELA Sub-Total						\$6,474,000
30 percent contingency of Construction and ELA costs						\$1,942,000
<b>Total Cost</b>						<b>\$8,416,000</b>

Note:

1. Size based on full pipe capacity and minimum slope from Table 4 of this memorandum.
2. Cost/LF from Appendix R of the 2009 Sanitary Sewer Master Plan Update CWS Table 1: Unit Costs for Gravity Sewers, \$/LF, ENR value for this table was 8602 from November 2008. Costs were scaled to reflect an ENR value of 9664 from January 2014.
3. No easement costs added to gravity segments and force main sewer lines with existing or proposed ROW. Easements for private property assumed to be 20' wide with a cost of \$25/LF.
4. Costs do not include provisions for rock or other potential impacts, such as addressing significant groundwater.
5. Gravity Segment 7 upsized from 12-inch to 15-inch diameter pipe to accommodate URA growth to the west.

CITY OF BEAVERTON

SW SCHOLLS FERRY RD

SW 15TH AVE

SW BARROWS RD

SW VANDERMOST RD

URBAN RESERVE 6C (NORTH)

RURAL RESERVE 5C

URBAN RESERVE 6C (MIDDLE)

SW ROY ROGERS RD

SW ROSHAK RD

SW 150TH AVE

SW BULL MOUNTAIN RD

UNDESIGNATED

SW BULL MOUNTAIN RD

SW WOODHUE ST

URBAN RESERVE 6C (SOUTH)

SW BEEF BEND RD

URBAN RESERVE 6D

**LEGEND**

- STUDY AREA
- PROPOSED RIGHT-OF-WAY
- TIGARD CITY LIMITS
- RIVER TERRACE COMMUNITY AREA
- URBAN RESERVE AREA
- 10' CONTOURS

C:\PDX\_Proj\csl\1484 - Tigard River Terrace\GIS\CITY OF TIGARD, FIGURES\SEWER SYSTEM\ADDENDUM\13-1484-OR-FIGURE 2 - STUDY AREA.mxd 4/18/2014 4:21:53 PM DKH

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SCALE IN FEET

SOURCE:  
CONTOURS - CLEAN WATER SERVICES.  
AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
ALL OTHER BASEMAPPING METRO/LRIS (AUG 2013).

**FIGURE 2**

CITY OF TIGARD  
RIVER TERRACE COMMUNITY PLAN  
RIVER TERRACE STUDY AREA

January 2014

Murray, Smith & Associates, Inc.  
Engineers/Planners

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Portland, Oregon 97204-2919 FAX 503.235.9022

13-1484

CITY OF BEAVERTON

URBAN RESERVE 6C (NORTH)

RURAL RESERVE 5C

URBAN RESERVE 6C (MIDDLE)

UNDESIGNATED

URBAN RESERVE 6C (SOUTH)

URBAN RESERVE 6D

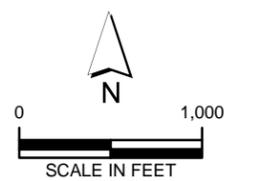
**LEGEND**

-  RIVER TERRACE COMMUNITY STUDY AREA
-  PROPOSED RIGHT-OF-WAY
-  URBAN RESERVE AREA
-  TIGARD CITY LIMITS

**ZONING:**

-  COMMUNITY COMMERCIAL (CC)
-  LOW DENSITY RESIDENTIAL (R-4.5)
-  MEDIUM DENSITY RESIDENTIAL (R-7)
-  MEDIUM-HIGH DENSITY RESIDENTIAL (R-12)
-  HIGH DENSITY RESIDENTIAL (R-25)

C:\PDX\_Proj\GIS\City of Tigard River Terrace\GIS\CITY OF TIGARD, FIGURES\SEWER SYSTEM\ADDENDUM\3-1484-OR-FIGURE 3 - ZONING.mxd 4/18/2014 4:29:25 PM DKH



SOURCE:  
 CONTOURS - CLEAN WATER SERVICES.  
 AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
 WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
 ALL OTHER BASEMAPPING METRO/LIS (AUG 2013).

**FIGURE 3**



**TIGARD**  
 CITY OF TIGARD  
 RIVER TERRACE COMMUNITY PLAN  
 RIVER TERRACE ZONE DESIGNATIONS

January 2014

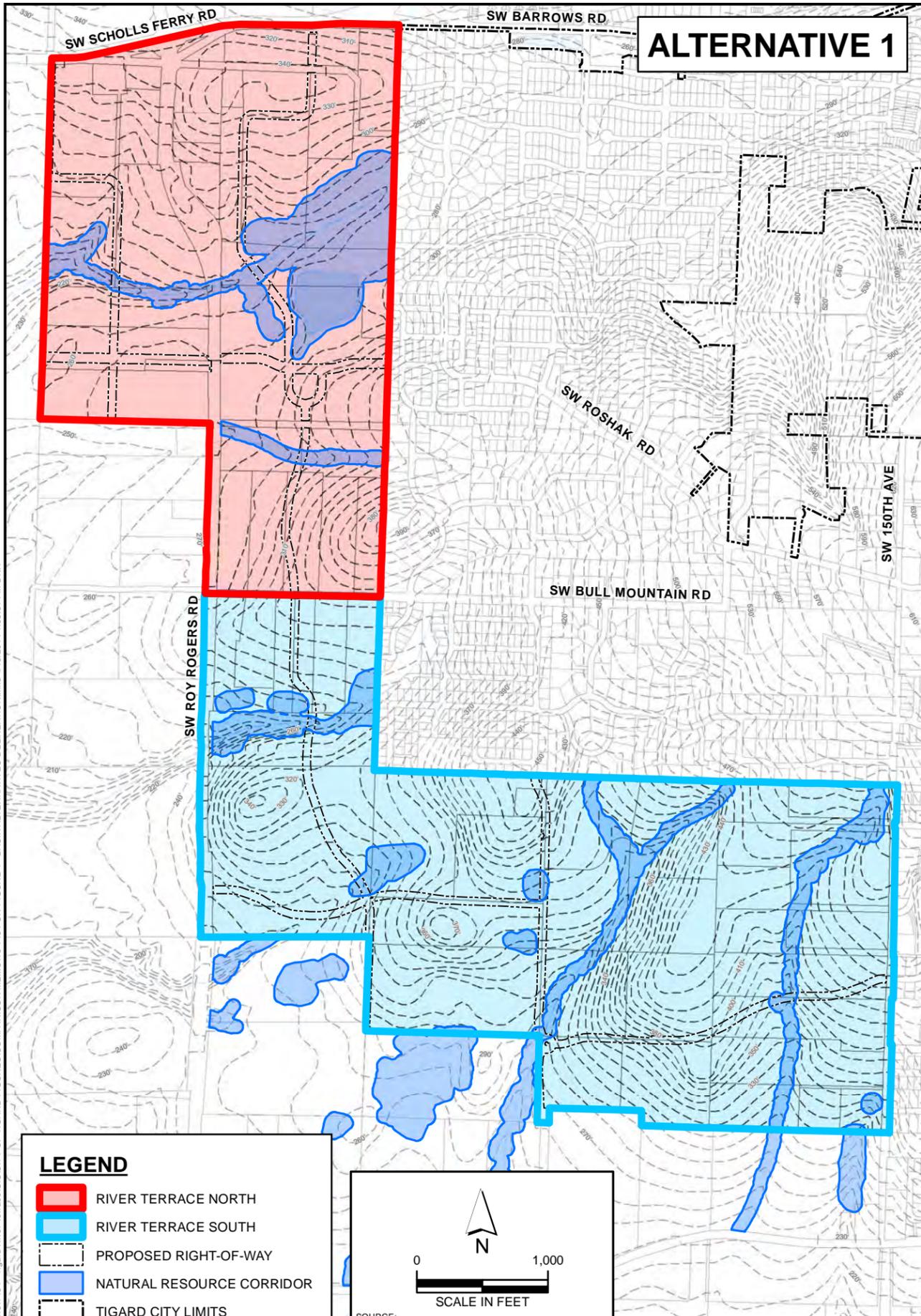


**MSA** Murray, Smith & Associates, Inc.  
 Engineers/Planners

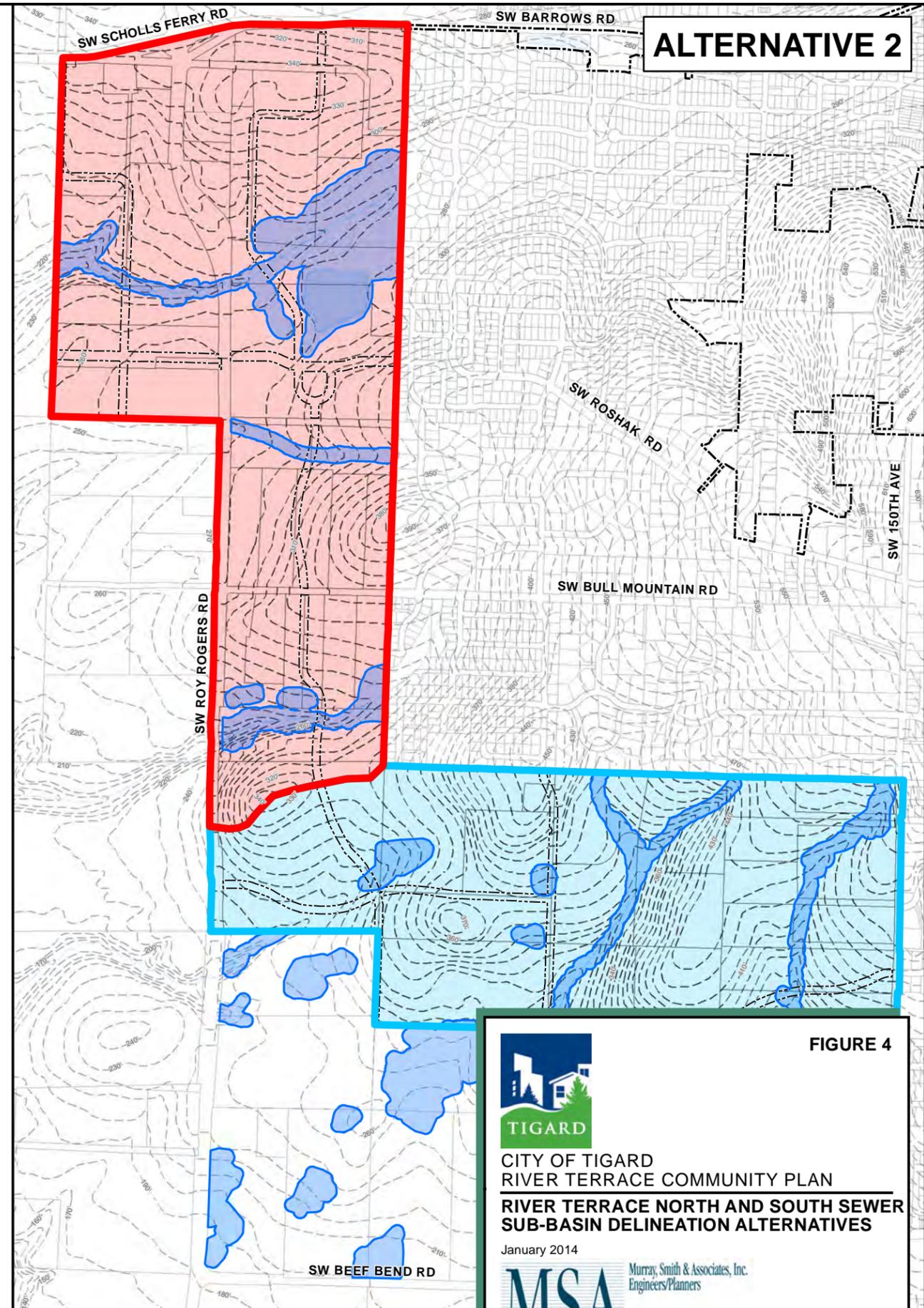
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 Portland, Oregon 97204-2919 FAX 503.235.9022

13-1484

G:\PDX\_Projects\131484 - Tigard River Terrace\GIS\CITY OF TIGARD FIGURES\COMPARISON MEMO\131484-OR-FIGURE 4 - BASIN ALTERNATIVES DELINEATION.mxd 4/18/2014 4:33:31 PM DKH



# ALTERNATIVE 1



# ALTERNATIVE 2

**LEGEND**

- RIVER TERRACE NORTH
- RIVER TERRACE SOUTH
- PROPOSED RIGHT-OF-WAY
- NATURAL RESOURCE CORRIDOR
- TIGARD CITY LIMITS
- 10' CONTOURS

  
 0 1,000  
 SCALE IN FEET

SOURCE:  
 CONTOURS - CLEAN WATER SERVICES  
 AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
 WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
 ALL OTHER BASEMAPPING METRO/RLIS (AUG 2013).

**FIGURE 4**



**CITY OF TIGARD**  
 RIVER TERRACE COMMUNITY PLAN  
 RIVER TERRACE NORTH AND SOUTH SEWER  
 SUB-BASIN DELINEATION ALTERNATIVES

January 2014



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13-1484

**LEGEND**

-  PROPOSED PUMP STATION
-  TRUNK LINE
-  FORCE MAIN
-  PROPOSED RIGHT-OF-WAY
-  NORTH SUB-BASIN SERVICE BOUNDARY
-  SEGMENT NUMBER
-  NATURAL RESOURCE CORRIDOR
-  RIVER TERRACE NORTH AREA
-  TIGARD CITY LIMITS
-  10' CONTOURS

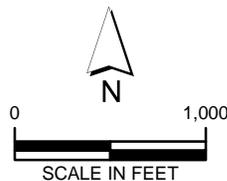
**RIVER TERRACE NORTH AREA  
TRIBUTARY TO SW SCHOLLS  
FERRY RD TO DRAIN TO  
BARROWS RD TRUNK**

**PROPOSED  
PUMP STATION**

**SCHOLLS COUNTRY  
ESTATES  
PUMP STATION**

**EXISTING SCHOLLS  
COUNTRY ESTATES  
PUMP STATION BASIN**

G:\PDX\_Projects\1311484 - Tigard River Terrace\GIS\CITY OF TIGARD FIGURES\COMPARISON MEMO\1311484-OR-FIGURE 5 - COMPARISON MEMO RTN (8.5x11).mxd 4/21/2014 11:18:16 AM DKH



**SOURCE:**  
CONTOURS - CLEAN WATER SERVICES.  
AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
ALL OTHER BASEMAPPING METRO/LIS (AUG 2013).

**FIGURE 5**



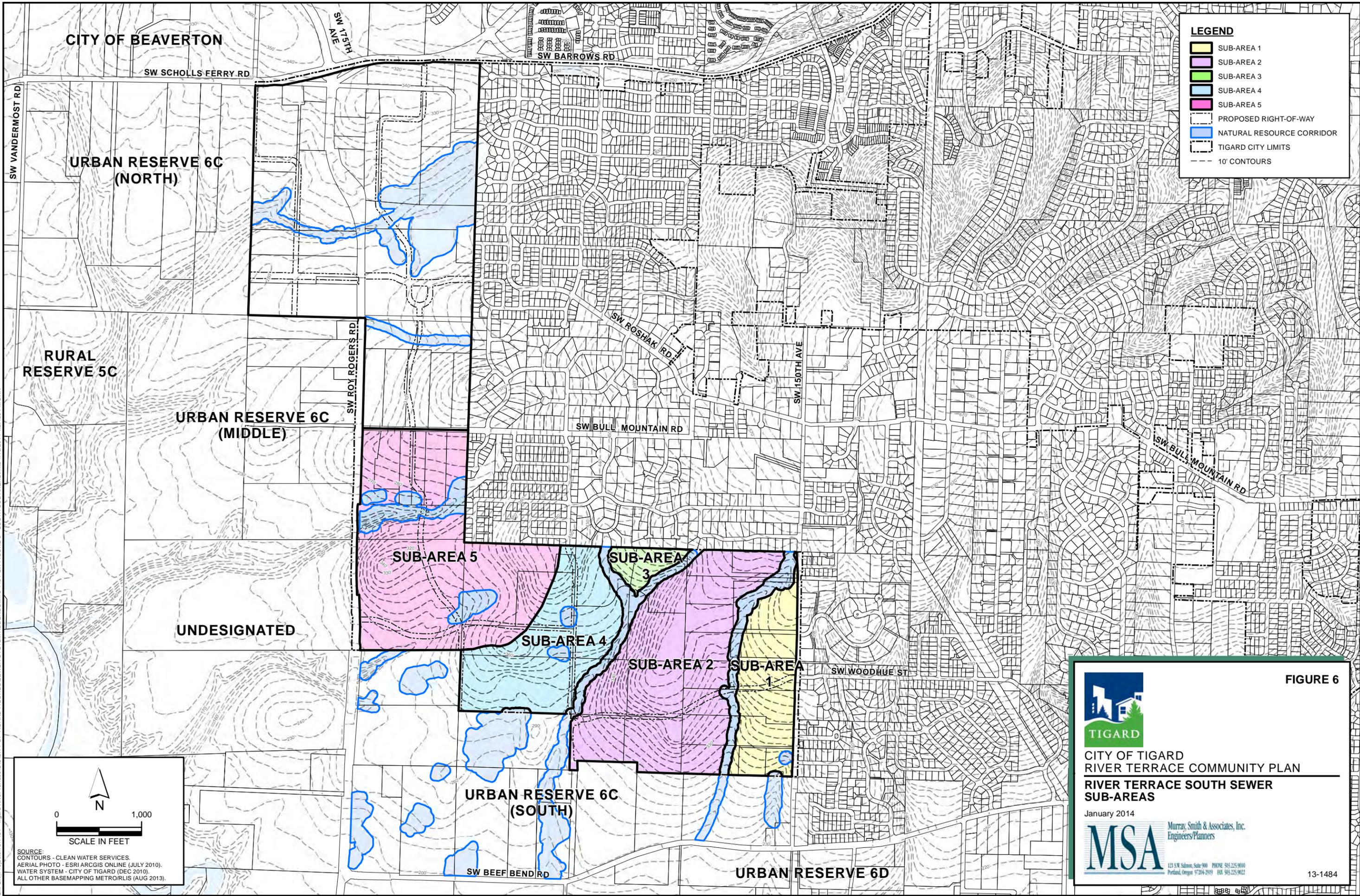
**CITY OF TIGARD  
RIVER TERRACE COMMUNITY PLAN  
RIVER TERRACE NORTH SUB-BASIN  
SEWER SERVICE**

January 2014



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**LEGEND**

- SUB-AREA 1
- SUB-AREA 2
- SUB-AREA 3
- SUB-AREA 4
- SUB-AREA 5
- PROPOSED RIGHT-OF-WAY
- NATURAL RESOURCE CORRIDOR
- TIGARD CITY LIMITS
- 10' CONTOURS

0 1,000  
SCALE IN FEET

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SOURCE:  
CONTOURS - CLEAN WATER SERVICES.  
AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
ALL OTHER BASEMAPPING METROLR/LS (AUG 2013).

**FIGURE 6**



**CITY OF TIGARD**  
RIVER TERRACE COMMUNITY PLAN  
RIVER TERRACE SOUTH SEWER  
SUB-AREAS

January 2014



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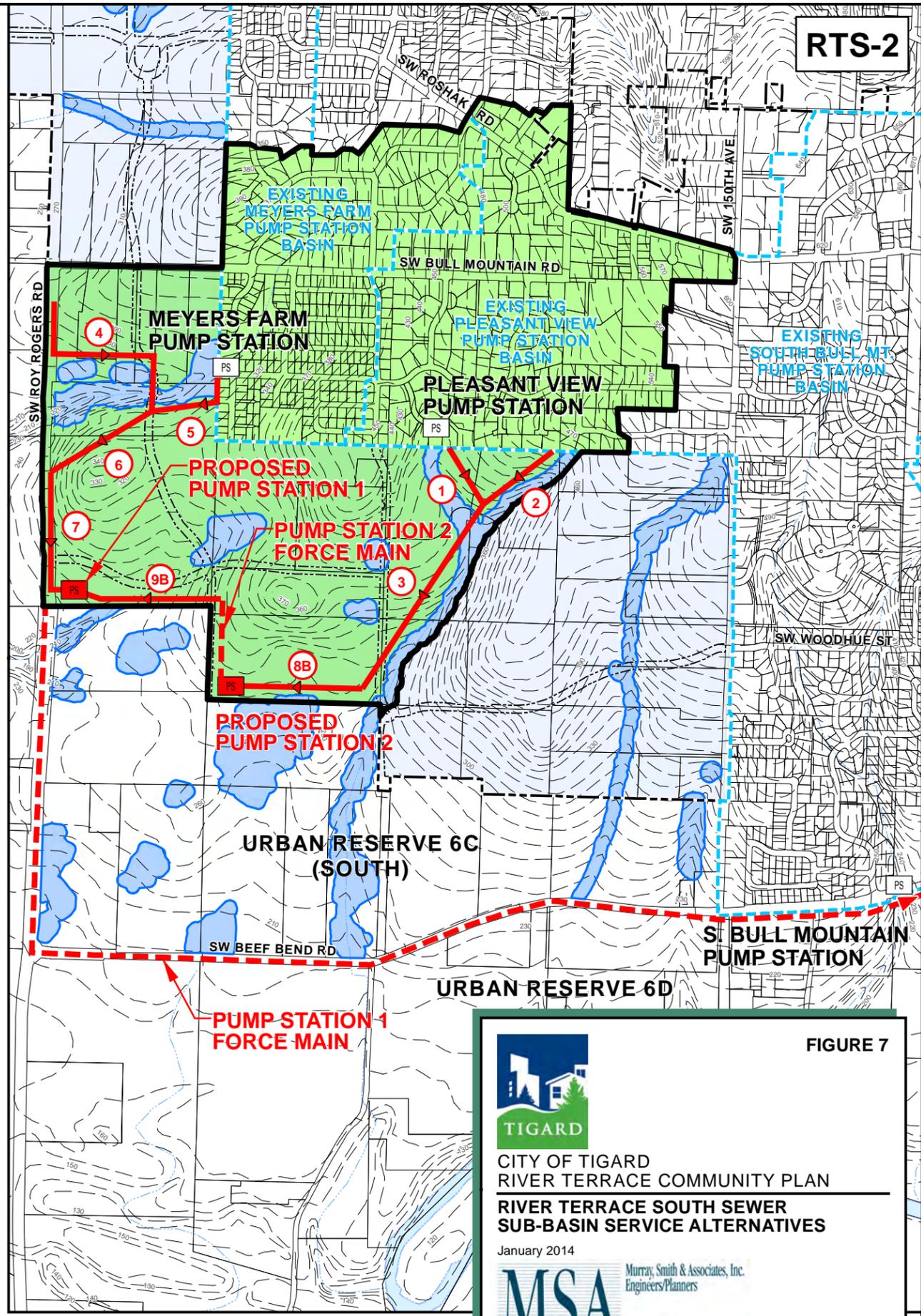
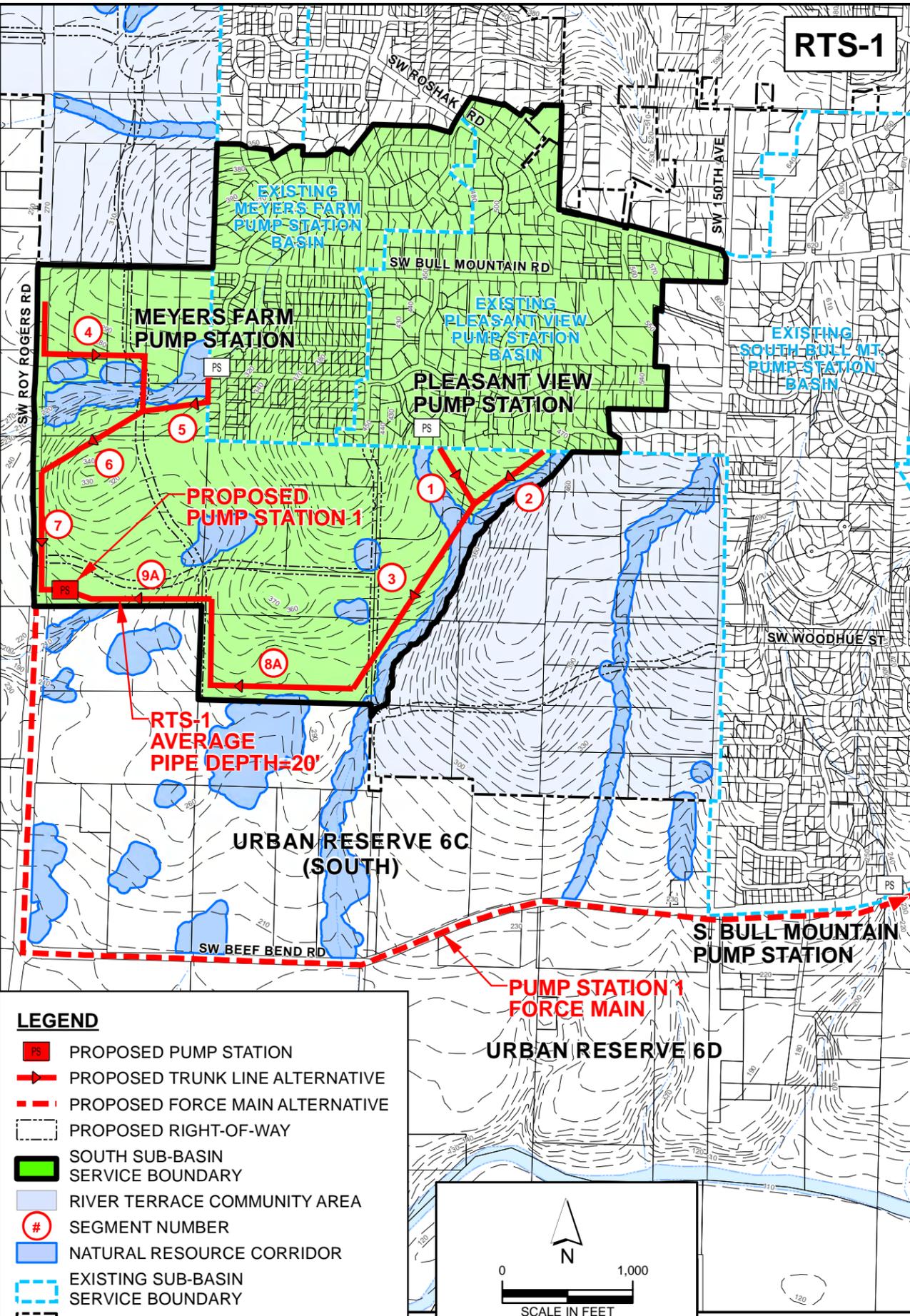
121 S.W. Salem, Suite 200 PHONE 503.235.9000  
Portland, Oregon 97204-2919 FAX 503.235.9022

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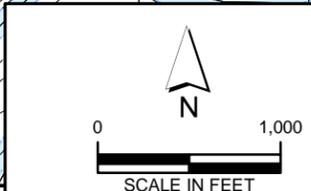
C:\PDX\_Proj\csl\131484 - Tigard River Terrace\GIS\CITY OF TIGARD, FIGURES\SEWER SYSTEM\ADDENDUM\13-1484-OR-FIGURE 6 - SOUTH SUB-AREAS.mxd, 4/18/2014, 4:27:36 PM DKH

RTS-1

RTS-2



- LEGEND**
- PS PROPOSED PUMP STATION
  - > PROPOSED TRUNK LINE ALTERNATIVE
  - - - PROPOSED FORCE MAIN ALTERNATIVE
  - PROPOSED RIGHT-OF-WAY
  - SOUTH SUB-BASIN SERVICE BOUNDARY
  - RIVER TERRACE COMMUNITY AREA
  - # SEGMENT NUMBER
  - NATURAL RESOURCE CORRIDOR
  - EXISTING SUB-BASIN SERVICE BOUNDARY
  - TIGARD CITY LIMITS
  - 10' CONTOURS



SOURCE:  
 CONTOURS - CLEAN WATER SERVICES.  
 AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
 WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
 ALL OTHER BASEMAPPING METRO/RLIS (AUG 2013).

**FIGURE 7**



**CITY OF TIGARD**  
 RIVER TERRACE COMMUNITY PLAN  
 RIVER TERRACE SOUTH SEWER  
 SUB-BASIN SERVICE ALTERNATIVES  
 January 2014



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13-1484

G:\PDX\_Projects\131484 - Tigard River Terrace\GIS\CITY OF TIGARD FIGURES\COMPARISON MEMO\131484-CP-FIGURE 7 - COMPARISON MEMO.RTS.mxd 4/21/2014 11:16:36 AM DKH

CITY OF BEAVERTON

SW SCHOLLS FERRY RD

SW 15TH AVE

SW BARROWS RD

AREA NOT SERVED BY REGIONAL FACILITY - WILL REQUIRE SEPARATE PUMP STATION

URBAN RESERVE 6C (NORTH)

RTN PUMP STATION

NO SEWER SERVICE AND/OR NO DEVELOPABLE LAND

URBAN RESERVE 6C (MIDDLE)

URA 6C (MIDDLE) PROPOSED PUMP STATION

FORCE MAIN TO RTS

PROPOSED PUMP STATION 1 REMOVED UPON URA 6C (SOUTH) DEVELOPMENT

EXTENDED GRAVITY LINE FROM RTS-1 PUMPSTATION

URA 6C (SOUTH) PROPOSED PUMP STATION

URBAN RESERVE 6C (SOUTH)

SW BEEF BEND RD

SW BULL MOUNTAIN RD

SW ROSHAK RD

SW 150TH AVE

SW WOODHUE ST

SW BULL MOUNTAIN RD

S. BULL MOUNTAIN PUMP STATION

**LEGEND**

- PS PROPOSED PUMP STATION URA 6C (MIDDLE)
- PS PROPOSED PUMP STATION URA 6C (SOUTH)
- - - PROPOSED FORCE MAIN URA 6C (MIDDLE)
- PROPOSED TRUNK URA 6C (SOUTH)
- PROPOSED RIGHT-OF-WAY
- URBAN RESERVE AREA
- DEVELOPED RIVER TERRACE COMMUNITY
- TIGARD CITY LIMITS
- 10' CONTOURS

C:\PDX\_Proj\csl\131484 - Tigard River Terrace\GIS\CITY OF TIGARD\_FIGURES\SEWER SYSTEM\ADDENDUM\13-1484-OR-FIGURE 8 - URA ALTERNATIVES.mxd 4/18/2014 4:28:51 PM DKH

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SCALE IN FEET

SOURCE:  
CONTOURS - CLEAN WATER SERVICES  
AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010)  
WATER SYSTEM - CITY OF TIGARD (DEC 2010)  
ALL OTHER BASEMAPPING METRO/LIS (AUG 2013)

**FIGURE 8**



CITY OF TIGARD  
RIVER TERRACE COMMUNITY PLAN  
URBAN RESERVE AREA  
SEWER SERVICE ALTERNATIVES  
January 2014



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13-1484

CITY OF BEAVERTON

URBAN RESERVE 6C (NORTH)

URBAN RESERVE 6C (MIDDLE)

URA 6C (MIDDLE) PROPOSED PUMP STATION

FORCE MAIN TO RTS

EXTENDED GRAVITY LINE FROM RTS-1 PUMPSTATION

URA 6C (SOUTH) PROPOSED PUMP STATION

RIVER TERRACE NORTH AREA TRIBUTARY TO SW SCHOLLS FERRY RD TO DRAIN TO BARROW RD TRUNK

SCHOLLS COUNTRY ESTATES PUMP STATION

MEYERS FARM PUMP STATION

PLEASANT VIEW PUMP STATION

PROPOSED RTS PUMP STATION 1 REMOVED UPON URA 6C (SOUTH) DEVELOPMENT

URBAN RESERVE 6C (SOUTH)

S. BULL MOUNTAIN PUMP STATION

0 1,000  
SCALE IN FEET

SOURCE:  
CONTOURS - CLEAN WATER SERVICES.  
AERIAL PHOTO - ESRI ARCGIS ONLINE (JULY 2010).  
WATER SYSTEM - CITY OF TIGARD (DEC 2010).  
ALL OTHER BASEMAPPING METROLIS (AUG 2013).

**LEGEND**

- PROPOSED PUMP STATION
- PROPOSED TRUNK LINE ALTERNATIVE
- PROPOSED FORCE MAIN ALTERNATIVE
- EXISTING PUMP STATION
- PROPOSED RIGHT-OF-WAY
- RIVER TERRACE NORTH
- RIVER TERRACE SOUTH
- URBAN RESERVE AREA
- NATURAL RESOURCE CORRIDOR
- TIGARD CITY LIMITS
- 10' CONTOURS

**FIGURE 9**

CITY OF TIGARD  
RIVER TERRACE COMMUNITY PLAN  
PROPOSED SEWER SERVICE

January 2014

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Engineers/Planners

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Portland, Oregon 97204-2919 FAX 503.225.9022

13-1484

C:\PDX\_Proj\csl\131484\_Tigard River Terrace\GIS\CITY OF TIGARD FIGURES\SEWER SYSTEM\ADDENDUM\3-1484-OR-FIGURE 9 - COMPOSITE.mxd 4/19/2014 4:30:13 PM DKH

**AIS-1790**

**3. E.**

**Business Meeting**

**Meeting Date:** 06/10/2014  
**Length (in minutes):** Consent Item  
**Agenda Title:** Establish Mayor and Council Compensation Which Supersedes Resolution No 13-23  
**Prepared For:** Toby LaFrance  
**Submitted By:** Liz Lutz, Financial and Information Services  
**Item Type:** Resolution                      **Meeting Type:** Consent Agenda

**Public Hearing** Yes  
**Newspaper Legal Ad Required?:**  
**Public Hearing Publication** 05/22/2014  
**Date in Newspaper:**

**Information**

**ISSUE**

Shall Council pass a resolution establishing Mayor and Council compensation which supersedes Resolution No 13-23?

**STAFF RECOMMENDATION / ACTION REQUEST**

Staff recommends approving this resolution.

**KEY FACTS AND INFORMATION SUMMARY**

During public a Budget Committee meeting held on April 28, 2014, the Budget Committee discussed and approved an update to the compensation to Mayor and Council. Key factors considered in the decision include:

- Effort made as part of the FY 2014 budget process to update Mayor and Council compensation after several years without a compensation increase.
- Compensation is supposed to be addressed annually per City Charter and Tigard Municipal Code.
- The non-represented staff is scheduled to receive a cost of living adjustment of 1.4% in FY 2015.

The decision of the Budget Committee was to grant a stipend increase for Mayor and Council commensurate with non-represented staff COLA, and maintain an automobile allowance and 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 28, 2013 during a Budget Committee public meeting.

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**Fiscal Impact**

**Cost:** \$1,278

**Budgeted (yes or no):** Yes

**Where Budgeted (department/program):** General Fund

**Additional Fiscal Notes:**

This was part of the technical adjustment presented to the Budget Committee and approved on April 28, 2014.

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**Attachments**

Resolution

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**CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. 14-**

A RESOLUTION ESTABLISHING MAYOR AND COUNCIL COMPENSATION WHICH SUPERSEDES RESOLUTION NO 13-23.

---

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 2014-2015 budget to include additional compensation; and

WHEREAS, except where contracts are currently being negotiated, city staff will receive a cost of living adjustment of 1.4% in FY 2015; 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 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 \$5,780.

SECTION 2: The annual stipend for the Mayor shall be \$44,525.

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, 2014.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

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Mayor - City of Tigard

ATTEST:

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City Recorder - City of Tigard

**AIS-1769**

**4.**

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** 15 Minutes

**Agenda Title:** Tigard Walks: Project Results

**Submitted By:** Lloyd Purdy, Community  
Development

**Item Type:** Receive and File

**Meeting Type:** Council  
Business  
Mtg -  
Study Sess.

**Public Hearing** No

**Newspaper Legal Ad Required?:**

**Public Hearing Publication**

**Date in Newspaper:**

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**Information**

**ISSUE**

In February 2014, a six-member team of graduate students from Portland State University's Masters in Urban and Regional Planning program responded to a request for proposals from the City of Tigard's Community Development Department. The team was asked to do research and develop strategies in support of improved neighborhood walkability.

The team, calling themselves StepUP Studio, initiated a project called "Tigard Walks." This work included researching case studies, developing an improved GIS system analysis tool for the City's use, resident interviews, online surveys, meeting with community members and ultimately, recommendations for strategies that could improve neighborhood walkability.

The team will share their findings, based upon three months of work, with the City Council at this meeting.

**STAFF RECOMMENDATION / ACTION REQUEST**

No council action required at this time.

**KEY FACTS AND INFORMATION SUMMARY**

The result from this research project include five strategies that team members believe are the most relevant and timely, given the City of Tigard's draft strategic vision. These neighborhood walkability strategies are based upon three areas of research: community engagement, best practices from similar communities, and data from a GIS based pedestrian network analysis. The team also recognized three recurring core values they discovered

through their community engagement work: Family Friendly Neighborhoods, Living Close to Home, and Informed and Empowered Citizens. StepUp Studio's neighborhood walkability research blends with these core values in the following strategy recommendations:

1. Safe Routes to Schools
2. Active Parks and Trails
3. Neighborhood Centers
4. Simple Signs
5. Talk the Walk

In their final report, the team provides an in-depth explanation of each strategy and applies the strategy to an existing neighborhood in Tigard. The team also developed three tools to support implementation of these strategies. The first is a GIS based pedestrian network analysis that can model the performance of Tigard's pedestrian infrastructure - or changes to that infrastructure. The second tool is a neighborhood walkability guide community members can use to make their neighborhood more walkable. The third tool is a city communications guide/outline.

## **OTHER ALTERNATIVES**

N/A

## **COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS**

This project supports the City of Tigard's 2014 -2034 Draft Strategic Plan. Based upon the work done by these Portland State University graduate students, some part of their findings relate to each of the four goals of the Strategic Plan. This project is also consistent with Tigard's Comprehensive Plan Goal 1 for citizen involvement as well as Goals 8 and 12.

## **DATES OF PREVIOUS CONSIDERATION**

March 18, 2014 Introduction to StepUp Studio and their research project.

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### **Attachments**

Tigard Walks PreDraft Summary

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## TIGARD WALKS: WALKABLE NEIGHBORHOODS PLAN FOR TIGARD, OREGON PRE-DRAFT SUMMARY

The Walkable Neighborhoods Plan for Tigard outlines a set of strategies to help Tigard's residents, businesses, and leaders build their city into a more walkable place. These five strategies are based on three core values gleaned from StepUP Studio's outreach efforts to the people living and working in and for the city of Tigard.

- *Family Friendly Neighborhoods* - Tigard's neighborhoods should be safe, vibrant communities, where people of all ages and backgrounds are welcome and encouraged to walk, talk, learn, and play.
- *Living Close to Home* - Tigard's neighborhoods should contain the destinations, facilities, and amenities that meet the needs of their residents.
- *Informed and Empowered Citizens* - Tigard's residents should have the tools, resources, and expertise to help make their communities better.

### Strategies

The five strategies were developed after 1) extensive analysis of the city's pedestrian network and existing conditions; 2) research on best practices and case studies from other cities; and 3) feedback from Tigard residents, community groups, and city staff. Each strategy responds to one or more of the three core values.

#### 1. Safe Routes to School

Safe Routes to School programs have proven successful at increasing neighborhood walkability in a number of comparable cities across the country.

Eugene and Portland, Oregon, and

Alexandria, Virginia have each developed city-wide or regional SRTS policies that have led to SRTS curriculum and programming at their schools; the development of community resources to promote bicycle and pedestrian safety around schools; and helped secure funding for bike/ped infrastructure projects. Of particular benefit to Tigard, the SRTS Program Manager for the region is eager to work with the city and the school district to get started in Tigard.

#### 2. Active Parks and Trails

Parks and trail systems are already the heart of Tigard's pedestrian network. Providing consistent activities such as walks and runs, community gardens, or summertime movies under the stars give area residents more opportunities to take advantage of these existing, and mostly



walkable neighborhood destinations, and gets people out on their feet in their neighborhoods on a more regular basis.

### *3. Neighborhood Centers*

Small, neighborhood commercial nodes provide a walkable alternative for basic goods and services. These centers are typically located on arterial or collector roads. They house service sector businesses like restaurants, coffee shops, and small grocery markets. Increasing the number of walkable destinations within a low-density residential neighborhood can have a dramatic impact on overall walkability. Tigard's zoning code allows for this kind of activity through a C-N zone, but it is not currently in use.

### *4. Simple Signs*

Much of the city's existing pedestrian infrastructure, including many cut-throughs and off-street paths, are unknown even to nearby residents. Part of the problem is that neighborhoods often lack adequate signage directed at people on their feet. Simple, visible, and frequent signs for both wayfinding and education can go a long way to helping walkers feel more confident knowing where they're going and how long their journey will take. There are great examples of citizen-led, and city-assisted pedestrian signage initiatives from Raleigh, North Carolina to nearby SW Portland.

### *5. Talk the Walk*

With its crisscrossing trails and central downtown, Tigard is already more walkable than most people realize. One thing that sets the most walkable cities apart is their commitment to sharing where and how they walk. This could be through a regular column in the local paper, a set of easily available neighborhood walking maps, or even a "walk of the month" club. A set of communication tools for city staff, and a walkable neighborhoods guide with tips for the community should help shape the conversation about walkability in Tigard.

## **Supplemental Tools**

In addition to the Walkable Neighborhoods Plan, StepUP Studio is developing a set of tools to support the continued implementation of the walkability strategies, as well as the City of Tigard's efforts to promote walkability through their ongoing strategic planning process.

### *Pedestrian Network Analysis Guidebook*

A step-by-step how-to guide for city staff for continued use of the Network Analysis GIS tool.

### *Walkability Communications Plan*

A simple guide book for community members containing steps they can take to make their city and neighborhoods more walkable.

### *Walkable Neighborhoods Community Toolkit*

A communications plan to help the city promote walkability.



home-based businesses. Google reports this speed to be over one hundred (100) times faster than the capacity of most internet providers today.

In partnership with other regional cities, Tigard has provided information to Google for their evaluation. Google will take the next several months to review information about permitting, construction, local and state laws and utility franchise requirements to determine network design and fiber route planning options for the region if they conclude it is financially beneficial for them to build a network. By the end of 2014, Google reports it will announce which Portland-metro area cities, if any, will receive Google fiber service.

Google's network design focuses on the use of network fiber rings around the region with "huts" being placed in locations which will each serve about 20,000 households and control the receipt and transmission of signals to the households. Google reports they are also exploring the possibility of deploying Wi-Fi service in the region and Tigard will discuss this with them. Tigard currently provides limited free Wi-Fi service at the City Hall, Police Department, Library and in the downtown area.

Google will determine where to place fiber network huts. It's anticipated there could be up to two (2) huts inside Tigard city limits. Google has indicated a desire to place these huts on city-owned land and negotiate a Hut License Agreement with each individual city.

The cities in the region have worked together and negotiated with Google to develop a license agreement template which will be used by each city as they undertake negotiations with Google for hut placement. This template is designed to be tailored by each city to address site and city specific issues in Exhibit B. There is no requirement that Tigard place huts on city-owned land, however, the template provides parameters for the discussion should there be land that would be available for this use.

Tigard will consider city-owned sites which have already received approval for utility use purposes. A site-specific agreement will address: esthetic matters such as screening and visual impact; protection of the city's use of the site for city utilities including security; easements; set back requirements; and other items important to Tigard.

The attached Hut License Agreement template has been approved as to form by Google, staff liaisons from the six regional cities and has received legal review by our City Attorney. Google requires Council approve the agreement template before it will enter into site-specific negotiations with the City.

## **OTHER ALTERNATIVES**

N/A

## **COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS**

Tigard Broadband Service Provision - Council continues to annually approve budget authority to provide limited free Wi-Fi Services in city parks, the Library, City Hall and other city owned buildings and the Downtown Main Street area.

Tigard Comprehensive Plan Goal 11, Section 5: Public Facilities and Services, Private Utilities - Private utilities provide the needed energy and communication services for the community.

Tigard Comprehensive Plan Goal 9, Section 3: Economic Development, Make Tigard a prosperous and desirable place to live and do business - Monitor emerging wireless and high-speed internet technologies to ensure competitively priced access for Tigard residents and businesses. The City shall manage private utility use of the public rights-of-way and other public lands to...D. ensure the community has equitable access to essential private utilities.

### **DATES OF PREVIOUS CONSIDERATION**

Council Executive Sessions - April 8, 2014 and May 27, 2014

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#### **Fiscal Impact**

**Cost:** N/A

**Budgeted (yes or no):** No

**Where Budgeted (department/program):** N/A

#### **Additional Fiscal Notes:**

The Hut License Agreement template will not generate any revenue for the city.

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#### **Attachments**

Google Hut Template Resolution

Exhibit A - Google Hut Agreement Template

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CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. 14-

A RESOLUTION OF THE TIGARD CITY COUNCIL APPROVING GOOGLE HUT LICENSE AGREEMENT TEMPLATE.

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WHEREAS, in mid-February 2014, Google Fiber Oregon (“Google”) approached the City of Tigard and five other cities in the Portland Metro Area (Beaverton, Gresham, Hillsboro, Lake Oswego and Portland) (“Cities”) to determine best options for building a fiber optic network which could deliver internet speeds up to 1Gigabit; and

WHEREAS, Google is conducting a detailed study of local factors that could affect construction of a project of this scale and speed; and

WHEREAS, Google desires to develop a network in the Cities by leasing public property on which to site structures, known as Fiber Huts, which will house the components necessary for the network; and

WHEREAS, Google reports Fiber Huts are 10×30 foot structures that house the telecommunications and fiber interface equipment necessary for them to provide high-speed internet with each hut supporting about 20,000 homes. In order to build the fiber optic network, Google anticipates placing one or two huts within the Tigard city limits; and

WHEREAS, Cities determined it is in the best interest of their respective communities to negotiate a template for Fiber Hut License Agreements which use common language for the region while also allowing for community and site-specific needs to be addressed.

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

- SECTION 1: The Tigard City Council’s willingness to enter into the Google Hut License Agreements is established on the following understandings:
- A. Google, after obtaining the appropriate legal rights, has noted their intention to incrementally construct and operate a fiber optic network to provide fiber to residential broadband service users in the City, offering upload and download speeds of up to 1Gigabit per second.
  - B. Google’s fiber network will need various sites for locating huts. The significant technological improvements in the proposed state-of-the art fiber optic network to Tigard residents, together with other identified public benefits, serve as material inducement for Tigard Council’s willingness to work with Google in locating Fiber Huts on City-owned property.
  - C. Google’s use of huts sited on City-owned property will not interfere with or limit City’s right to enter, access, and use the remainder of City’s property.

SECTION 2: The Tigard City Council directs City staff to begin franchise agreement negotiations with Google under Tigard Municipal Code (TMC) Chapter 5.12 “Cable System” or TMC Chapter 15.06 “Franchised Utility Ordinance”.

SECTION 3: The Tigard City Council approves the Google Hut License Agreement template (Exhibit A) and understands the 'Exhibit B portion' of the agreement will be negotiated on a site-by-site base.

SECTION 4: The Tigard City Council directs staff to select the most appropriate City property on which to site the Fiber Hut and to continue negotiations with Google on site-specific requirements for the property.

SECTION 5: This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

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Mayor - City of Tigard

ATTEST:

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City Recorder - City of Tigard

**CITY OF TIGARD RESOLUTION EXHIBIT “A”**  
**Dated June 10, 2014**  
**NETWORK HUT LICENSE AGREEMENT [TIGARD]**

This Network Hut Housing License Agreement (“Agreement”) is entered into by the City of Tigard, Oregon (“City”), a duly existing, home-rule incorporated municipality of the State of Oregon and the Google Fiber Oregon, LLC, an Oregon domestic limited liability company (“Licensee”). City and Licensee agree to the terms and conditions set forth below in this Agreement.

In consideration of the mutual covenants, terms and conditions and remunerations herein provided, and the rights and obligations created hereunder, the Parties agree as follows:

1. **Allowed Use.** Licensee needs rights to occupy and use various real property sites that may be owned by the City (“City Property”). Licensee shall use the sites only for the installation, operation, and maintenance of Licensee’s structures that will house network equipment and fiber (“Network Hut”) solely as a part of Licensee’s fiber optic network and for no other uses. The construction of each Network Hut will be based on the specifications described in Exhibit A to this Agreement, which may be amended by mutual written agreement of the parties. This Agreement shall not be amended or modified except as agreed in writing signed by duly authorized representatives of the parties.
  
2. **Location of Sites for Network Huts.** Licensee will identify and propose to the City the location of various City owned sites. Licensee and City will work together to identify and agree upon specific Network Hut Sites within the City Property. Licensee will accept the Network Hut Sites “as is.” Upon notice to, and prior written consent from City, Licensee may arrange to enter City Property at reasonable times designated by City to perform non-invasive surveys, tests and other engineering procedures at proposed Network Hut Sites if necessary to determine that Licensee’s use of the proposed Network Hut Site will be compatible with Licensee’s engineering specifications, system design, operations and governmental approvals. City agrees to reasonably cooperate with Licensee to allow Licensee to perform these activities. Nothing in this Agreement requires the City to agree to use of any particular City Property as a Network Hut Site. City agrees that it shall not unreasonably interfere with Licensee's ingress and egress to and from Licensee's Hut Sites. Licensee agrees that it shall not unreasonably interfere with City's ingress and egress to and from the remainder portion of the City Property. When Licensee and City agree upon specific sites, the parties will complete and sign the form attached as Exhibit B to this Agreement (“Site Terms”) for each site (“Network Hut Site”). The Site Terms include a legal description of the Network Hut Site, the fees to be paid for use of the site and any other special terms or requirements applicable to the Network Hut Site. City will have the right to enter upon and inspect any Network Hut Site for fire, safety or emergency purposes, in which case City will give Licensee notice as soon as practicable, not to exceed forty-eight (48) hours after the inspection. Nothing herein constitutes a waiver of the City’s regulatory authority to otherwise enforce any laws applicable to the Network Hut Sites. Licensee’s occupancy and use of each Network Hut Site will be subject to this Agreement, including the terms set forth in the applicable Site Terms.

3. **Licensee Rights and Obligations.** City grants to Licensee the right to access, enter, occupy and use each Network Hut Site at any time for the purpose of constructing, operating and maintaining each Network Hut, subject to any site specific provisions in Exhibit B. No third party collocation or use of the Network Hut Site shall be allowed. City grants these rights solely to the extent it has such rights, title and interest in to the Network Hut Site, without any express or implied warranties. Licensee will obtain all applicable licenses, permits, land use approvals and other authorizations required to construct, operate and maintain the Network Hut and offer Licensee's services. The construction of each Network Hut will be based on the specifications described in Exhibit A, subject to any modifications that may be required by land use approvals and other legal requirements. Licensee will construct the Network Hut in accordance with all applicable laws and permitting requirements. Licensee will use and maintain the Network Hut Site in accordance with all applicable laws and permit requirements, including all environmental and hazardous material regulations. Licensee will keep the site secure and reasonably free from debris, litter and graffiti on an ongoing basis.
  
4. **Effective Date and Term.** This Agreement is effective on the last date it has been signed by both parties ("Effective Date"). The initial term of the Agreement shall be fifteen (15) years from the Effective Date. Following the initial term and any Renewal Term, this Agreement may be renewed in a new agreement, subject to any applicable notice and City Council approvals, by mutual agreement ("Renewal Option") for successive two (2) year periods ("Renewal Term"). The parties shall notify each other at least ninety (90) days prior to the expiration of the Agreement or any renewal period of their intent with respect to such renewal.

Each Renewal Term shall be on the same terms and conditions as set forth in the License, unless City and Licensee agree to any modifications to the terms and conditions in writing. Upon expiration of any Renewal Term of the License, should City and Licensee mutually agree in writing to do so, the License may be extended for one more additional Renewal Term or the License may continue on a month-to-month basis, as described below.

If Licensee remains in possession of all or any part of the Network Hut Sites at the expiration or termination of this License, or has otherwise failed to remove all of its equipment and facilities, upon prior written consent from City, Licensee's possession may continue on a month to month basis, which may be terminated by thirty (30) days advance written notice by the party seeking termination to the other party. During such month to month tenancy, Licensee shall pay City one hundred percent (100%) of the License Fee for such Network Hut Site in effect at the expiration of this Agreement (including any Renewal Term), on a monthly basis. Licensee shall be bound by all of the terms, covenants, agreements and conditions of the License, so far as applicable.

If Licensee remains in possession of all or any part of the Network Hut Sites at the expiration or termination of this License, or has otherwise failed to remove all of its equipment and facilities, without the prior written consent of City to do so, such holding over shall be unlawful and Licensee equipment and property shall be subject to removal

within one hundred eighty (180) days, and Licensee shall be obligated to pay City for any costs or expenses incurred in removing such equipment and property. Licensee shall be bound by all of the terms, covenants, agreements and conditions of the License, so far as applicable. Nothing contained herein shall grant Licensee the right to any such holding over after this License has expired or been terminated.

5. **Termination of Agreement or Site Terms.** Licensee may terminate this Agreement or the Site Terms for a specific Network Hut Site at any time with thirty (30) days written notice to the City. City may terminate this Agreement in the event of a material breach of this Agreement by Licensee and Licensee fails to cure the breach within sixty (60) days of receipt of notice from City. City may terminate the Site Terms for a specific Network Hut Site in the event Licensee breaches its obligation to maintain the insurance requirements set forth in Exhibit C to this Agreement and Licensee fails to cure the breach within thirty (30) days of notice from Licensee of non-renewal, cancellation or any change in coverage materially adverse to the City. City may also terminate the Site Terms for a Network Hut Site by providing a minimum of one hundred eighty (180) days written notice to Licensee if the City determines that the applicable Network Hut Site is needed for a reasonable and necessary public purpose or poses a safety or health hazard to the community, or Licensee does not use the Network Hut Site for the purposes set forth in this Agreement for one hundred eighty (180) days. Following such written notice of a public purpose need, City agrees to use its best efforts to find an alternative City owned site that Licensee may use as a replacement. Upon any termination or expiration of this Agreement, in whole or in relation to a particular Network Hut Site, Licensee will vacate premises and return Site to its original condition in which it was provided to Licensee.
  
6. **Fees and Costs.** Licensee agrees to pay to City the annual fee of \$3.00 per square foot for each Network Hut Site. The fees shall be paid on an annual basis for each Network Hut Site. Annual fees will be paid prorated for any portion of a year that a Network Hut Site is subject to an executed Exhibit B. The annual fees shall be subject to an annual escalation factor of three percent (3%). Licensee shall be responsible for all its costs associated with construction, operation and maintenance of the Network Hut and Network Hut Site. Payments shall be delivered by Licensee within forty-five (45) days of the payment due date agreed upon by the parties. All other fees, charges, taxes, or monies required to be paid to City arising from the Agreement shall be payable as they become due, or as otherwise required by this Agreement. Any fee installments unpaid by the due date will bear interest at the rate of one and a half percent (1.5%) per month.

Licensee shall pay real property taxes assessed and levied on the Network Hut Site within 45 days of written notice by City. If the Network Hut Site comprises only a portion of the assessed City Property due to use by other private persons, Licensee shall pay a prorated portion of the taxes billed owing to its use of the Network Hut Site. As used herein, the term “real property taxes” shall not include business license fees, excise taxes, sales taxes, corporation taxes, income taxes, or any tax on personal property which may be imposed or assessed by any city, county, state, or federal government or any special district or agency, and those taxes remain the responsibility of Licensee.

Licensee shall pay all costs associated with its utility consumption, or utility expenses associated with its use of the Network Hut Site. At its own expense, Licensee shall arrange for separate meters for any utility services required for its use of the Network Hut Sites.

7. **Indemnification.** Licensee shall indemnify, defend and hold harmless the City, its officers, agents, boards and employees, from any liability for third-party claims, damages, costs or expenses, including but not limited to reasonable attorneys' fees, arising from any personal injury or property damage arising out of or by reason of (1) any act or omission related to entry, access, use or occupancy of the Network Hut Sites by Licensee, its agents or its employees or (2) any neglect or omission of Licensee to keep the Network Hut Sites in compliance with this Agreement. Licensee's indemnification obligation shall not extend to liability to the extent caused by the negligence or willful misconduct by the City or its officers, agents, boards or employees or any other third party. The City shall notify Licensee in writing as soon as reasonably practicable after receiving written notice of any third-party action or other claim against it, and Licensee shall be relieved of its indemnification obligations to the extent compromised by the City's failure to provide timely notice of any such action or claim. The notice shall describe the claim, the amount thereof (if known and quantifiable) and the basis thereof. Licensee shall have the sole and absolute right, upon written notice to the City, to defend the claim with counsel of its own choosing. Licensee will have the right to control the defense of any such claim, subject to City's process for approval of settlements of claims. Licensee shall consult and cooperate with the City while conducting its defense of the City, and the City shall fully cooperate with Licensee. If, in City's reasonable judgment, a conflict exists between the interests of City and Licensee in such a claim, City may retain its own counsel whose reasonable fees will be paid by Licensee.
8. **Limitation of Liability.** With the exception of the indemnification provisions set out herein, neither party will be liable for any indirect, special, incidental, consequential, exemplary or punitive damages in connection with this agreement, including, but not limited to, damages in the nature of loss of revenues or profits, loss of use of facilities or equipment, or lost sales because of delay or interruption in construction or operation of network hut facilities. The parties acknowledge that this limitation shall be subject to and may be limited by applicable state law.
9. **Insurance.** Licensee will carry and maintain Commercial General Liability, Workers' Compensation and other customary types of insurance in full force and effect, at its own cost and expense, continuously during this Agreement in accordance with the insurance coverage described in Exhibit C attached to this Agreement.

**Waiver of Subrogation.** City and Licensee each agree to waive claims arising in any manner arising in favor of either City or Licensee and against the other for loss or damage to their property located within or constituting a part or all of the City Property on which the Network Hut Sites are located to the extent that parties' loss or damage is covered by Commercial General Liability insurance or Workers' Compensation

Insurance. The waiver also applies to Licensee's directors, officers, employees, shareholders and agents and to City's officers, agents, boards and employees. The waiver does not apply to claims arising from the willful misconduct or gross negligence of City or Licensee.

10. **Notice.** All notices related to this Agreement will be in writing and sent to the address set forth in each signature block to this Agreement or to such other address as the receiving party specifies in writing. Notices are effective (a) when delivered in person, (b) upon confirmation of a receipt when transmitted by facsimile transmission or by electronic mail, (c) upon receipt after dispatch by registered or certified mail, postage prepaid, (d) on the next business day if transmitted by overnight courier (with confirmation of delivery), or (e) three (3) days after the date of mailing, whichever is earlier.
11. **Liens.** Licensee shall use commercially reasonable efforts to keep the Network Hut Site free from all liens, including mechanics liens, arising from any act or omission of Licensee or those claiming under Licensee. If a lien is filed as a result of nonpayment, Licensee shall within forty-five (45) days after notice of filing of the lien, provide City with an executed copy of a discharge of the lien, unless Licensee is contesting the lien in good faith, in which case Licensee will take timely action to do so at Licensee's sole expense. If Licensee contests the lien, Licensee will file a bond or deposit and demand the lien claimant release the lien as provided by law. Licensee will reimburse City for any actual and documented costs incurred by City in connection with such lien. If Licensee fails to pay any claims, to discharge any liens, or to file a bond or deposit and contest such liens in good faith within forty-five (45) days of notice of the lien, City may pay any claim or remove any lien and collect all costs of discharge, including its reasonable attorney fees from Licensee.
12. **General Provisions.** This Agreement is governed by the laws of the State of Oregon, even if Oregon's choice of law rules would otherwise require application of the law of a different state. Any litigation between the parties arising under or regarding this License or any Network Hut Site shall occur, if in the state courts, in the Washington County Court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the District of Oregon, Portland Division. Neither party will be liable for failure or delay in performance to the extent caused by circumstances beyond its reasonable control. This Agreement may not be assigned by Licensee without the consent of City except for assignments to Licensee's affiliates or in connection with a merger, acquisition, the sale of the entirety of Licensee's fiber optic network in the City or similar transactions. This Agreement sets out all terms agreed between the parties and supersedes all previous or contemporaneous agreements between the parties relating to its subject matter. This Agreement, including any exhibits, constitutes the entire Agreement between the parties related to this subject matter, and any change to its terms must be in writing and signed by the parties. If any portion of this Agreement is ruled invalid, void or illegal by an order of the court, the remainder of the Agreement shall remain in full force and effect. The parties agree City and Licensee may conduct any written transactions under this License, including any amendments or waivers, by electronic

means including the use of electronic signatures.

**LICENSEE:** \_\_\_\_\_ **CITY OF Tigard, OREGON \_**

**(Authorized Signature)**

**Marty L. Wine, City Manager**

**(Name)**

**(Title)**

**Address:** 1600 Amphitheatre Parkway

**Address: City of Tigard  
13125 SW Hall Blvd.  
Tigard, OR 97223**

Mountain View, CA 94043

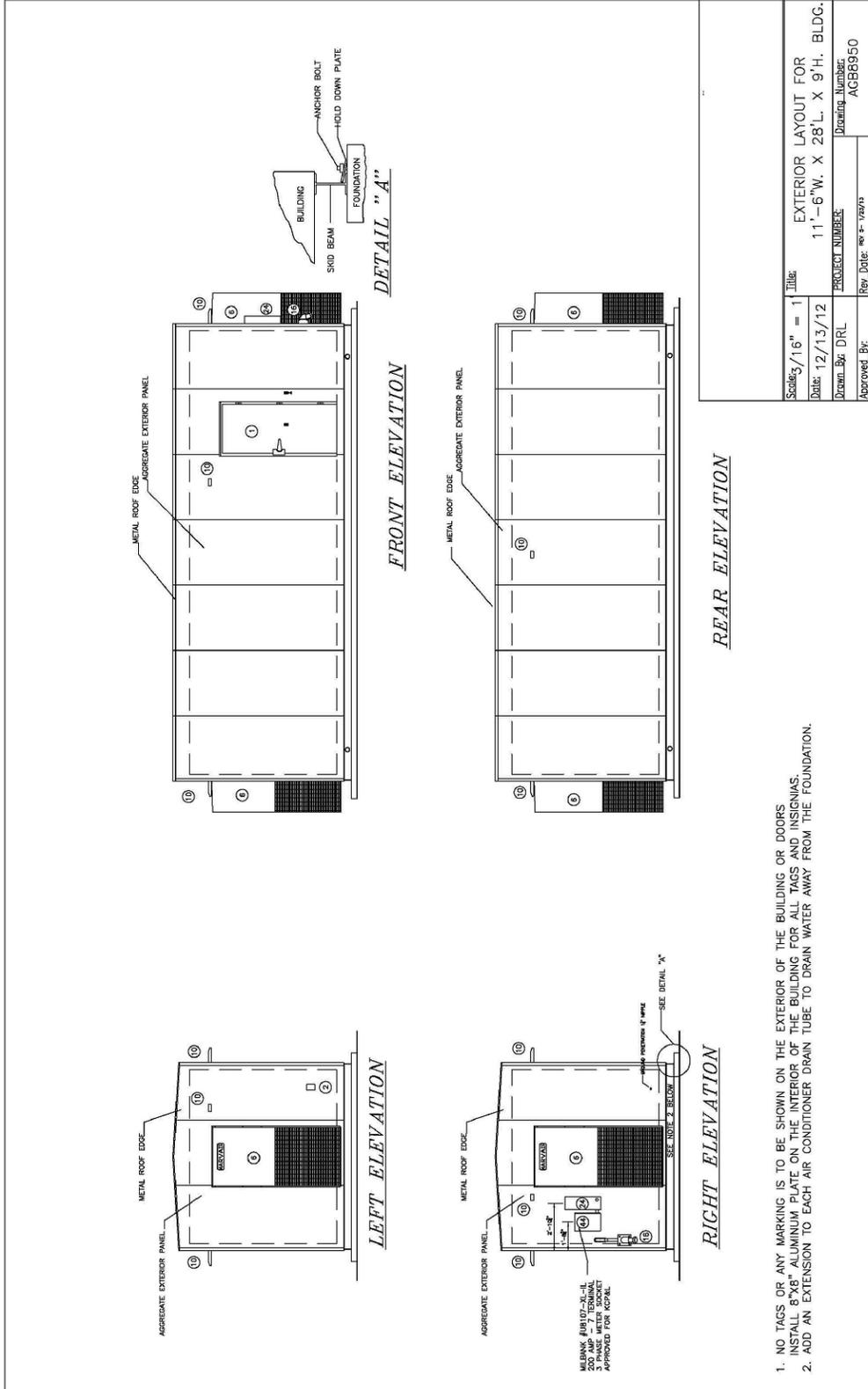
**Date:**

**Date:**

**Date:**

# EXHIBIT A

## NETWORK HUT SPECIFICATIONS



1. NO TAGS OR ANY MARKING IS TO BE SHOWN ON THE EXTERIOR OF THE BUILDING OR DOORS
2. INSTALL 8"X8" ALUMINUM PLATE ON THE INTERIOR OF THE BUILDING FOR ALL TAGS AND INSIGNIAS.
2. ADD AN EXTENSION TO EACH AIR CONDITIONER DRAIN TUBE TO DRAIN WATER AWAY FROM THE FOUNDATION.

**EXHIBIT B**

**NETWORK HUT SITE TERMS**

**1. Legal Description of Network Hut Site Location (describe below or attach legal description).**

**2. Annual Fees:**

**3. Other terms or requirements applicable to Network Hut Site.**

[Drafting Note: Parties may discuss addition of site specific provisions, including but not limited to:

- Common areas;
- Compatibility and representations;
- Easements;
- Site specific requirements for design conditions and maintenance;
- Security; and
- Radio frequency and communications equipment requirements.]

**LICENSEE:**\_\_\_\_\_

**CITY:** TIGARD\_\_\_\_\_

**(Authorized Signature)**

**(Authorized Signature)**

**(Name)**

**Marty L. Wine**

**(Name)**

**(Title)**

**City Manager(Title)**

**Address:** 1600 Amphitheatre Parkway

**Address:** 13125 SW Hall Blvd.

Mountain View, CA 94043

**Date:**

**Date:**

**Date:**

## **EXHIBIT C INSURANCE REQUIREMENTS**

### **Insurance Coverage**

**General.** A. Licensee shall maintain in full force and effect, at its own cost and expense, continuously during this License, insurance and other forms of financial guarantees in accordance with applicable City Code and implementing regulations. Insurance requirements set forth below do not in any way limit the amount or scope of liability of Licensee under this License. The amounts listed indicate only the minimum amounts of insurance coverage the City will accept to help insure full performance of all terms and conditions of this Agreement. Licensee shall maintain insurance in accordance with the following insurance coverage:

1. Commercial General Liability Insurance providing coverage in the amount of two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) in aggregate for property damage and bodily injury. Such insurance shall cover Licensee's construction, operation and maintenance of the Network Hut Sites.
2. Automobile Liability Insurance in the amount of one million dollars (\$1,000,000) combined single limit for bodily injury and property damage coverage.
3. Workers' Compensation Insurance meeting all legal requirements of the State of Oregon.
4. Employers' Liability Insurance in the following amounts:
  - a. Bodily Injury by Accident: one hundred thousand dollars (\$100,000); and
  - b. Bodily Injury by Disease: one hundred thousand dollars (\$100,000) employee limit; five hundred thousand dollars (\$500,000) policy limit.
5. The limits of the insurance described herein shall be subject to any changes as to the maximum limits imposed on municipalities of the State of Oregon during the term of this License.

B. The City, its officers, agents, boards and employees shall be designated as an additional insured under each of the insurance policies required herein by endorsement on the policies, except Workers' Compensation, Employer's Liability Insurance and Automobile Liability Insurance. The insurance shall be without prejudice to coverage otherwise existing.

C. Licensee shall not cancel any required insurance policy, nor shall Licensee allow the required insurance to lapse, without obtaining alternative insurance in conformance with this License. For any of the insurance policies identifying the City as an additional insured, as provided herein, Licensee shall notify the City within thirty (30) days of any notice of non-renewal, cancellation or any change in coverage materially adverse to the City. Notices will be provided in accordance with the applicable policies. If the insurance is canceled or materially altered so as to be out of compliance with the requirements set forth herein during the term of this License, Licensee shall provide a replacement policy.

D. Unless Licensee opts to follow self-insurance procedures described herein, each of the required insurance policies shall be with insurers authorized or permitted to do business in the State of Oregon, with an A-: VII or better rating for financial condition and financial performance by Best's Key Rating Guide, Property/Casualty Edition, or an equivalent rating entity.

E. Licensee shall provide the City, within fifteen (15) days of Exhibit B being executed pursuant to this License, a certificate of insurance certifying the coverage required.

F. In the alternative to providing a certificate of insurance to the City certifying liability insurance coverage as set forth herein, Licensee may provide the City with an annual statement regarding its self-insurance. Licensee's self-insurance shall provide at least the same amount and scope of coverage for Licensee and the City, its officers, agents, boards and employees, as otherwise required under this License. The adequacy of such self-insurance shall be subject to review and approval of the City's legal counsel.

**AIS-1734**

**6.**

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** 5 Minutes

**Agenda Title:** Contract Award - 2014 PMP Pavement Overlay Project

**Prepared For:** Joseph Barrett, Financial and Information Services

**Submitted By:** Joseph Barrett, Financial and Information Services

**Item Type:** Motion Requested

**Meeting Type:** Local  
Contract  
Review  
Board

**Public Hearing:** No

**Publication Date:**

**Information**

**ISSUE**

Shall the Local Contract Review Board award a contract for pavement overlay construction services for the 2014 Pavement Management Program to Eagle-Elsner, Inc. in the amount of \$1,151,536?

**STAFF RECOMMENDATION / ACTION REQUEST**

Staff recommends the Local Contract Review Board award a contract for pavement overlay construction services for the 2014 Pavement Management Program to Eagle-Elsner, Inc. in the amount of \$1,151,536 and authorize the City Manager to take the necessary steps to execute the contract.

**KEY FACTS AND INFORMATION SUMMARY**

The yearly Pavement Management Program (PMP) protects the city's investment in street infrastructure. The program typically includes a combination of minor maintenance projects (slurry seal applications) and major maintenance and rehabilitation projects (pavement overlays). In a pavement overlay project, the pavement on a street has deteriorated due to traffic usage and weather, and is at the point where pavement repairs and overlays are necessary to avoid further deterioration and return the street to a good condition.

Work under the project will include:

- Construction of asphaltic concrete inlays and overlays
- Asphalt concrete removal (grinding) and repair
- Adjustment of facilities to match new pavement level
- Applying sealant along pavement edges and joints
- Temporary signage, protection, and traffic control

- Striping and pavement marking
- Construction of concrete curbs and ramps
- Performance of additional and incidental work as called for by the specifications and plans.

For fiscal year 2014-2015, the city has identified the following streets, or sections of these streets, in need of this level of repair:

- Springwood Drive - 121st to End
- 78th Avenue - Pfaffle Street to Spruce Street
- Spruce Street - 78th Avenue to 71st Avenue
- Tigard Street - 115th Avenue to Tiedeman Avenue
- 115th Avenue - Fonner Street to Gaarde Street
- Frewing Street - 99W to O'Mara Street
- Tech Center Drive - End to 72nd Avenue
- Landmark Lane - End to 72nd Avenue
- Old Gaarde Street - Gaarde Street to 99W
- 105th Avenue - McDonald Street to End
- 109th Avenue - Canterbury Lane to 400' South of Murdock

The city issued an Invitation to Bid for the project on April 25, 2014 and published notice in the Daily Journal of Commerce (April 25th and 28th) and in The Oregonian (April 25th). Bids were due on May 13th and the city received responses from five companies (Engineer's Estimate \$1,250,000):

- Eagle-Elsner, Inc. - \$1,151,536
- S-2 Contractors, Inc. - \$1,164,562
- Brix Paving - \$1,233,030
- Knife River Corp. - 1,291,279
- Baker Rock Resources - \$1,391,875

Staff has reviewed the bids and determined that Eagle-Elsner, Inc. has submitted the lowest responsible bid. Eagle-Elsner, Inc. has no State of Oregon Contractor Construction Board violations and is not on the Bureau of Labor and Industries ineligible list. Staff recommends that the contract for the FY 2014-2015 Pavement Management Program – Pavement Rehabilitation (Overlay) project be awarded to Eagle-Elsner, Inc. for \$1,151,536.

## **OTHER ALTERNATIVES**

The Local Contract Review Board may reject all bids and direct staff to reissue the Invitation to Bid.

The Local Contract Review Board may reject all bids and elect to not complete the project.

## **COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**

### **DATES OF PREVIOUS COUNCIL CONSIDERATION**

The Local Contract Review Board discussed this contract at their May 27th study session.

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## **Fiscal Impact**

### **Fiscal Information:**

The total amount of this contract is \$1,151,536 and appropriations contained in the FY 2014-2015 approved budget. No work on this project will begin until July 1, 2014 and shall be dependent upon adoption of the FY 2014-2015 budget.

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### **Attachments**

*No file(s) attached.*

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**AIS-1736**

**7.**

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** 5 Minutes

**Agenda Title:** Contract Award - 2014 PMP Pavement Crack Sealing

**Prepared For:** Joseph Barrett, Financial and Information Services

**Submitted By:** Joseph Barrett, Financial and Information Services

**Item Type:** Motion Requested

**Meeting Type:** Local  
Contract  
Review  
Board

**Public Hearing:** No

**Publication Date:**

**Information**

**ISSUE**

Shall the Local Contract Review Board award a contract for pavement crack sealing construction services for the 2014 Pavement Management Program to CR Contracting in an amount not exceeding \$180,000.

**STAFF RECOMMENDATION / ACTION REQUEST**

Staff recommends the Local Contract Review Board award a contract for pavement crack sealing construction services for the 2014 Pavement Management Program to CR Contracting in an amount not exceeding \$180,000 and authorize the City Manager to take the necessary steps to execute the contract.

**KEY FACTS AND INFORMATION SUMMARY**

**Pavement Management Program - Crack Seal**

Work under the city's Pavement Management Program - Crack Seal contract shall include

- Installation of crack seal on city streets
- Temporary signage, protection, and traffic control
- Performance of additional and incidental work as called for by the specifications and plans.

The city issued an Invitation to Bid on April 25, 2014 and advertised the project in both the Daily Journal of Commerce and The Tigard Times. Bids were publicly opened at 2 pm on May 8th with the following results:

Bidder's Name - Bid

CR Contracting - \$0.58/linear foot

Roger Langeliers Construction - \$0.95/linear foot.

Staff has reviewed the bids and has found CR Contracting to be a reputable company fully capable of performing the work required on this project. Therefore, staff recommend the Local Contract Review Board award the Fiscal Year 2014-2015 Pavement Management Program - Crack Seal contract to CR Contracting. Staff anticipates the total amount spent under this contract will not exceed \$180,000.

### **OTHER ALTERNATIVES**

The Local Contract Review Board may reject all bids and direct staff to reissue the Invitation to Bid.

The Local Contract Review Board may reject all bids and elect to not complete the project.

### **COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**

### **DATES OF PREVIOUS COUNCIL CONSIDERATION**

The Local Contract Review Board discussed this contract at their May 27th study session.

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### **Fiscal Impact**

#### **Fiscal Information:**

The total amount of this contract is for a not to exceed amount of \$180,000 and appropriations are contained in the FY 2014-2015 approved budget. No work on this project will begin until July 1, 2014 and shall be dependent upon adoption of the FY 2014-2015 budget.

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### **Attachments**

*No file(s) attached.*

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AIS-1784

8.

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** 10 Minutes

**Agenda Title:** FY 2014 Fourth Quarter Supplemental Budget  
Amendment

**Prepared For:** Toby LaFrance

**Submitted By:** Carissa Collins, Financial and Information Services

**Item Type:** Motion Requested                      **Meeting Type:** Council  
Resolution    Business  
Public Hearing - Legislative                      Meeting -  
Main

**Public Hearing**                                      Yes

**Newspaper Legal Ad Required?:**

**Public Hearing Publication**                      05/28/2014

**Date in Newspaper:**

**Information**

**ISSUE**

A supplemental amendment to the FY 2014 Adopted Budget is being submitted for revenues and/or expenses that were unknown at the time of adoption.

**STAFF RECOMMENDATION / ACTION REQUEST**

Approve the FY 2014 Fourth Quarter Supplemental Budget Amendment.

**KEY FACTS AND INFORMATION SUMMARY**

The following is the list of items requiring council action:

1. **Stormwater Fund** - A review of the Stormwater Fund showed that its operations will run out of budget appropriations before June 30, 2014. A mechanical error within the city's budget system occurred when entering employee wages and benefits causing a \$70,000 budget shortfall. A request in the amount of \$70,000 in additional appropriations is needed to correct this error. As of May, revenue collections for the Stormwater Fund are better than anticipated by approximately \$276,000 above budget. Therefore, the fund has capacity to handle the request for additional appropriation. Approval of this supplemental budget will increase the budgeted reserves for future expenditures in the Stormwater Fund by \$206,000.
2. **Central Service Fund** - A request for \$61,000 of additional appropriations is being made to account for two unanticipated occurrences within the City Recorder/Records Division. An approximate total of \$17,000 is needed for legal fees related to unexpected elections and initiatives including the update of the Urban Renewal Charter in November. Also, an additional \$44,000 is needed to cover the November and March election costs for Ballot Measures 34-207 and 34-210.

**OTHER ALTERNATIVES**

Do not approve the supplemental budget amendment.

## **COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS**

Financial Stability

## **DATES OF PREVIOUS CONSIDERATION**

N/A

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### **Fiscal Impact**

**Cost:** 131,000

**Budgeted (yes or no):** Yes

**Where Budgeted (department/program):** PW/City Recorder

#### **Additional Fiscal Notes:**

The total impact of this amendment will increase total requirements by \$131,000 that is offset by additional revenue resources and contingency. The recognition of additional revenues exceeds the increase in expenditures, resulting in an increase in budgeted fund reserves of \$206,000. The Exhibit A contains the details of each budgetary item.

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### **Attachments**

Resolution

Exhibit A

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**CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. 14-**

A RESOLUTION FOR ADDITIONAL APPROPRIATION IN STORMWATER AND CENTRAL SERVICE FUNDS.

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WHEREAS, the Stormwater Fund has a \$70,000 shortfall in operations; and

WHEREAS, the City Recorder/Records division in the Central Service Fund requires an additional appropriation of \$61,000 for unanticipated expenses associated with city elections and voter initiatives.

WHEREAS, revenues within the Stormwater Fund will increase by \$276,000; and

WHEREAS, a total of \$131,000 of additional requirements is offset with revenues and contingency within the Stormwater and Central Service Funds.

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

SECTION 1: The FY 2013-14 Budget is hereby amended as detailed in Exhibit A.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

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Mayor - City of Tigard

ATTEST:

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City Recorder - City of Tigard

**1. Stormwater Fund - Operations**

A total of \$70,000 in additional appropriations is being requested to correct the shortfall in operations for the Stormwater Fund. Revenue collections through 11 months are approximately \$276,000 above budget giving the fund the capacity for additional appropriations. As a result, the above action will increase revenues by \$276,000. In turn, Public Works program expenditures will increase by \$70,000. Lastly, the Reserve in the Stormwater Fund will increase by \$206,000.

Stormwater Fund	Revised Budget	Amendment	Q4 Revised Budget
<b>Resources</b>			
<b>Beginning Fund Balance</b>	\$ 2,516,647		\$ 2,516,647
Property Taxes	\$ -		\$ -
Franchise Fees	\$ -		\$ -
Licenses & Permits	\$ -		\$ -
Intergovernmental	\$ -		\$ -
Charges for Services	\$ 2,053,830	\$ 276,000	\$ 2,329,830
Fines & Forfeitures	\$ -		\$ -
Interest Earnings	\$ 7,936		\$ 7,936
Miscellaneous	\$ -		\$ -
Other Financing Sources	\$ -		\$ -
Transfers In from Other Funds	\$ -		\$ -
<b>Total Resources</b>	<b>\$ 4,578,413</b>	<b>\$ 276,000</b>	<b>\$ 4,854,413</b>
<b>Requirements</b>			
Policy and Administration	\$ -		\$ -
Community Development	\$ -		\$ -
Community Services	\$ -		\$ -
Public Works	\$ 1,484,457	\$ 70,000	\$ 1,554,457
<b>Program Expenditures Total</b>	<b>\$ 1,484,457</b>	<b>\$ 70,000</b>	<b>\$ 1,554,457</b>
Debt Service	\$ -		\$ -
Loans	\$ -		\$ -
Work-In-Progress	\$ 1,165,375		\$ 1,165,375
Transfers to Other Funds	\$ 598,916		\$ 598,916
Contingency	\$ 57,930	\$ -	\$ 57,930
<b>Total Budget</b>	<b>\$ 3,306,678</b>	<b>\$ 70,000</b>	<b>\$ 3,376,678</b>
<b>Reserve For Future Expenditure</b>	<b>\$ 1,271,735</b>	<b>\$ 206,000</b>	<b>\$ 1,477,735</b>
<b>Total Requirements</b>	<b>\$ 4,578,413</b>	<b>\$ 276,000</b>	<b>\$ 4,854,413</b>

2. City Recorder/Records - Operations

A total of \$61,000 is being requested to account for legal fees and election costs. Approximately \$17,000 is needed for legal fees related to unexpected elections and initiatives including the update of the Urban Renewal Charter. In addition, \$44,000 is required to cover costs associated with the Urban Renewal Charter Amendment council referral in November 2013 and the High Capacity Transit initiative in March 2014. This action will decrease contingency in Central Service Fund by \$61,000 with an equal increase in program expenditures for Policy and Administration.

		Revised Budget	Amendment	Q4 Revised Budget
<b>Central Service Fund</b>				
<b>Resources</b>	<b>Beginning Fund Balance</b>	\$ 199,348		\$ 199,348
	Property Taxes	\$ -		\$ -
	Franchise Fees	\$ -		\$ -
	Licenses & Permits	\$ 31,620		\$ 31,620
	Intergovernmental	\$ -		\$ -
	Charges for Services	\$ 5,829,965		\$ 5,829,965
	Fines & Forfeitures	\$ -		\$ -
	Interest Earnings	\$ 593		\$ 593
	Miscellaneous	\$ -		\$ -
	Other Financing Sources	\$ -		\$ -
	Transfers In from Other Funds	\$ 861,205		\$ 861,205
	<b>Total Resources</b>	<b>\$ 6,922,731</b>	<b>\$ -</b>	<b>\$ 6,922,731</b>
<b>Requirements</b>				
	Policy and Administration	\$ 6,573,845	\$ 61,000	\$ 6,634,845
	Community Development	\$ -		\$ -
	Community Services	\$ -		\$ -
	Public Works	\$ -		\$ -
	<b>Program Expenditures Total</b>	<b>\$ 6,573,845</b>	<b>\$ 61,000</b>	<b>\$ 6,634,845</b>
	Debt Service	\$ -		\$ -
	Loans	\$ -		\$ -
	Work-In-Progress	\$ -		\$ -
	Transfers to Other Funds	\$ -		\$ -
	Contingency	\$ 340,000	\$ (61,000)	\$ 279,000
	<b>Total Budget</b>	<b>\$ 6,913,845</b>	<b>\$ -</b>	<b>\$ 6,913,845</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 8,886</b>	<b>\$ -</b>	<b>\$ 8,886</b>
	<b>Total Requirements</b>	<b>\$ 6,922,731</b>	<b>\$ -</b>	<b>\$ 6,922,731</b>

**AIS-1720**

**9.**

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** 5 Minutes

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

**Prepared For:** Toby LaFrance, Financial and Information Services

**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:

Revenue	FY 2015
Cigarette Tax	\$61,375
Liquor Tax	\$699,675
State Gas Tax	\$2,809,993

The State of Oregon requires the city to certify its eligibility to receive these revenues by stating that it provides four or more of the seven 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 goals, milestones, and strategies.

## **DATES OF PREVIOUS COUNCIL CONSIDERATION**

NA

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### **Fiscal Impact**

#### **Fiscal Information:**

The revenue total for receiving state-shared revenues in FY 2015 is \$3,571,043. The majority will be in the Gas Tax Fund of \$2,809,993. The remainder is General Fund cigarette and liquor taxes totaling \$761,050.

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### **Attachments**

Resolution

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CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. 14-

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

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WHEREAS, ORS 221.760 (1) provides as follows:

The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820, 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 2: This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

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Mayor - City of Tigard

Attest:

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City Recorder – City of Tigard



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

**DATES OF PREVIOUS CONSIDERATION**

April 28, 2014 as part of the Budget Committee Hearings on this matter.

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**Fiscal Impact**

**Cost:** NA  
**Budgeted (yes or no):** Yes  
**Where Budgeted (department/program):** General Fund

**Additional Fiscal Notes:**

Approval of this resolution would secure \$471,528 of estimated revenue for the General Fund in FY 2015.

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**Attachments**

Resolution

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**CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. 14-**

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

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WHEREAS, State Revenue Sharing Law, ORS 221.770, requires cities to annually pass an ordinance or 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 April 28, 2014 at Budget Committee to receive State Revenue Sharing; and

WHEREAS, in order to receive state revenue sharing in FY 2014-2015, the city must have levied property taxes the preceding year; and

WHEREAS, the city did levy property taxes in FY 2013-2014.

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 2014-2015.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

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Mayor - City of Tigard

ATTEST:

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City Recorder - City of Tigard



The fees and charges help fund council focus strategies including the Lake Oswego/Tigard Water Partnership.

## **DATES OF PREVIOUS CONSIDERATION**

NA

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### **Fiscal Impact**

**Cost:** \$0.00  
**Budgeted (yes or no):** Yes  
**Where Budgeted (department/program):** All Depts

#### **Additional Fiscal Notes:**

A summary of the changes are detailed along with a memo.

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### **Attachments**

Resolution

Exhibit A

Council Memo

Summary of Changes

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**CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. 14-**

A RESOLUTION ADOPTING THE CITYWIDE MASTER FEES AND CHARGES SCHEDULE WHICH REPLACES RESOLUTION NO 13-26 AND ALL SUBSEQUENT AMENDMENTS TO DATE.

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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 new fees and changes to certain fees to recover costs or due to previously approved annual adjustment formulas; 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, 2014.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

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Mayor - City of Tigard

ATTEST:

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City Recorder - City of Tigard

Exhibit A

# City of Tigard, Oregon

Master Fees & Charges Schedule

Fiscal Year 2014 - 2015

Effective  
July 1, 2014



Department	Revenue Source	Fee or Charge	Authority	Effective Date
<b>CITY MANAGEMENT</b>				
	<b><u>Claims Application Fee (TMC 1.21.050 &amp; 1.22; Ord. 08-09)</u></b>	\$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.			
<b>ADMINISTRATIVE SERVICES</b>				
	<b><u>Municipal Court Fees</u></b>		Judge Order No. 01-08	8/28/2008
	Civil Compromise	\$150.00		
	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
<b>CITY MANAGEMENT</b>				
	<b><u>Public Assembly</u></b>		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		
<b>ADMINISTRATIVE SERVICES/RECORDS</b>				
	<b><u>Tigard Municipal Code (TMC) (Titles 1 - 17) or TMC/CDC (Titles 1-18)</u></b>			
	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 &amp; 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
<b>FINANCIAL &amp; INFORMATION SERVICES</b>				
	<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	<del>\$84.00</del>	\$86.00 /per year	7/1/2013 2014
	3-5 employees	<del>\$112.00</del>	\$115.00 /per year	7/1/2013 2014
	6-10 employees	<del>\$368.00</del>	\$377.00 /per year	7/1/2013 2014
	11-50 employees	<del>\$606.00</del>	\$621.00 /per year	7/1/2013 2014
	51 or more employees	<del>\$823.00</del>	\$844.00 /per year	7/1/2013 2014
	* 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

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	<b>Franchise Fee/Right of Way Usage Fee (See TMC 15.06)</b>			
	Electricity (Provide service to customers within Tigard)	5% of gross revenue or <del>\$10,000 \$2.90/linear foot of installation-</del> <del>in right-of-way</del> , whichever is greater	Res. 01-16 as updated by Ord. 08-21A, Ord. 12-04 & Ord. 14-06	<del>07/01/2012</del> 05/08/2014
	Electricity (Provides <i>no</i> service to customers within Tigard) <i>* No change in linear foot rate, utility only charged for running line through Tigard</i>	\$2.90/linear foot of installation in right-of-way * or \$10,000, whichever is greater	Res. 01-16 as updated by Ord. 08-21A, Ord. 12-04 & Ord. 14-06	5/8/2014
	Natural Gas (Provide service to customers within Tigard)	5% of gross revenue or <del>\$10,000 \$2.90/linear foot of installation-</del> <del>in right-of-way</del> , whichever is greater	Ord. 04-06, updated by Ord. 08-21A, & Ord. 14-06	<del>12/16/2008</del> 05/08/2014
	Natural Gas (Provides <i>no</i> service to customers within Tigard) <i>* No change in linear foot rate, utility only charged for running line through Tigard</i>	\$2.90/linear foot of installation in right-of-way * or \$10,000, whichever is greater	Ord. 04-06, updated by Ord. 08-21A, & Ord. 14-06	5/8/2014
	Telecom (Provide service to customers within Tigard) <i>(Includes telecommunication utilities, long distance providers, private networks and competitive access providers)</i>	5% of gross revenue or <del>\$10,000 \$2.90/linear foot of installation-</del> <del>in right-of-way</del> , whichever is greater	Ord. 00-35, updated by Ord. 08-21A & Ord. 14-06	<del>12/16/2008</del> 05/08/2014
	Telecom (Provides <i>no</i> service to customers within Tigard) <i>* No change in linear foot rate, utility only charged for running line through Tigard</i> <i>(Includes telecommunication utilities, long distance providers, private networks and competitive access providers)</i>	\$2.90/linear foot of installation in right-of-way * or \$10,000, whichever is greater	Ord. 00-35, updated by Ord. 06-11, Ord. 08-21A & Ord. 14-06	5/8/2014
	Utility Franchise Application Fee	\$2,000.00	Res. 01-01 Updated to all utility franchise fee application by Ord. 06-11	8/8/2006
	Solid Waste Disposal (See TMC 11.04)	5% of gross revenue	Ord. 78-64, as amended by Ord. 02-05 and Ord. 03-08 Res. 13-18	7/1/2013
	Cable TV (See TMC 5.12) Application filed with MACC (email <a href="mailto:macc@maccor.org">macc@maccor.org</a> )	5% of gross revenue	Res. 99-04	1/26/1999
	<b>Lien Search Fee</b>	\$35.00	Res. 01-31	2/1/2004
	<b>Overhead Fee</b>			
	Added to charges for property damage/repair	10% of total charge		
	<b>Passport Execution Fee</b>	\$25.00		2/1/2008
	<b>Passport Photographs Fee</b>	\$10.00		4/1/2007
	<b>Returned Check Fee</b>	\$20.00	Res. 01-55	10/9/2001
	<b>Sewer Reimbursement District Loans</b>			
	Interest Rate	Applicable Federal Rate (AFR), Table , Long-term, semiannual for the month the loan is approved		
	<b>System Development Charge Financing (other than Sewer Reimbursement District Loans)</b>			
	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>	<del>\$2.00</del> <b>\$2.50</b>	Dept. Policy	7/1/ <del>2013</del> <b>2014</b>
	<u>Library Card Fee (non-residents only)</u>	<b>\$105.00 per year</b>	WCCLS	<b>7/1/2014</b>
	<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>E-Readers</u>	\$1.00 per day <b>up to a maximum of \$5.00</b>	Dept. Policy	7/1/ <del>2013</del> <b>2014</b>
	<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	<b><u>Alarm Permit Fee (Residential &amp; Commercial)</u></b> <i>(Government agencies, disabled residents or over the age of 60 are exempt)</i>	\$25.00	Ord. 82-32	7/1/2009
	Failure to Obtain or Renew Security Alarm Permit Fee	\$100.00	Ord. 82-32	7/1/2013
	Late Payment of Fees/Fines (After 60 days)	\$100.00		7/1/2013
	Failure to Obtain Permit within 60 Days of Alarm Installation	\$100.00		7/1/2013
	<b>Reinstatement Fee, Once Revoked (After 90 days past due)</b>	<del>\$150</del> <b>\$100</b>		<del>7/1/2013</del> <b>2014</b>
	Non-permitted or Revoked Alarm Permit	\$500.00		7/1/2013
	<b>Distracted Driving Diversion Program</b>	<b>\$25.00</b>		<b>7/1/2014</b>
	<b><u>False Alarm Fines</u></b>			
	1st false alarm	No Charge	No Charge	Ord. 87-73
	2nd false alarm	No Charge	No Charge	7/1/2013
	3rd false alarm	\$100.00		7/1/2013
	4th false alarm	\$150.00		7/1/2013
	5th false alarm	\$200.00		7/1/2013
	6 or more false alarms	\$250.00		7/1/2013
	<b><u>Fingerprint Card</u></b>	\$15.00 per card		7/1/2012
	<b><u>Good Conduct Background/Letter</u></b>	\$10.00		7/1/2012
	<b><u>Law Enforcement Officers Safety Act Qualification Fee</u></b>	\$25.00		7/1/2006
	<b><u>Liquor License</u></b>	\$25.00	Res. 01-45	7/10/2001
	<b><u>Police Services Fees</u></b>		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
	<b><u>Property Forfeiture for Criminal Activity</u></b>	Varies	Ord. 99-14	5/25/1999
	<b><u>Second Hand Dealers and Transient Merchant License</u></b>			
	Occasional	\$40.00		7/1/2010
	Full-Time	\$100.00		7/1/2010
	Reporting Forms	\$0.80 each		7/1/2010
	<b><u>Social Gaming License</u></b>			
	Annual fee due January 1st	<b>\$100.00</b>	<b>TMC 5.22.060</b>	<b>1/1/2014</b>
	If a business applies on or after July 1st	<b>\$50.00</b>		<b>7/1/2014</b>
	<b><u>Vehicle Release Fee</u></b>	Page 7 \$25.00	ORS 709.720	7/1/2013

Department	Revenue Source	Fee or Charge	Authority	Effective Date
<b>COMMUNITY DEVELOPMENT - BUILDING</b>				
	<b>Building Permit Fees</b>			
	<b>(New Commercial)</b>			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		
	<b>(New Single Family &amp; Multi-Family)</b>			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	Authority	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		
	<b><u>Building Plan Review Fee</u></b>	65% of base building permit fee		9/26/2000
	<b><u>Deferred Submittals</u></b>	\$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.		
	<b><u>Phased Permitting</u></b>	\$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		
	<b><u>Photovoltaic Solar Panel System</u></b>	\$180.00 (includes plan review and administrative fees) plus 12% state surcharge of permit fee		1/1/2011

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	<b>Electrical Fees</b>			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:			
	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	Authority	Effective Date
	<b><u>Fire Protection Systems</u></b>			10/1/2009
	<b>(Commercial Fire Suppression - Sprinkler, Alarm and Type I-Hood systems based on project valuation)</b>			
	<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		
	<b><u>Fire Life Safety Plan Review</u></b>	40% of base building permit fee		9/26/2000
	<b>(Commercial Only)</b>			
	<b><u>Fire Protection Systems</u></b>			10/1/2009
	<b>(Residential Fire Suppression)</b>			
	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		
	<b><u>Manufactured Dwelling Installation</u></b>	\$305.50		9/24/2002
	<b><u>Manufactured Dwelling and Mobile Home</u></b>	Per OAR		9/24/2002
	<b><u>Parks, Recreation Camps, and Organizational Camps</u></b>			

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	<b>Mechanical Fees</b>			10/1/2009
	<b>(1 &amp; 2 Family Dwellings for New, Additions, or Alterations)</b>			
	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		
	<b>Mechanical Permit Fees</b>			10/1/2009
	<b>(Commercial and Multi-family)</b>			
	<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

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	<b>Plumbing Fees</b>			10/1/2009
	<b>(Commercial, Industrial, Residential, &amp; Multi-Family)</b>			
	<b>New One &amp; Two Family Dwellings</b>			
	1 bath	\$312.70		
	2 bath	\$437.78		
	3 bath	\$500.32		
	Each additional bath/kitchen fixture	\$25.02		
	<b>Site Utilities</b>			
	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		
	<b>Fixture or Item</b>			
	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		
	<b>Minimum permit fee</b>	\$72.50		
	<b>Plumbing plan review</b>	25% of permit fee		

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	<b>Medical Gas Systems</b>			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.		
	<b><u>Restricted Energy</u></b>			6/27/2000
	Residential Energy Use, for all systems combined	\$75.00		
	Commercial Energy Use, for each system	\$75.00		
	<b><u>Sanitary Sewer Inspection Fee</u></b>			6/6/2000
	Residential	\$35.00		
	Commercial	\$45.00		
	Industrial	\$75.00		
	<b><u>Site Work/Grading Permit Fees</u></b>			10/1/2009
	<i>Based on project valuation - See Building Permit Fees (New Commerical).</i>			
	<b><u>Miscellaneous Fees</u></b>			
	<del>Address Change for building permits</del>	<del>\$50.00</del>		<del>7/1/2007</del>
	Administrative fee to change issued permits, including but not limited to:			
	Address change (minimum charge - one-half hour)	\$90.00 per hour	Dept. Policy	7/1/2014
	Contractor change (minimum charge - one-half hour)	\$90.00 per hour	Dept. Policy	7/1/2014
	Process and handling fee to mail permits with plans	\$5.00	Dept. Policy	7/1/2014
	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	Authority	Effective Date
	<u>Information Processing &amp; 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> <i>(minimum charge: one-half hour)</i>	\$90.00 per hour (average cost)		1/1/2014
	<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 &amp; 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* permit fees, investigation fees and inspection fees listed above.**

Department	Revenue Source	Fee or Charge	Authority	Effective Date
<b>COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING</b>				
	<u>Accessory Residential Units</u>	\$319.00	\$343.00	7/1/2013 2014
	<u>Annexation</u> <i>(This fee was in effect, per Resolution 13-08 through February 2014)</i>	\$2,989.00	\$3,217.00	7/1/2013 2014
	<u>Appeal</u>			
	Director's Decision (Type II) to Hearings Officer	\$312.00	\$292.00	7/1/2013 2014
	Expedited Review (Deposit)	\$374.00	\$351.00	7/1/2013 2014
	Hearings Referee	\$624.00	\$585.00	7/1/2013 2014
	Planning Commission/Hearing's Officer to City Council	\$3,006.00	\$3,234.00	7/1/2013 2014
	<u>Approval Extension</u>	\$319.00	\$343.00	7/1/2013 2014
	<u>Colocation (of Wireless Communication Facilities)</u>	\$52.00		TMC 18.798 7/1/2013
	<u>Conditional Use</u>			
	Initial	\$5,951.00	\$6,404.00	7/1/2013 2014
	Major Modification	\$5,951.00	\$6,404.00	7/1/2013 2014
	Minor Modification	\$651.00	\$701.00	7/1/2013 2014
	<u>Design Evaluation Team (DET)</u>			
	<u>Recommendation (deposit)</u>	\$1,662.00	\$1,788.00	7/1/2013 2014
	<u>Development Code Provision Review</u>			
	Single-Family Building Plan	\$80.00	\$86.00	7/1/2013 2014
	<b>New/Additions/Accessory ( including, but not limited to, garages, carports, porches, patios, decks, storage sheds, awnings, steps and ramps)</b>			
	Commercial/Industrial/Institution - New	\$319.00	\$343.00	7/1/2013 2014
	Commercial/Industrial/Institution--			
	Tenant Improvements in Existing Development			
	Project Valuation up to \$4,999	\$0.00		7/1/2013 2014
	Project Valuation \$5,000 - \$74,999	\$80.00	\$86.00	7/1/2013 2014
	Project Valuation \$75,000 - \$149,999	\$200.00	\$215.00	7/1/2013 2014
	Project Valuation \$150,000 and more	\$319.00	\$343.00	7/1/2013 2014
	<u>Downtown Review</u>			
	Downtown Review Compliance Letter	\$651.00	\$701.00	7/1/2013 2014
	Downtown Design Administrative Review			
	Under \$1,000,000.00	\$1,523.00	\$1,639.00	7/1/2013 2014 + 0.004 x project valuation
	\$1,000,000.00 and over (max fee \$25,000.00)	\$5,871.00	\$6,318.00	7/1/2013 2014 +0.002 x project valuation

Department	Revenue Source	Fee or Charge		Authority	Effective Date
<b>COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING</b>					
	Downtown Design Review - Design Review Board	\$3,090.00	\$3,325.00	+ applicable Type II fee	7/1/2013 2014
	<b><u>Hearing Postponement</u></b>	\$363.00	\$390.00		7/1/2013 2014
	<b><u>Historic Overlay/Review District</u></b>				
	Historic Overlay Designation	\$4,654.00	\$5,007.00		7/1/2013 2014
	Removal Historic Overlay Designation	\$4,654.00	\$5,007.00		7/1/2013 2014
	Exterior Alteration in Historic Overlay District	\$698.00	\$751.00		7/1/2013 2014
	New Construction in Historic Overlay District	\$698.00	\$751.00		7/1/2013 2014
	Demolition in Historic Overlay District	\$698.00	\$751.00		7/1/2013 2014
	<b><u>Home Occupation Permit</u></b>				
	Type I	\$110.00	\$118.00		7/1/2013 2014
	Type II	\$651.00	\$701.00		7/1/2013 2014
	<b><u>Interpretation of the Community Development Code</u></b>				
	Director's Interpretation	\$651.00	\$701.00		7/1/2013 2014
	Appeal to City Council	\$3,006.00	\$3,234.00		7/1/2013 2014
	<b><u>Land Partition</u></b>				
	Residential and Non-Residential (3 Lots)	\$4,307.00	\$4,634.00		7/1/2013 2014
	Residential and Non-Residential (2 Lots)	\$3,582.00	\$3,854.00		7/1/2013 2014
	Expedited	\$5,025.00	\$5,407.00		7/1/2013 2014
	Final Plat	\$1,001.00	\$1,076.00		7/1/2013 2014
	<b><u>Lot Line Adjustment</u></b>	\$651.00	\$701.00		7/1/2013 2014
	<b><u>Minor Modification to an Approved Plan</u></b>	\$651.00	\$701.00		7/1/2013 2014
	<b><u>Non-Conforming Use Confirmation</u></b>	\$651.00	\$701.00		7/1/2013 2014
	<b><u>Planned Development</u></b>				
	Conceptual Plan Review	\$8,428.00	\$9,068.00		7/1/2013 2014
	Detailed Plan Review (Concurrent Hearing)		Applicable SDR Fee or Subdivision Fee + \$407.00	\$439.00	7/1/2013 2014
	Detailed Plan Review (Separate Hearing)		Applicable SDR Fee or Subdivision Fee + \$2,515.00	\$2,706.00	7/1/2013 2014
	<b><u>Pre-Application Conference</u></b>	\$651.00	\$701.00		7/1/2013 2014
	<b><u>Sensitive Lands Review</u></b>				
	With Excessive Slopes/Within Drainage Ways/ Within 100-Year Floodplain (Type I)	\$651.00	\$701.00		7/1/2013 2014
	With Excessive Slopes/Within Drainage Ways/ Within Wetlands (Type II)	\$2,859.00	\$3,076.00		7/1/2013 2014

Department	Revenue Source	Fee or Charge	Authority	Effective Date
<b>COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING</b>				
	With Excessive Slopes/Within Drainage Ways/ Within Wetlands/Within the 100-Year Floodplain (Type III)	<del>\$3,089.00</del>	<b>\$3,323.00</b>	7/1/ <del>2013</del> <b>2014</b>
	<b><u>Sign Permit</u></b>			
	Existing and Modification to an Existing Sign (No Size Differential)	<del>\$178.00</del>	<b>\$192.00</b>	7/1/ <del>2013</del> <b>2014</b>
	Temporary Sign (Per Sign)	<del>\$56.00</del>	<b>\$61.00</b>	7/1/ <del>2013</del> <b>2014</b>
	<b><u>Site Development Review &amp; Major Modification</u></b>			
	Under \$1,000,000.00	<del>\$5,051.00</del>	<b>\$5,434.00</b>	7/1/ <del>2013</del> <b>2014</b>
	\$1,000,000.00/Over	<del>\$6,560.00</del>	<b>\$7,059.00</b>	7/1/ <del>2013</del> <b>2014</b>
		(+ \$6.00/per each \$10,000.00 over \$1,000,000.00)		
	Minor Modification	<del>\$651.00</del>	<b>\$701.00</b>	7/1/ <del>2013</del> <b>2014</b>
	<b><u>Subdivision</u></b>			
	Preliminary Plat without Planned Development	<del>\$5,830.00</del> / + \$93.00 /	<b>\$6,273 / +\$93.00 per lot</b>	7/1/ <del>2013</del> <b>2014</b>
	Preliminary Plat with Planned Development	<del>\$8,069.00</del>	<b>\$8,682.00</b>	7/1/ <del>2013</del> <b>2014</b>
	Expedited Preliminary Plat without Planned Development	<del>\$6,427.00</del> / + \$93.00 /	<b>\$7,191.00</b>	7/1/ <del>2013</del> <b>2014</b>
	Expedited Preliminary Plat with Planned Development	<del>\$6,684.00</del>	<b>\$8,682.00</b>	7/1/ <del>2013</del> <b>2014</b>
	Final Plat	<del>\$2,016.00</del>	<b>\$2,169.00</b>	7/1/ <del>2013</del> <b>2014</b>
	Plat Name Change	<del>\$364.00</del>	<b>\$392.00</b>	7/1/ <del>2013</del> <b>2014</b>
	<b><u>Temporary Use</u></b>			
	Director's Decision	<del>\$319.00</del>	<b>\$343.00</b>	7/1/ <del>2013</del> <b>2014</b>
	Special Exemption/Non-Profit	<del>\$0.00</del>		7/1/ <del>2013</del> <b>2014</b>
	Special Mixed Use-Central Business District Zone Rate			
	1st Temporary Use in a Calendar Year	<del>\$319.00</del>	<b>\$343.00</b>	7/1/ <del>2013</del> <b>2014</b>
	2nd Through 5th Temporary Use With Substantially the Same Site Plan Within A Calendar Year	<del>\$56.00</del>	<b>\$61.00</b>	7/1/ <del>2013</del> <b>2014</b>
	<b><u>Urban Forestry</u></b>			
	Type I Modification to the Urban Forestry Plan Component of an Approved Land Use Permit	<del>\$627.00</del>	<b>\$675.00</b>	<del>3/1/2013</del> <b>7/1/2014</b>
	Type III Discretionary Urban Forestry Plan Review Permit with concurrent Type III review	<del>\$392.00</del>	<b>\$422.00</b>	<del>3/1/2013</del> <b>7/1/2014</b>
	Type III Discretionary Urban Forestry Plan Review Permit without concurrent Type III review	<del>\$2,418.00</del>	<b>\$2,602.00</b>	<del>3/1/2013</del> <b>7/1/2014</b>
	<b><u>Variance/Adjustment</u></b>			
	Administrative Variance	<del>\$698.00</del>	<b>\$751.00</b>	7/1/ <del>2013</del> <b>2014</b>

Department	Revenue Source	Fee or Charge	Authority	Effective Date
<b>COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING</b>				
	Development Adjustment	\$319.00	\$343.00	7/1/2013 2014
	Special Adjustments			
	Adjustment to a Subdivision	\$319.00	\$343.00	7/1/2013 2014
	Reduction of Minimum			
	Residential Density	\$319.00	\$343.00	7/1/2013 2014
	Access/Egress Standards			
	Adjustment	\$698.00	\$751.00	7/1/2013 2014
	Parking Adjustments			
	Reduction in Minimum or Increase			
	In Maximum Parking Ratio	\$698.00	\$751.00	7/1/2013 2014
	Reduction in New or Existing			
	Development/Transit Imprvmt	\$698.00	\$751.00	7/1/2013 2014
	Reduction in Bicycle Parking	\$698.00	\$751.00	7/1/2013 2014
	Alternative Parking Garage			
	Layout	\$698.00	\$751.00	7/1/2013 2014
	Reduction in Stacking Lane			
	Length	\$319.00	\$343.00	7/1/2013 2014
	Sign Code Adjustment	\$698.00	\$751.00	7/1/2013 2014
	Street Improvement Adjustment	\$698.00	\$751.00	7/1/2013 2014
	Wireless Communication Facility Adjustments			
	Setback from Nearby Residence	\$698.00	\$751.00	7/1/2013 2014
	Distance from Another Tower	\$319.00	\$343.00	7/1/2013 2014
	<b><u>Zoning Map/Text Amendment</u></b>			
	Legislative - Comprehensive Plan	\$9,996.00	\$10,755.00	7/1/2013 2014
	Legislative - Community Development Code	\$4,081.00	\$4,391.00	7/1/2013 2014
	Quasi-Judicial	\$3,761.00	\$4,046.00	7/1/2013 2014
	<b><u>Zoning Analysis (Detailed)</u></b>	\$651.00	\$701.00	7/1/2013 2014
	<b><u>Zoning Inquiry Letter (Simple)</u></b>	\$96.00	\$103.00	7/1/2013 2014
	<i>**Planning Fees include 14.76% Long Range Planning Surcharge per Ord 04-99 as of 12/28/2004.</i>			
<b>COMMUNITY DEVELOPMENT - MISCELLANEOUS FEES &amp; CHARGES</b>				
	<b><u>Plan Copies</u></b>	\$2.50		7/1/2007
	<b><u>Community Development Code</u></b>			
	CD Rom	\$10.00		
	<b><u>Tigard Comprehensive Plan</u></b>			
		\$75.00		7/1/2011
	<b><u>GIS Maps*</u></b>			
	8-1/2" x 11"			

Department	Revenue Source	Fee or Charge	Authority	Effective Date
<b>COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING</b>				
	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		
<b><u>Information Processing &amp; Archiving (IPA) Fee</u></b>				
	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
<b><u>Neighborhood Meeting Signs (Land Use)</u></b>				
		\$2.00		1997
<b><u>Oversize Load Permit</u></b>				
		\$200.00		7/1/2005
<b><u>Planimetric Maps</u></b>				
	Blueline print - quarter section	\$5.00		
	Mylar - quarter section	\$150.00	/+ reproduction cost	
<b><u>Retrieval of Materials Confiscated in ROW</u></b>				
	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
<b><u>Tigard Transportation System Plan</u></b>				
		\$75.00		7/1/2011
<b><u>Washington Square Regional Center</u></b>				
	Task Force Recommendations	\$10.00		1999
	Master Plan Map (Zoning/Plan)	\$2.50		

Department	Revenue Source	Fee or Charge	Authority	Effective Date
<b>COMMUNITY DEVELOPMENT - MISCELLANEOUS DEVELOPMENT</b>				
	<b><u>Blasting Permit*</u></b>	<del>\$338.00</del> <b>\$364.00</b>		7/1/ <del>2013</del> <b>2014</b>
	<b><u>Fee in Lieu of Sewer (Commercial Only)</u></b>	Based on actual cost of sewer connection, if sewer was available		1998
	<b><u>Fee in Lieu of Shared Open Space (MU-CBD zone only)</u></b>	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. F.2.b. (3)	7/1/2011
	<b><u>Sanitary Sewer Connection Fee</u></b> (This fee is determined by Clean Water Services. The City of Tigard receives 3.99% of fees collected.)	<del>\$4,800.00</del> <b>\$4,900.00</b> /dwelling unit		7/1/ <del>2013</del> <b>2014</b>
	<b><u>Water Quality Facility Fee (Fee set by Clean Water Services)</u></b> (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		
	<b><u>Water Quantity Facility Fee (Fee set by Clean Water Services)</u></b> (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		
	<b><u>Metro Construction Excise Tax</u></b> (City will retain 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
	<b><u>School District Construction Excise Tax</u></b> (City will retain 4% for administrative expenses) (Tax set by school districts based on ORS 320.170-189 and collected by cities)			
	<b><u>Beaverton School District</u></b>	<del>\$1.14</del> <b>\$1.17</b> /sq. ft. residential construction <del>\$0.55</del> <b>\$0.58</b> /sq. ft. commercial construction	ORS 320.170-189 ORS 320.170-189	7/1/ <del>2013</del> <b>2014</b> 7/1/ <del>2013</del> <b>2014</b>
	<b><u>Tigard-Tualatin School District</u></b>	<del>\$1.14</del> <b>\$1.14</b> /sq. ft. residential construction <del>\$0.55</del> <b>\$0.57</b> /sq. ft. commercial construction	ORS 320.170-189 ORS 320.170-189	<del>10/1/2013</del> <b>7/1/2014</b> <del>10/1/2013</del> <b>7/1/2014</b>

Department	Revenue Source	Fee or Charge	Authority	Effective Date
<b>COMMUNITY DEVELOPMENT - MISCELLANEOUS DEVELOPMENT</b>				
	<b><u>Urban Forestry</u></b>			
	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
			per tree 2' in height or 1 gallon container	
	Stand Grown Tree	\$383.00		3/1/2013
	Tree Permit Fees (Complex)			
	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
	<b>Urban Forest Inventory Fees</b>			
	Open Grown Tree	<del>\$137.00</del>	+ \$28.00 each additional tree	<del>3/1/2013</del> 7/1/2014
	Stand of Trees	<del>\$181.00</del>	+ \$44.00 each additional stand	<del>3/1/2013</del> 7/1/2014
	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
	<b><u>Vacation (Streets and Public Access)</u></b>	<del>\$2,411.00</del>	<del>\$2,595.00</del> /deposit + actual costs	<del>7/1/2013</del> 2014

\* 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 (First 3 hours)	\$75.00	0 to 100 people		7/1/2013
			\$175.00	101 to 200 people		7/1/2013
			\$275.00	201 to 500 people		7/1/2013
			\$475.00	501 to 2000 people		7/1/2013
			\$1,000.00	<del>More than 2001 people</del> 2001 and more		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	<del>More than 2001 people</del> 2001 and more		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>Street Maintenance Fee (TMC 15.20)</u>			
	Monthly Residential Rate - Single and Multi-Family	<del>\$5.83</del> <b>\$6.12</b> / unit		1/1/2014 2015
	Monthly Non-Residential Rate	<del>\$1.34</del> <b>\$1.38</b> /per min required parking space		1/1/2014 2015
	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
<b>COMMUNITY DEVELOPMENT PUBLIC WORKS - DEVELOPMENT SERVICES ENGINEERING</b>				
	<u>Erosion Control Inspection Fee</u>			
	<u>With Development</u>			
	Construction Cost Estimate \$0-\$25,000	<del>\$75.00</del> <b>\$80.70</b>	IGA w/ Clean Water Service	7/1/ <del>2012</del> <b>2014</b>
	Construction Cost Estimate \$25,001-\$50,000	<del>\$100.00</del> <b>\$107.60</b>		7/1/ <del>2012</del> <b>2014</b>
	Construction Cost Estimate \$50,001-\$100,000	<del>\$150.00</del> <b>\$161.40</b>		7/1/ <del>2012</del> <b>2014</b>
	Construction Cost Estimate over \$100,000	<del>\$150.00</del> <b>\$161.40</b> plus \$75 per \$100,000 or fraction thereof exceeding the first \$100,000		7/1/ <del>2012</del> <b>2014</b>
	<u>Without Development</u>			
	0-0.99 acres	<del>\$300.00</del> <b>\$322.80</b>		7/1/ <del>2012</del> <b>2014</b>
	1 acre of greater	<del>\$300.00</del> <b>\$322.80</b> plus \$150 per acre or fraction thereof		7/1/ <del>2012</del> <b>2014</b>
	Reinspection Fee	<del>\$90.00</del> <b>\$96.84</b> per hour with a minimum of 1 hour		7/1/ <del>2012</del> <b>2014</b>
	Plan Check		included in inspection fee	7/1/ <del>2012</del> <b>2014</b>
	Plan Resubmittal Review	<del>\$90.00</del> <b>\$96.84</b> per hour with a minimum of 1/2 hour		7/1/ <del>2012</del> <b>2014</b>
	<u>Fee In Lieu Of Bicycle Striping</u>			
	8-inch white stripe	<del>\$2.50</del> <b>\$2.69</b> /linear foot of frontage		7/1/ <del>2004</del> <b>2014</b>
	Bike lane legends	<del>\$175.00</del> <b>\$188.30</b> /each		7/1/ <del>2004</del> <b>2014</b>
	Directional mini-arrows	<del>\$100.00</del> <b>\$107.60</b> /each		7/1/ <del>2004</del> <b>2014</b>
	Mono-directional reflective markers	<del>\$4.00</del> <b>\$4.30</b> /each		7/1/ <del>2004</del> <b>2014</b>
	<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 5% of estimated cost of public improvement with a \$300 minimum		7/1/2009 7/1/2005
	<u>Streetlight Energy &amp; Maintenance Fee</u>	Based upon PGE Schedule <del>#91 Opt. "B"</del> <b>#95 Option "A"</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
PUBLIC WORKS - UTILITIES				
<u>Booster Pump Charge</u>				
	Meter Size (diameter inches)			
	5/8 x 3/4	\$4.86 /monthly		1/1/2014
		\$5.15 /monthly		1/1/2015
	3/4 x 3/4	\$7.00 /monthly		1/1/2014
		\$7.42 /monthly		1/1/2015
	1	\$12.95 /monthly		1/1/2014
		\$13.72 /monthly		1/1/2015
	1.5	\$38.83 /monthly		1/1/2014
		\$41.16 /monthly		1/1/2015
	2	\$63.04 /monthly		1/1/2014
		\$66.82 /monthly		1/1/2015
	3	\$111.16 /monthly		1/1/2014
		\$117.83 /monthly		1/1/2015
	4	\$227.97 /monthly		1/1/2014
		\$241.65 /monthly		1/1/2015
	6	\$242.67 /monthly		1/1/2014
		\$257.23 /monthly		1/1/2015
	8	\$388.27 /monthly		1/1/2014
		\$411.57 /monthly		1/1/2015
	10	\$758.59 /monthly		1/1/2014
		\$804.11 /monthly		1/1/2015
	12	\$1,092.36 /monthly		1/1/2014
		\$1,157.91 /monthly		1/1/2015
<u>Customer Charge</u>				
<i>(Basic fee charged to customers to have the City deliver water.)</i>				
	Meter Size (diameter inches)			
	5/8 x 3/4	\$23.38 /monthly		1/1/2014
		\$24.38 /monthly		1/1/2015
	3/4 x 3/4	\$33.67 /monthly		1/1/2014
		\$35.11 /monthly		1/1/2015
	1	\$52.45 /monthly		1/1/2014
		\$54.70 /monthly		1/1/2015
	1.5	\$138.51 /monthly		1/1/2014
		\$144.47 /monthly		1/1/2015
	2	\$224.72 /monthly		1/1/2014
		\$234.38 /monthly		1/1/2015
	3	\$442.33 /monthly		1/1/2014
		\$461.35 /monthly		1/1/2015
	4	\$840.21 /monthly		1/1/2014
		\$876.34 /monthly		1/1/2015
	6	\$942.08 /monthly		1/1/2014
		\$982.59 /monthly		1/1/2015
	8	\$1,471.35 /monthly		1/1/2014
		\$1,534.62 /monthly		1/1/2015
	10	\$2,715.00 /monthly		1/1/2014
		\$2,831.75 /monthly		1/1/2015
	12	\$3,841.55 /monthly		1/1/2014
		\$4,006.74 /monthly		1/1/2015

Department	Revenue Source	Fee or Charge	Authority	Effective Date
	<b>Final Notification Process Fee</b>	\$30.00 /per instance		7/1/2009
	<b>Fire Hydrant Flow Test</b>	\$325.00 /test		12/9/2008
	<b>Fire Hydrant Usage - Temporary</b>			
	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
	<b>Fire Rates (Sprinklers)</b>			
	6" or smaller	\$17.70 /month		7/1/2013
	8" or larger	\$23.42 /month		7/1/2013
	<b>Fire Service Connection</b>	\$1,457.40 /+ 12% fee based on construction costs.		7/1/2013
	<b>Meter Disconnection</b>	Actual labor and material costs + 10%		9/1/2002
	<b>Meter Installation Fees</b>			
	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
	<b>Meter Out-of-Order Test</b>	Meter calibration cost + actual labor and material costs + 10%		9/1/2002
	<b>Sanitary Sewer Service (Fee set by Clean Water Services)</b>			
	(City receives 16.306% of fees collected)			
	<b>Base Charge</b>	<del>\$25.19</del> <b>\$25.85</b> /dwelling unit/month		7/1/ <del>2013</del> 2014
	<b>Use Charge</b>	<del>\$1.67</del> <b>\$1.72</b> /100 cubic feet/month for individual customer winter average		7/1/ <del>2013</del> 2014
	<b>Service Installation Fees</b>			
	Single Trench - Single Residential Service	\$3,630.00 includes labor & materials		10/1/2011
	1 1/2" Meter and greater	Actual labor and material costs + 10%		10/1/2011
	<b>Storm and Surface Water (Fee set by Clean Water Services)</b>			
	(City retains 75% of Service Charge fees collected)			
	(City retains 100% of its Surcharge fees collected)			
	<b>Service Charge</b>	<del>\$6.25</del> <b>\$6.75</b> /ESU/month		7/1/ <del>2013</del> 2014
	Tigard Surcharge	\$2.00 /ESU/month		7/1/2009
	<b>Water Bacteriological Quality Testing</b>			
	Cost per test	\$60.00		7/1/2008
	<b>Water Disconnection Charge for Non-payment</b>			
	During business hours	\$50.00		2/27/2001
	<b>Water Line Construction - New Development</b>	12% of Actual Cost		2/27/2001
	<b>Water Main Extension</b>			
	Designed and installed by others	12% of Actual Cost		9/1/2002
	<b>Water Usage Charges</b>			
	<b>Residential</b>			
	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
	<b>Multi-Family</b>			
	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	\$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	\$4.79 /100 cubic feet of water	1/1/2014
			\$4.99 /100 cubic feet of water	1/1/2015
	Irrigation	Uniform Rate	\$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)			
	<b>Meter Size</b>			
	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	
	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
<b>COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES PLANNING</b>				
	<b>Park System Development Charge (SDC)*</b>		Res.01-12	
	Single Family Unit	\$5,996.87	\$6,451.34	7/1/ <del>2013</del> 2014
	Multi-family Unit	\$4,793.04	\$5,156.28	7/1/ <del>2013</del> 2014
	Spaces in a manufactured home park	\$3,633.79	\$3,909.18	7/1/ <del>2013</del> 2014
	Commercial/industrial (per employee)	\$414.71	\$446.14	7/1/ <del>2013</del> 2014

**\*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 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 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
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Formula:

	L (2014) / L (2013)	= LCI		
and	C (2014) / C (2013)	= CCI		
therefore	LCI + CCI / 2	= ACI		
then	SDC (2014) X ACI	= SDC (2015)		

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	Revised Fees	Effective Date
<b>PUBLIC WORKS - WATER</b>					
	<b>Water System Development Charge (SDC)*</b>				
	5/8" x 3/4" Meter	\$7,044			2/1/2014
		<b>\$7,580</b>			<b>7/1/2014</b>
	3/4" x 3/4" Meter	\$10,144			2/1/2014
		<b>\$10,916</b>			<b>7/1/2014</b>
	1" Meter	\$18,791			2/1/2014
		<b>\$20,220</b>			<b>7/1/2014</b>
	1 1/2" Meter	\$56,343			2/1/2014
		<b>\$60,625</b>			<b>7/1/2014</b>
	2" Meter	\$91,490			2/1/2014
		<b>\$98,443</b>			<b>7/1/2014</b>
	3" Meter	\$173,599			7/1/2014
	4" Meter	\$356,032			7/1/2014
	6" Meter	\$378,994			7/1/2014
	8" Meter	\$606,389			7/1/2014

$EDU = \left( \frac{ADD \cdot 0.400}{226.4} \right) + \left( \frac{PDD \cdot ADD \cdot 0.343}{249.1} \right) + \left( \frac{PHD \cdot PDD \cdot 0.257}{90.6} \right)$  greater than 8 inch diameter, City will forecast the demands on an average-day, peak-day, and peak-hour basis to determine SDC fees.

~~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:~~

Delete this Formula - Redlined

~~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 2013 is 4.1% based on a 12-month average.~~

~~The multiplier 1.041 is used for all Water SDCs effective 7/1/2013.~~

~~The ENR Seattle CCI for April - 2014 is 7.6% based on a 12-month average.~~

~~The multiplier 1.076 is used for all Water SDCs effective 7/1/2014.~~

Department	Revenue Source	Fee or Charge	Authority	Effective Date
<b>COMMUNITY DEVELOPMENT - DEVELOPMENT SERVICES ENGINEERING</b>				
<b>Countywide Transportation Development Tax (TDT) - (Example Land Uses and Charges*)</b>				
	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.



# City of Tigard Memorandum

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To: City Council Members

From: Carissa Collins, Sr. Management Analyst

Re: FY 2015 Master Fees & Charges Schedule

Date: May 20, 2014

Attached to the FY 2015 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 2015 Proposed Master Fees & Charges Summary of Changes Report**

<b>Department</b>	<b>Fee Description</b>	<b>Schedule Page(s)</b>	<b>Basis of Change</b>	<b>Authority</b>	<b>Included in Budget? (Y/N)</b>
<b>Financial &amp; Information Services</b>	<u>Business License (Annual Fee)</u>	4	Fee adopted by council and adjusted annually in conjunction with the Portland Consumer Price Index (CPI) at 2.50%.	Ord. 88-13	Y
	<u>Franchise Fee/Right-of-Way Usage Fee</u>	5	Fee remains the same. Text has been reformatted for clarity purposes. Fee differentiates between a utility company providing service to Tigard residents and those that do not provide service to Tigard residents.	TMC 15.06	Y
<b>Library</b>	<u>Headphones</u>	6	Fee increase to recover costs.	Dept. Policy	N
	<u>Library Card Fee (non-residents only)</u>	6	Annual fee for library cards purchased by non-residents who are ineligible for a free card.	WCCLS	N
	<u>Overdue Items: E-Readers</u>	6	Fee remains the same. Shows a cap on the increase.	Dept. Policy	N
<b>Police</b>	<u>Reinstatement Fee, Once Revoked (After 90 days past due)</u>	7	Fee lowered to correct a scrivener's error from the previous year.	Dept. Policy	N
	<u>Distracted Driving Diversion Program</u>	7	New fee established to recover costs for providing program.	Dept. Policy	N
	<u>Social Gaming License</u>	7	Fee adopted by council that requires an annual license.	TMC 5.22.060	N
<b>Community Development</b>	<u>Miscellaneous Fees</u>	14	Fee for address changes to building permits had not been increased since 2007. Fee increased to recover costs for address and contractor changes to building permits. Also, a new fee was established to recover costs for mailing permits with plans.	Dept. Policy	N
	<u>Other Inspection Fees</u>	15	Change in text at bottom of page for clarity purposes	n/a	N
	<u>Planning Fees/Charges</u>	16-21	Adjustments tied to Seattle Construction Cost Index (CCI) which is 7.6% as of April 2014. Planning fees include a 14.76% long range planning surcharge.	Res. 03-59	Y
	<u>Sanitary Sewer Connection Fee</u>	21	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 6/17/14.	Clean Water Service	Y
	<u>School District Construction Excise Tax</u>	21	City retains 4% for administrative costs. Tax increase set by the Beaverton and Tualatin-Tigard School Districts.	ORS 320.170-189	Y

FY 2015 Proposed Master Fees & Charges Summary of Changes Report

Department	Fee Description	Schedule Page(s)	Basis of Change	Authority	Included in Budget? (Y/N)
	<u>Urban Forest Inventory Fees</u>	22	Adjustments tied to Seattle Construction Cost Index (CCI) which is 7.6% as of April 2014. Planning fees include a 14.76% long range planning surcharge.	Res. 03-59	Y
	<u>Vacation (Streets and Public Access)</u>	22	Adjustments tied to Seattle Construction Cost Index (CCI) which is 7.6% as of April 2014. Planning fees include a 14.76% long range planning surcharge.	Res. 03-59	Y
<b>Public Works</b>	<u>Special Event Permit Fee</u>	23	No change in fee. Text reformatted for clarity purposes.	Dept. Policy	Y
	<u>Street Maintenance Fee</u>	24	Fee adjusted by 5.05% 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>Erosion Control Inspection Fee</u>	25	Adjustment tied to Seattle Construction Cost Index (CCI) which is 7.6% as of April 2014.	Dept. Policy	Y
	<u>Streetlight Energy &amp; Maintenance Fee</u>	25	Rates revised and set by PGE Schedule #95 Option "A".	PGE	Y
	<u>Sanitary Sewer Service Fee (set by Clean Water Service)</u>	27	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 6/17/14.	Clean Water Services	Y
	<u>Storm and Surface Water Fee (set by Clean Water Service)</u>	27	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 6/17/14.	Clean Water Services	Y
	<u>Water Usage Charges</u>	27-28	Final rate phasing based on Water Financing Plan approved by council.	Res. 11-37	Y
	<u>Park System Development Charge</u>	29	Fee adjusted 7.7% 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>	32	Fee adjustment is tied to Seattle Construction Cost Index (CCI) which is 7.6% as of April 2014.	ORS 223.304(8) Res. 10-76	Y



appropriations of \$167,681,406 with the remaining \$79,915,249 comprising the city's reserve for future expenditures.

Staff has included 2 additional Technical Adjustments totaling \$7,345,701 in appropriations to the approved budget for council to consider. Neither of the adjustments exceeds 10% of any impacted fund. These Technical Adjustments are detailed in the document attached to this agenda item.

Lastly, staff has some adjustments to the revenue forecast outlined in the attached "Summary of Revenue Changes to the 2014-2019 Financial Forecasts" document attached to this agenda item. These revenue adjustments are in a separate document because they do not impact the FY 2015 appropriations in the Exhibit A and there are sufficient resources to support the FY 2015 budget. The changes do impact the available resources by a total of \$2.8 million, or 1.1 percent. There will be a corresponding decrease in reserves for future expenditures. While the changes in the revenue forecasts do not impact FY 2015 appropriations, staff is recommending changes in funding for two Capital Improvement Plan (CIP) projects in FY 2017 and FY 2018.

### **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 2014-2015 budget must be adopted by the City Council prior to July 1, 2014.

### **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 21, April 28, 2014 as part of the Budget Committee meetings.

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### **Attachments**

Resolution

Exhibit A

Technical Adjustments

Revenue Adjustments to the Financial Forecast

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**CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. 14-**

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 2015.

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WHEREAS, two hearings by the Tigard Budget Committee on the budget document, as proposed by the City Manager, were duly called and held on April 21, 2014 and April 28, 2014 , 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, 2014 was duly approved and recommended to the City Council by the regularly constituted Budget Committee at its meeting on April 28, 2014, 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 10, 2014, where all interested persons were afforded an opportunity to appear and be heard with respect to the budget; and

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

SECTION 1: The Council adopts the budget for FY 2014-15 as approved by council following the budget hearing on June 10, 2014.

SECTION 2: The amounts appropriated for each fund for the fiscal year beginning July 1, 2014, are shown on the attached – Exhibit A Schedule of Appropriations as approved by Budget Committee on April 28, 2014 with adjustments made by council during the hearing on June 10, 2014.

SECTION 3: 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 its permanent rate tax; and in the amount of \$2,386,688 for debt service on general obligation bonds; and that these taxes are hereby imposed and categorized for tax year 2014-15 upon the assessed value of all taxable property in the city as follows:

	<u>General Government Limit</u>
Permanent rate tax	\$2.5131/\$1,000
	<u>Excluded from Limit</u>
General Obligation Bond Debt Service	\$2,386,688

SECTION 4: The Council approves a capital interfund loan of up to \$1,900,000 from the Gas Tax Fund to the Street Maintenance Fee Fund for the purpose of financing the Pavement Management Program. If needed, the loan will be made after the start of Fiscal Year 2014-2015 and will be repaid prior to the end of Fiscal Year 2014-2015 with no interest.

SECTION 5: This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

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Mayor - City of Tigard

ATTEST:

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City Recorder - City of Tigard

# Exhibit A - SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
General Fund						
	Policy and Administration	809,798	29,138	838,936		
	Community Development	3,047,095	0	3,047,095		
	Community Services	21,016,260	0	21,016,260		
	Public Works	5,865,265	0	5,865,265		
	Debt Service	0	0	0		
	Loan to CCDA	254,000	0	254,000		
	Transfer	834,967	0	834,967		
	Capital Improvements	0	0	0		
	Contingency	1,385,000	0	1,385,000		
		33,212,385	29,138	33,241,523		
Gas Tax Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	2,205,002	0	2,205,002		
	Debt Service	599,676	0	599,676		
	Loan to CCDA	0	0	0		
	Transfer	686,133	0	686,133		
	Capital Improvements	0	0	0		
	Contingency	70,000	0	70,000		
		3,560,811	0	3,560,811		
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	315,860	0	315,860		
	Loan to CCDA	0	0	0		
	Transfer	733,125	0	733,125		
	Capital Improvements	0	0	0		
	Contingency	50,000	0	50,000		
		1,098,985	0	1,098,985		

# Exhibit A - 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	180,000	0	180,000		
	Capital Improvements	0	0	0		
	Contingency	50,000	0	50,000		
		230,000	0	230,000		
Building Fund						
	Policy and Administration	0	0	0		
	Community Development	1,608,518	0	1,608,518		
	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		
		1,808,518	0	1,808,518		
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	455	0	455		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		50,455	0	50,455		

# Exhibit A - 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	250,175	0	250,175		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		250,175	0	250,175		
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	103,411	0	103,411		
	Loan to CCDA	0	0	0		
	Transfer	239	0	239		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		103,650	0	103,650		
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	2,194,701	0	2,194,701		
	Loan to CCDA	0	0	0		
	Transfer	1,529	0	1,529		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		2,196,230	0	2,196,230		

# Exhibit A - 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	8,742	0	8,742		
	Capital Improvements	674,900	0	674,900		
	Contingency	50,000	0	50,000		
		733,642	0	733,642		
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	781,124	0	781,124		
	Capital Improvements	12,000	0	12,000		
	Contingency	250,000	0	250,000		
		1,043,124	0	1,043,124		
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	355,923	0	355,923		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		355,923	0	355,923		

# Exhibit A - 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	205,057	0	205,057		
	Capital Improvements	0	0	0		
	Contingency	50,000	0	50,000		
		255,057	0	255,057		
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	207,805	0	207,805		
	Capital Improvements	1,900,000	0	1,900,000		
	Contingency	200,000	0	200,000		
		2,307,805	0	2,307,805		
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	55,881	0	55,881		
	Capital Improvements	3,042,949	0	3,042,949		
	Contingency	0	0	0		
		3,098,830	0	3,098,830		

# Exhibit A - 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	1,997,143	0	1,997,143		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		1,997,143	0	1,997,143		
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	1,127,217	0	1,127,217		
	Capital Improvements	12,000	0	12,000		
	Contingency	75,000	0	75,000		
		1,214,217	0	1,214,217		
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	44,613	0	44,613		
	Capital Improvements	3,008,136	0	3,008,136		
	Contingency	0	0	0		
		3,052,749	0	3,052,749		

# Exhibit A - 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	1,926,260	20,000	1,946,260		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	79,849	0	79,849		
	Capital Improvements	2,944,011	0	2,944,011		
	Contingency	400,000	0	400,000		
		5,350,120	20,000	5,370,120		
Stormwater Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	1,558,912	0	1,558,912		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	350,956	0	350,956		
	Capital Improvements	338,873	0	338,873		
	Contingency	150,000	0	150,000		
		2,398,741	0	2,398,741		
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	439,200	0	439,200		
	Capital Improvements	0	0	0		
	Contingency	25,000	0	25,000		
		464,200	0	464,200		

# Exhibit A - 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	8,376,282	0	8,376,282		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	5,767,077	0	5,767,077		
	Capital Improvements	0	0	0		
	Contingency	500,000	0	500,000		
		14,643,359	0	14,643,359		
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	345,263	0	345,263		
	Capital Improvements	0	0	0		
	Contingency	100,000	0	100,000		
		445,263	0	445,263		
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	215,650	0	215,650		
	Capital Improvements	73,586,632	0	73,586,632		
	Contingency	0	0	0		
		73,802,282	0	73,802,282		

# Exhibit A - 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	4,881,033	0	4,881,033		
	Loan to CCDA	0	0	0		
	Transfer	3,010	0	3,010		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		4,884,043	0	4,884,043		
Central Services Fund						
	Policy and Administration	7,073,038	0	7,073,038		
	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	100,000	0	100,000		
		7,173,038	0	7,173,038		
Fleet/Property Management Fund						
	Policy and Administration	0	0	0		
	Community Development	0	0	0		
	Community Services	0	0	0		
	Public Works	1,650,805	0	1,650,805		
	Debt Service	0	0	0		
	Loan to CCDA	0	0	0		
	Transfer	0	0	0		
	Capital Improvements	0	0	0		
	Contingency	75,000	0	75,000		
		1,725,805	0	1,725,805		

# Exhibit A - 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	718	0	718		
	Capital Improvements	0	0	0		
	Contingency	25,000	0	25,000		
		75,718	0	75,718		
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	7,932,836	29,138	7,961,974		
	Community Development	4,655,613	0	4,655,613		
	Community Services	21,066,260	0	21,066,260		
	Public Works	21,582,526	20,000	21,602,526		
	Debt Service	8,094,681	0	8,094,681		
	Loan to CCDA	254,000	0	254,000		
	Transfer	14,771,851	0	14,771,851		
	Capital Improvements	85,519,501	0	85,519,501		
	Contingency	3,755,000	0	3,755,000		
		167,632,268	49,138	167,681,406		

# Technical Adjustments to the 2014-15 Approved Budget

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## Summary

The below Technical Adjustments are a result of new information which became available after approval of the Budget Committee Approved FY 2015 Budget. Below is a brief description of the adjustments and details of the changes to the Schedule of Appropriations.

### #1: Stormwater – Operations

An additional appropriation is required for salaries and benefits in operations in the amount of \$22,000. This action will increase program expenditures in Public Works by \$22,000 with a decrease in Reserve for Future Expenditure by the same amount.

### 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	1,558,912	22,000	1,600,912
Debt Service	0	0	0
Loan to CCDA	0	0	0
Transfers	350,956	0	350,956
Capital Improvements	338,873	0	338,873
Contingency	150,000	0	150,000
<b>Total Fund</b>	<b>\$2,398,741</b>	<b>\$22,000</b>	<b>\$2,440,741</b>

## #2: Lake Oswego/Tigard Water Partnership

Since approval of the budget by the Budget Committee, the city has received an updated project cash burn schedule for the LO/Tigard Water Partnership Project. This will require an increase in FY 2015 project appropriations in the amount of \$7,323,701 for the continued construction of this project. This action is within the 10% adjustment allowed under Oregon Budget Law and will decrease reserve for future expenditures within the Water CIP Fund by \$7,323,701.

### 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	215,650	0	215,650
Capital Improvements	73,586,632	7,323,701	80,910,333
Contingency	0	0	0
<b>Total Fund</b>	<b>\$73,802,252</b>	<b>\$7,323,701</b>	<b>\$81,125,983</b>

In addition, the overall CIP schedule for the project is adjusted per the following schedule.

### 96018 - Lake Oswego - Tigard Water Partnership

	Actual through 2013	Projected 2014	Revised Budget 2014	2015	2016	2017	2018	2019	Project Total
<b>EXPENSES</b>									
<b>Internal Expenses</b>									
Project Management	0	171,500	171,500	401,500	171,500	0	0	0	744,500
Total Internal	0	171,500	171,500	401,500	171,500	0	0	0	744,500
<b>External Expenses</b>									
Project Management	0	4,201,915	4,201,915	3,270,915	266,826	0	0	0	7,739,656
Design and Engineering	0	2,055,575	2,055,575	586,723	23,106	0	0	0	2,665,404
Construction	0	32,756,687	61,588,310	74,455,322	18,342,768	1,186,560	0	0	126,741,337
Prior Life-to-Date	26,793,758	0	0	0	0	0	0	0	26,793,758
Total External	26,793,758	39,014,177	67,845,800	78,312,960	18,632,700	1,186,560	0	0	163,940,155
Total Project Expense	26,793,758	39,185,677	68,017,300	78,714,460	18,804,200	1,186,560	0	0	164,684,655
<b>REVENUES</b>									
<b>Revenue Funding Source</b>									
532-Water CIP Fund	26,793,758	39,185,677	68,017,300	78,714,460	18,804,200	1,186,560	0	0	164,684,655
Total Revenue Funding	26,793,758	39,185,677	68,017,300	78,714,460	18,804,200	1,186,560	0	0	164,684,655
Total Revenues	26,793,758	39,185,677	68,017,300	78,714,460	18,804,200	1,186,560	0	0	164,684,655

# Summary of Revenue Changes to the 2014-19 Financial Forecasts

## Summary

According to Oregon Budget Law, council adopts appropriations (expenditures) and not revenues. However, the revenues are important in the budget process as they represent the resources of the city to implement policy as represented through the appropriations. The revenues are forecasted early in the budget process using various inputs including audited actuals through FY 2013. As the budget process progresses and the city approaches the end of FY 2014, the forecast is monitored and compared to year-to-date actuals in FY 2014. Staff recently revisited the forecasts of city's more significant funds. One of the common findings is that development related revenues in FY 2013 were inflated by a couple of large projects, making FY 2013 an overly optimistic starting point for the revenue forecast. Based on the findings, staff has proposed adjustments to the revenue forecasts in the following table.

The information presented here is for Council information and to document changes from the materials approved by the Budget Committee. Please note, the recommended changes have no effect on FY 2015 appropriations. In all cases, after these revenue changes are implemented, there are still sufficient resources to support the FY 2015 appropriations. Two of the changes do have an effect in the out years of the financial forecasts that result in recommended changes to out years of the Capital Improvement Program (CIP). The affected funds and CIP projects are as follows:

Fund	Finding	Recommended Change
Building	Forecasted revenues were overstated due to the inclusion of a large, one-time permit for Walmart.	Revenues were reduced by \$200,000 based on 11 months of actuals generated during FY 2014.
Electrical	Forecasted revenues over estimated due to the inclusion of the large one-time permit for Walmart.	Revenues were reduced by \$25,000 based on 11 months of actual revenues generated during FY 2014.
Park SDC	Revenues were overstated by \$200,000 based on 11 months of actuals generated during FY 2014. As a result, of the reduction in revenues, the 5-year forecast goes negative in FY 2017.	Reduce revenues by \$200,000. Balance the financial forecast by reducing Park SDC funding for <b>92016-Dirksen Nature Park</b> by a total of \$560,000; \$400,000 in FY 2017, and \$160,000 in FY 2018. This will make the project partially-funded.
Transportation Development Tax (TDT)	Revenues were overstated by \$600,000 based on 11 months of actuals generated during FY 2014. As a result, of the \$600,000 reduction in revenues, the 5-year forecast goes negative in FY 2018.	Reduce revenues by \$600,000. The TDT funding for capital project <b>95043-Hall Boulevard/McDonald Street Improvements</b> was reduced by \$450,000 in FY 2018. This project was already a partially-funded project. The five-year forecast for this fund was balanced as a result of this reduction.
Sanitary Sewer	Revenues were understated by \$400,000 based on 11 months of actuals for FY 2014.	Increased utility sales by \$400,000.
Water	Over estimation of revenues by \$1.5 million based on YTD actuals for FY 2014.	Reduced utility sales by \$1.5 million.
Water SDC	Fund forecast overstated by \$675,000 based on YTD actuals for FY 2014.	Reduced system development charges by \$250,000, and SDC Reimbursement by \$425,000.

With the recommended changes, the impacted CIP projects will be as follows:

**92016 - Dirksen Nature Park (formerly Summer Creek Park)**

	Actual through 2013	Projected 2014	Revised Budget 2014	2015	2016	2017	2018	2019	Project Total
<b>EXPENSES</b>									
<b>Internal Expenses</b>									
Project Management	0	20,000	56,599	17,000	0	30,000	10,000	15,000	92,000
Construction Management	0	0	0	25,000	0	50,000	20,000	30,000	125,000
Total Internal	0	20,000	56,599	42,000	0	80,000	30,000	45,000	217,000
<b>External Expenses</b>									
Land/Right of Way Acquisition	3,364,887	0	0	0	0	0	0	0	3,364,887
Design and Engineering	0	500,000	500,000	10,000	0	0	0	0	510,000
Construction	0	0	0	360,000	0	990,000	745,000	615,000	2,710,000
Prior Life-to-Date	324,240	0	0	0	0	0	0	0	324,240
Total External	3,689,127	500,000	500,000	370,000	0	990,000	745,000	615,000	6,909,127
Total Project Expense	3,689,127	520,000	556,599	412,000	0	1,070,000	775,000	660,000	7,126,127
<b>REVENUES</b>									
<b>Revenue Funding Source</b>									
260-Urban Forestry Fund	0	0	0	100,000	0	0	0	0	100,000
<b>420-Parks Capital Fund</b>	0	0	0	0	0	<b>400,000</b>	<b>160,000</b>	0	<b>560,000</b>
421-Parks Bond Fund	3,689,127	375,760	556,599	0	0	0	0	0	4,064,887
<b>425-Parks SDC Fund</b>	0	144,240	0	280,000	0	<b>525,000</b>	<b>615,000</b>	660,000	<b>2,224,240</b>
500-Sanitary Sewer Fund	0	0	0	20,000	0	0	0	0	20,000
510-Stormwater Fund	0	0	0	0	0	145,000	0	0	145,000
530-Water Fund	0	0	0	12,000	0	0	0	0	12,000
Total Revenue Funding	3,689,127	520,000	556,599	412,000	0	1,070,000	775,000	660,000	7,126,127

The CIP schedule above is amended from the CIP approved by the Budget Committee by a reduction of \$560,000 in Parks SDC funding in FY 2017 (\$400,000) & FY 2018 (\$160,000), creating an equal unfunded portion represented by the amount in the Parks Capital Fund.

95043 - Hall Boulevard / McDonald Street Intersection Improvements

	Actual through 2013	Projected 2014	Revised Budget 2014	2015	2016	2017	2018	2019	Project Total
<b>EXPENSES</b>									
<b>Internal Expenses</b>									
Project Management	0	0	0	0	0	250,000	100,000	0	350,000
Construction Management	0	0	0	0	0	0	350,000	0	350,000
Total Internal	0	0	0	0	0	250,000	450,000	0	700,000
<b>External Expenses</b>									
Public Involvement	0	0	0	0	0	10,000	40,000	0	50,000
Land/Right of Way Acquisition	0	0	0	0	0	1,000,000	0	0	1,000,000
Design and Engineering	0	0	0	0	0	1,650,000	0	0	1,650,000
Construction	0	0	0	0	0	0	5,500,000	0	5,500,000
Total External	0	0	0	0	0	2,660,000	5,540,000	0	8,200,000
Total Project Expense	0	0	0	0	0	2,910,000	5,990,000	0	8,900,000
<b>REVENUES</b>									
<b>Revenue Funding Source</b>									
205-City Gas Tax Fund	0	0	0	0	0	1,000,000	1,500,000	0	2,500,000
<b>405-Transportation Development Tax</b>	0	0	0	0	0	1,677,200	<b>960,800</b>	0	<b>2,638,000</b>
<b>460-Transportation CIP Fund</b>	0	0	0	0	0	0	<b>3,050,000</b>	0	<b>3,050,000</b>
500-Sanitary Sewer Fund	0	0	0	0	0	43,650	89,850	0	133,500
510-Stormwater Fund	0	0	0	0	0	145,500	299,500	0	445,000
530-Water Fund	0	0	0	0	0	43,650	89,850	0	133,500
Total Revenue Funding	0	0	0	0	0	2,910,000	5,990,000	0	8,900,000
Total Revenues	0	0	0	0	0	2,910,000	5,990,000	0	8,900,000

The CIP schedule above is amended from the CIP approved by the Budget Committee by a reduction of \$450,000 in TDT funding in FY 2018, increasing the unfunded portion represented by the amount in the Transportation CIP Fund increasing from \$2,600,000 to \$3,050,000.

**AIS-1791**

**13.**

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** 5 Minutes

**Agenda Title:** Local Contract Review Board - Consider the Purchase of Five Police Vehicles

**Prepared For:** Michelle Wright

**Submitted By:** Greer Gaston,  
Public Works

**Item Type:** Motion Requested

**Meeting Type:** Council Business Meeting - Main

**Public Hearing** No

**Newspaper Legal Ad Required?:**

**Public Hearing Publication**

**Date in Newspaper:**

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**Information**

**ISSUE**

Shall the Local Contract Review Board (LCRB) authorize the replacement of five police vehicles?

**STAFF RECOMMENDATION / ACTION REQUEST**

Staff recommends the LCRB authorize the replacement of the five vehicles.

**KEY FACTS AND INFORMATION SUMMARY**

The Public Works fleet management specifications call for the replacement of police vehicles at four years of age, mileage in excess of 75,000, or when operation and maintenance (O & M) costs begin to outweigh the annual value of the vehicle. Given these criteria, the department has identified five Ford Crown Victoria models that should be replaced in FY 2015. Based on actual mileage during the FY 2015 budget preparation period, and factoring in annual mileage projections for each vehicle, each of the above vehicles will reach 87,000 to 100,000 miles by the end of FY 2015, which is considerably more than the recommended mileage limit of 75,000. Further, each of the five vehicles will be at least four years of age.

Timely replacement of vehicles prevents excessive maintenance and repair costs, significantly reduces inefficiencies from down time when the vehicle is not available for use, and prevents a vehicle from becoming unsafe to drive.

The replacement vehicles will be purchased through the State of Oregon contract, thus assuring competitive pricing and saving the city the cost and time of preparing a solicitation.

**OTHER ALTERNATIVES**

The LCRB could choose not to approve the replacement of the police vehicles and provide staff with direction on some other course of action.

**COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS**

Not applicable

**DATES OF PREVIOUS CONSIDERATION**

This is the first time this purchase has come before the LCRB.

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**Fiscal Impact**

**Cost:** \$151,081

**Budgeted (yes or no):** Yes

**Where Budgeted (department/program):** Police Operations

**Additional Fiscal Notes:**

The fiscal year 2014-15 approved budget contains \$151,081 in the police operations budget to purchase these replacement vehicles. If the budget is adopted as approved, then appropriations exist for this purchase. If the budget is not adopted, then the purchases will not be made.

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**Attachments**

Explorer Quote

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STATE OF OREGON					PURCHASE ORDER NO.	
Agency City of Tigard		PO Date 6-May-2014	Delivery Date	Bid Number	Requisition No.	
Vendor Name and Address Landmark Ford Inc PO Box 23970 Tigard, OR 98281-3970			Bill To City of Tigard 13125 SW Hall Blvd . Tigard, OR 97223			
Vendor Number		BPO/Contract Number		Agency Contact/Phone		
Ship To City of Tigard Fleet 8777 SW Burnham Street Tigard, OR 97223			FOB			
			Terms			
Item	Description	Qty	Option #	Unit Price	Extended Amount	
5	2015 Explorer AWD Police Int Base Price UA Black 9 Cloth Front Buckets/Vinyl Rear W Charcoal Black Interior Equipment Group 3.7L TI-VCT V6 FFV Engine/6-Spd Auto Trans Hidden Door-Lock Plunger w/ Rear-door handles inoperable	5	K8A UA 9 W 500A 99R/44C 52P	\$25,982.70      140.00	\$129,913.50      700.00	
*	SYNC Basic Voice Activated Comm Sys		53M	258.00	1,290.00	
*	Auxiliary Climate Control		17A	532.00	2,660.00	
*	Cargo Dome Lamp		17T	45.00	225.00	
*	Rear View Camera		21N	213.00	1,065.00	
	California Emissions		422	No Charge	No Charge	
	Dark Car Feature – Courtesy lamp disable		43D	17.00	85.00	
	Spot Lamp-Driver only (LED Bulb)		51R	345.00	1,725.00	
*	Blind Spot Monitoring System (BLIS)		55B	428.00	2,140.00	
*	Scuff Guards		55D	79.00	395.00	
	Key Alike Code 0135X		59D	45.00	225.00	
	Noise Suppress		60R	87.00	435.00	
	Side Marker LED – Sideview mirrors		63B	197.00	985.00	
	Front Headlamp Pkg		66A	797.00	3,985.00	
	Police Interceptor #22 Taillamp Lighting Solution		66B	371.00	1,855.00	
	Police Interceptor #23 Rear Lighting Solution		66C	415.00	2,075.00	
*	Rear Console Mounting Plate		85R	30.00	150.00	
	Glass solar Tint 2 <sup>nd</sup> & 3 <sup>rd</sup> Row		92G	105.00	525.00	
	5-Year/100,000 Mile Powertrain CARE Extended Service Plan (zero deductible) State of Oregon E-Plates			\$129.50	\$647.50	
City of Tigard				Subtotal	\$30,216.20	\$151,081.00
ATTN: Nick Nissan				Freight		
				Total		\$151,081.00
Authorized Agent/Approved				Date		

\* New equipment added to 2014 specs

**AIS-1800**

**14.**

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** 10 Minutes

**Agenda Title:** Adopt a Resolution Authorizing the City Manager to Execute an Agreement with the County Continuing the City's Participation in the CDBG Program

**Submitted By:** Marissa Grass, Community Development

**Item Type:** Resolution

**Meeting Type:** Council Business Meeting - Main

**Public Hearing:** No

**Publication Date:**

**Information**

**ISSUE**

Should the Council authorize the city manager to execute an Intergovernmental Agreement (IGA) with Washington County continuing the city's participation in the county Community Development Block Grant (CDBG) program?

**STAFF RECOMMENDATION / ACTION REQUEST**

Authorize the City Manager to execute the IGA

**KEY FACTS AND INFORMATION SUMMARY**

The Office of Community Development manages the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program (HOME) for Washington County. Both programs are funded by the US Department of Housing and Urban Development (HUD). Attachment 1 provides a program overview for additional details.

The Washington County CDBG consortium consists of jurisdictions, which are signatories to the Urban County Intergovernmental Cooperation Agreement, as required by HUD. This includes the county itself and all of the municipalities therein, with the exception of the City of Beaverton.

The city last entered into a three-year Intergovernmental Cooperation Agreement with Washington County to continue our partnership in the CDBG program in 2011. While the existing agreement contains an automatic renewal clause, HUD's recent guidance necessitates changes to the legal document. These changes are described in Attachment 2.

In brief, the changes to the IGA include detailing the statutory references related to compliance with federal laws, new language clarifying prohibitions on the selling, trading or transferring CDBG funds, updating HUD's address and housekeeping edits.

Staff recommends Council authorize the City Manager to sign the IGA, continuing our participation in the County Consortium. As the city surpasses a residential population of 50,000, Tigard will qualify to become an eligible grantee for Entitlement Grants under HUD's CDBG program. Staff believes it is unlikely that leaving the consortium to become an eligible grantee will result in larger allocations of funding to the city. HUD determines the amount of each entitlement grant by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth lag in relationship to other metropolitan areas. Further, eligible grantees are required to prepare Consolidated Plans, Financial Management Plans, and conduct Performance Measurement, Reporting, Recordkeeping and Monitoring activities. The overhead in time and expense is considerable for eligible grantees. For these reasons, staff recommends continuing to participate in the County Consortium with all other Washington County cities, excepting Beaverton.

## **OTHER ALTERNATIVES**

City Council's options are:

1. To authorize the City Manager to sign the IGA
2. To "opt out" of the County FY 2015-2017 qualification period (running from July 1, 2015 to June 30, 2018). An election for exclusion is binding for the entire three-year period.

Should the council not approve the agreement, the city would be ineligible to participate in the county's program.

## **COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**

### **DATES OF PREVIOUS COUNCIL CONSIDERATION**

June 14, 2011

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### **Attachments**

CDBG Program Overview

Letter from Washington County

Resolution

IGA

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## Program Overview

Started forty years ago in 1974 by President Gerald Ford, the Community Development Block Grant Program (CDBG) is one of the longest running programs of the U.S. Department of Housing and Urban Development (HUD). Cities and urban counties, such as Hillsboro, Beaverton, and Washington County, also known as entitlement communities, are required to submit a Consolidated Plan to establish goals to pursue with CDBG funds.

The projects identified in the Consolidated Plan must fall under the realm of local community development activities such as affordable housing, anti-poverty programs, public facilities and infrastructure development. Grantees are also required to hold public meetings in order to hear directly from members of the community about where their more urgent needs lie.

These projects must also align with the national objectives set forth by HUD; “benefit low- and moderate-income persons, prevention or elimination of slums or blight, or address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community for which other funding is not available.”

Benefit low- and moderate-income persons

Prevention or elimination of slums or blight

Address urgent community development needs

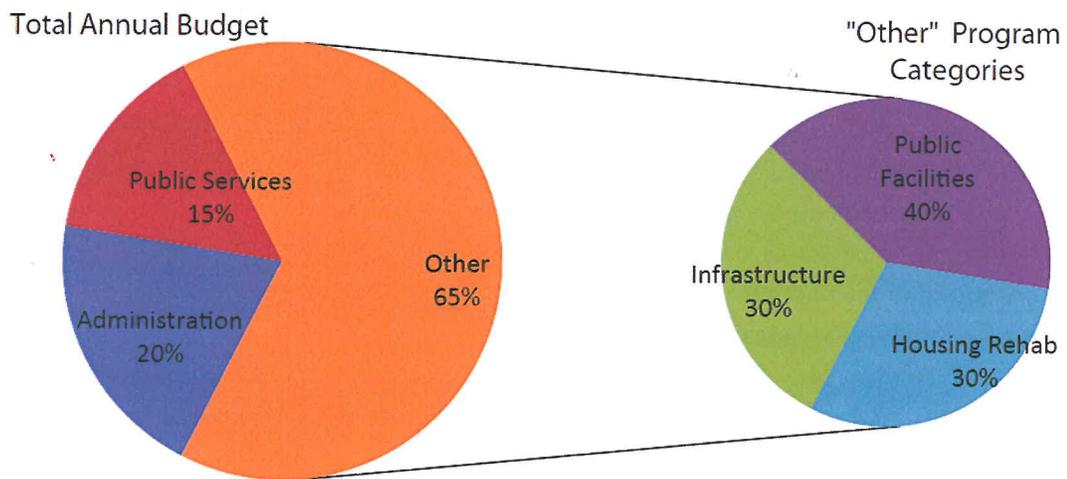
In Washington County high priority projects include:

- Projects in which 100% of the rental units are affordable to households earning 50% MFI or less.
- Projects in which 100% of the homeownership households are affordable to households earning 60% MFI or less.
- Preservation of existing subsidized rental housing units.
- Housing rehabilitation activities for low/mod-income households, including accessibility improvements.
- Housing for special needs populations: Elderly/frail elderly, persons with disabilities (severe mental illness, dual diagnosis, developmentally disabled, physically disabled), farmworkers, and released offenders.
- Permanent housing (for homeless) and homeless services (projects that implement strategies in the 10 Year Plan to End Homelessness).



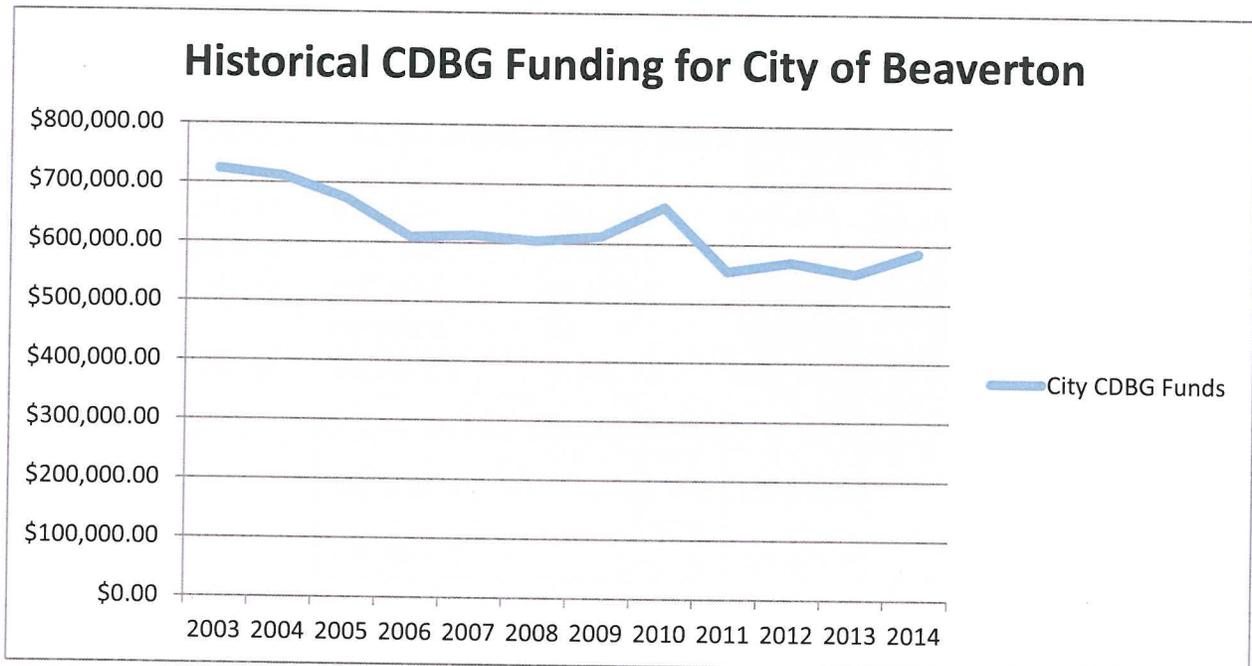
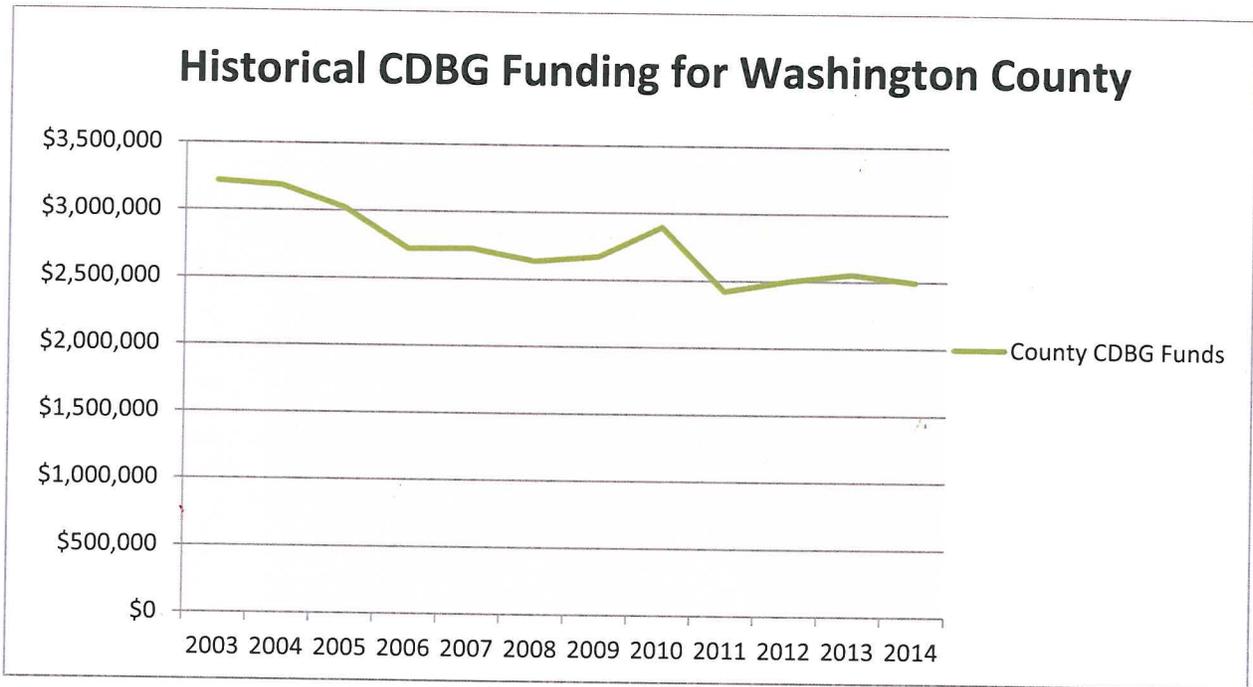
Washington County receives CDBG funding each year to award to projects throughout the County, except those located within the City of Beaverton. Both the City of Beaverton and the City of Hillsboro qualify as separate entitlement communities. The City of Hillsboro has remained a member of the County’s CDBG consortium, while the City of Beaverton became an independent entitlement in 1994.

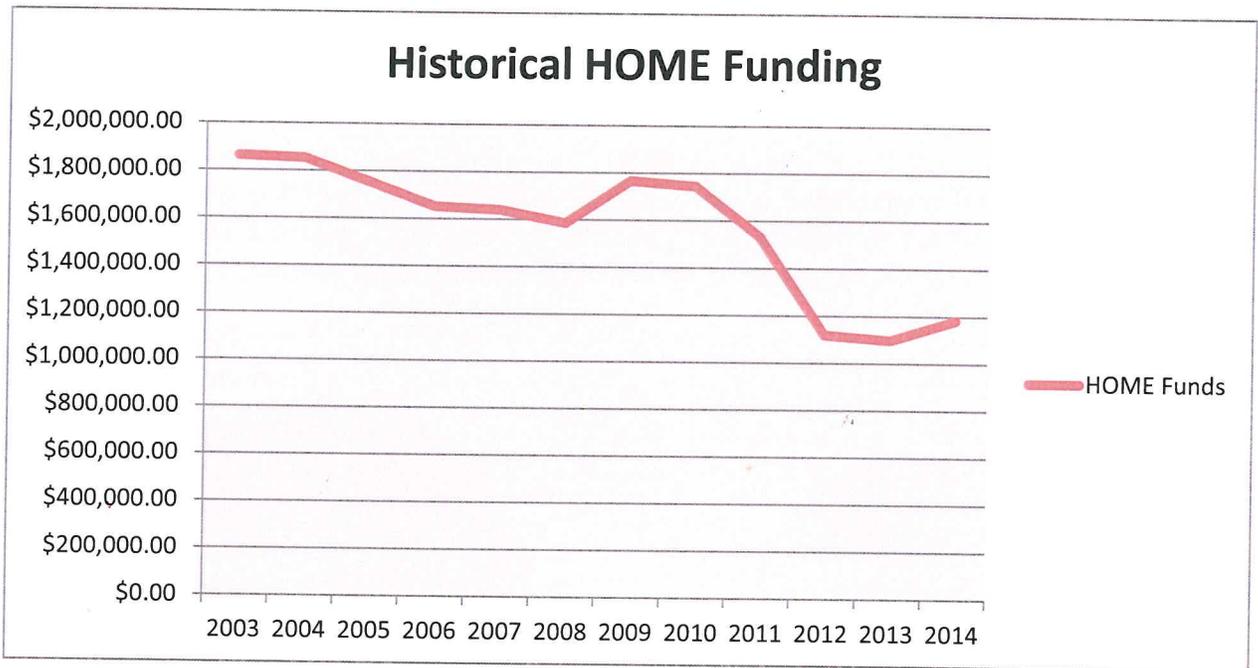
Washington County operates an annual competitive funding cycle based on an allocation formula approved in our Consolidated Plan. Cities, County departments and non-profit agencies are eligible to apply for funding under three categories: Public facilities, public infrastructure, and public services. In addition, the County sets aside funds to support housing rehabilitation efforts to preserve the existing affordable housing inventory. Washington County’s allocation formula is as follows:



The City of Beaverton sets aside a portion of funding each year for non-competitive programs including housing rehabilitation and façade improvement projects. Fifteen percent of the CDBG annual award is combined with State Revenue Sharing Funds to create a pool of competitive funds that are reviewed by the City’s Social Services Funding Committee. All other housing, economic development and public facility projects compete for remaining funds. Generally applications are due in December and successful applications are recommended for funding through the Annual Action Plan approval process and City budgeting process in the spring.

Funding Levels 2003-2014 by Program Type





### CDBG and HOME shortfalls - What we are unable to fund

Unfunded Projects	Public Facilities	Public Infrastructure	Public Services	HOME
2014	\$155,000	\$292,000	\$665,681	\$615,000
2013	\$24,000	\$482,000	\$410,000	\$1,424,764
2012	\$968,099	\$204,092	\$528,243	\$1,250,000
2011	\$550,000	\$637,287	\$356,000	\$2,150,000
2010	\$700,000	\$0	\$395,299	\$0
Totals	\$2,397,099	\$1,615,379	\$2,355,223	\$5,439,764

CDBG	\$6,367,701	Yearly average	\$1,273,540
HOME	\$5,439,764	Yearly average	\$1,087,953

*\*Each year there is an average of 15 CDBG and/or HOME projects in Washington County that are unable to be funded due to budget shortfalls.*



May 14, 2014

Mayor John Cook  
City of Tigard  
13125 SW Hall Blvd.  
Tigard, OR 97223

Attention: Marty Wine

Dear Mayor Cook:

In 2011, your city entered into a three-year Intergovernmental Cooperation Agreement with Washington County to continue our partnership in the Community Development Block Grant (CDBG) program. While the existing agreement contains an automatic renewal clause which would go into effect should there be no changes required by HUD, HUD's recent guidance on urban requalification has necessitated changes to the legal document. Attached are the revised Intergovernmental Agreements that need to be placed on your Council's agenda for authorization and approval. In summary, the changes include:

- More detailed statutory references under II.3 (required by HUD)
- New language regarding use of funds under III.8 (required by HUD)
- Updating HUD's new address
- Housing keeping edits

Approval of this document should take place as soon as possible but no later than June 20, 2014. **PLEASE NOTE: Your city's authorization of the execution of the IGA must be submitted in one of three ways: 1). Agenda and minute order, 2). Resolution and Order, or 3). Copy of the completed minutes showing the motion and approval.**

If you have any questions about the re-qualification process, please don't hesitate to contact me at the Office of Community Development at 503-846-8663.

Sincerely,

Jennie H. Proctor, Program Manager  
Office of Community Development

Attachments

CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
RESOLUTION NO. 14-

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH WASHINGTON COUNTY CONTINUING THE CITY'S PARTICIPATION IN THE COUNTY'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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WHEREAS, The Community Development Block Grant (CDBG) program was started by President Gerald Ford in 1974, and is one of the longest running programs of the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Washington County CDBG consortium consists of jurisdictions, which are signatories to the Urban County Intergovernmental Cooperation Agreement as required by HUD, who have joined together to meet the criteria for an urban county in order to qualify to receive funds under the CDBG Program; and

WHEREAS, the primary objective of the federal CDBG Program is the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income; and

WHEREAS, the City of Tigard has been a member of this Consortium for more than 30 years and wishes to continue its membership; and

WHEREAS, in 2011, the City of Tigard entered into a three-year Intergovernmental Cooperation Agreement with Washington County to continue our partnership in the Community Development Block Grant (CDBG) program; and

WHEREAS, this existing agreement is set to expire; and

WHEREAS, Washington County has prepared a revised renewal agreement that incorporates federally required amendments to the existing agreement.

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

SECTION 1: The City of Tigard desires to continue its participation in the Washington County CDBG Consortium and authorizes the City Manager to execute an agreement with Washington County to extend its membership.

SECTION 2: This agreement shall remain in effect for three Fiscal Years commencing July 1, 2015, and ending June 30, 2018, which shall constitute the urban county qualification period.

SECTION 3: This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2014.

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Mayor - City of Tigard

ATTEST:

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City Recorder - City of Tigard



May 14, 2014

Mayor John Cook  
City of Tigard  
13125 SW Hall Blvd.  
Tigard, OR 97223

Attention: Marty Wine

Dear Mayor Cook:

In 2011, your city entered into a three-year Intergovernmental Cooperation Agreement with Washington County to continue our partnership in the Community Development Block Grant (CDBG) program. While the existing agreement contains an automatic renewal clause which would go into effect should there be no changes required by HUD, HUD's recent guidance on urban requalification has necessitated changes to the legal document. Attached are the revised Intergovernmental Agreements that need to be placed on your Council's agenda for authorization and approval. In summary, the changes include:

- More detailed statutory references under II.3 (required by HUD)
- New language regarding use of funds under III.8 (required by HUD)
- Updating HUD's new address
- Housing keeping edits

Approval of this document should take place as soon as possible but no later than June 20, 2014. **PLEASE NOTE: Your city's authorization of the execution of the IGA must be submitted in one of three ways: 1). Agenda and minute order, 2). Resolution and Order, or 3). Copy of the completed minutes showing the motion and approval.**

If you have any questions about the re-qualification process, please don't hesitate to contact me at the Office of Community Development at 503-846-8663.

Sincerely,

Jennie H. Proctor, Program Manager  
Office of Community Development

Attachments

**INTERGOVERNMENTAL AGREEMENT  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEARS – 2015 - 2017**

This Agreement is entered into between Washington County (“COUNTY”), a political subdivision of the State of Oregon, and the City of Tigard (“CITY”), a municipal corporation of the State of Oregon located within Washington County, for the cooperation of units of local government under the authority of ORS 190.010.

**I. RECITALS**

WHEREAS, the Congress of the United States has enacted the Housing and Community Development Act of 1974 (“THE ACT”), the Housing and Urban/Rural Recovery Act of 1983, the Housing and Community Development Act of 1987, the National Affordable Housing Act of 1990; and

WHEREAS, Congress has declared that the nation’s cities, towns and small urban communities face critical social, economic and environmental problems; and

WHEREAS, Congress has further found and declared that the future welfare of the Nation and the well being of its citizens depend on the establishment and maintenance of viable urban communities as social, economic and political entities; and

WHEREAS, the primary objective of the Act(s) is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income; and

WHEREAS, the parties to the agreement are dedicated to the elimination of slums, blight and the prevention of blighting influences and the deterioration of property; the improvement of neighborhood and community facilities of importance to the welfare of the community, principally for persons of low and moderate income; and

WHEREAS, the parties are dedicated to the elimination of conditions which are detrimental to health, safety and public welfare, through code enforcement, demolition, interim rehabilitation assistance and related activities; and

WHEREAS, the parties are dedicated to the conservation and expansion of existing public housing stock in order to provide a decent home and a suitable living environment for all persons but principally those of low and moderate income; and

WHEREAS, the parties are dedicated to the expansion and improvement of quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development and for the development of viable urban communities; and

WHEREAS, the parties are dedicated to a more rational utilization of land and other natural resources and the better arrangement of residential, commercial, industrial, recreational, and other needed activity centers; and

WHEREAS, the parties are dedicated to the reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial deconcentration of housing opportunities for persons of lower income and the revitalization of deteriorated neighborhoods; and

WHEREAS, the parties are dedicated to the restoration and preservation of properties of special value for historic, architectural or aesthetic reasons; and

WHEREAS, the parties are dedicated to the alleviation of physical and economic distress through the stimulation of private investment and community revitalization in areas with population outmigration or a stagnating or declining tax base; and

WHEREAS, the parties are dedicated to the conservation of the Nation's scarce energy resources, improvement of energy efficiency and the provision of alternative and renewable energy resources; and

WHEREAS, the parties desire to join together to meet the criteria for an urban county in order to qualify to receive funds to meet each of these national objectives,

NOW THEREFORE, in consideration of the mutual promises and benefits given and received within this agreement, the parties agree to each and every term contained below:

## II. MUTUAL COVENANTS

1. The City and the County agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.
2. The parties agree that this agreement covers the CDBG Entitlement program, the HOME Investment Partnerships program (HOME), and the Emergency Solutions Grant Program (ESG).
3. The parties agree to take all actions necessary to assure compliance with the urban county's certification required by Section 104 (b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing; section 109 of Title I of the Housing and Community Development Act

of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975; and other applicable laws.

4. Both parties agree that the County has the final responsibility for selecting CDBG, HOME, and ESG activities and filing required documents with HUD.

### III. CITY COVENANTS

1. The City expressly agrees that as the cooperating unit of general local government it has adopted and is enforcing the following requirements of law:
  - 1.1 A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - 1.2 A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.
2. The City agrees that it is subject to the same requirements applicable to subrecipients set forth in 24 CFR 570.501 (b).
3. The City agrees in order to participate as a subrecipient under the terms of this agreement it shall enter into a contract as required by 24 CFR 570.503.
4. The City agrees that the County as the recipient is responsible for ensuring that CDBG, HOME, and ESG funds are used in accordance with all program requirements. The County as recipient is responsible for determining the adequacy of performance under subrecipient agreements.
5. The City authorizes the inclusion of its population for purposes of the Act, and joins together with other units of general local government to qualify the County as an urban county for Housing and Community Development Act block grant funds.
6. The City agrees it may not apply for grants from appropriations under the State CDBG program for fiscal years during the period in which it participates in the urban county's CDBG program.
7. The City agrees that it may not receive either HOME or ESG formula allocations, except through the County. Regardless of whether the County receives a HOME formula allocation, City agrees that it may not form a HOME consortium with other local governments.
8. The City agrees that it may not sell, trade, or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits, or non-federal considerations, but must use such funds for activities eligible under Title I of the Act.

#### IV. TERM OF AGREEMENT

1. This Agreement shall remain in effect for three Fiscal Years commencing July 1, 2015, and ending June 30, 2018, which shall constitute the urban county qualification period.
2. This agreement shall remain in effect until the CDBG, HOME, and ESG funds and program income received (with respect to activities carried out during the three-year qualification period, and any successive qualification periods under agreements that provide for automatic renewals) are expended and the funded activities completed.
3. The Agreement shall be automatically renewed for participation by the parties for successive three-year qualification periods unless either party provides written notice to the other that it elects not to participate in the new qualification period. The parties agree to send any such notice to the HUD Field Office at 1220 SW 3<sup>rd</sup> Avenue, Suite 400, Portland, OR 97204-2825, upon such election.
  - 3.1 The urban county shall send a written notice to the City advising of the City's right to elect not to participate in the next automatic urban county qualification period. The County shall send the notice to the City by the date specified in HUD's Urban County Qualification Notice for the next qualification period. County shall send a copy of the notice to HUD.
  - 3.2 The failure by either party to adopt an amendment to this agreement incorporating all changes necessary to meet the requirements for cooperation agreement set forth in the Urban County Qualification Notice applicable for any subsequent three-year urban county qualification period, and to submit the amendment to HUD as provided in the Urban County Qualification Notice will void the automatic renewal of subsequent qualification periods set forth in Section IV.3 above.

#### V. TERMINATION

1. This Agreement may be terminated by the County in the event funding is no longer available; otherwise, neither party may terminate or withdraw from the Agreement while the Agreement remains in effect

#### VI. ENFORCEMENT

1. The County is responsible for ensuring that CDBG, HOME, and ESG funds are used in accordance with all program requirements. The County may use any available legal methods to ensure compliance by the City.
2. The County is also responsible for determining the adequacy of performance under all applicable subrecipient agreements and procurement contracts and for taking appropriate action when performance problems arise, such as action described in 24 CFR 570.910. The County may use any available legal methods to ensure compliance by the City.

3. The County shall not distribute any CDBG, HOME, or ESG funds for activities in or in support of the City if the City does not affirmatively further fair housing within its own jurisdiction or acts in a manner that impedes the County's actions to comply with its fair housing certification.

## VII. POLICY ADVISORY BOARD

For the purpose of developing an annual Community Development Plan and Programs as required by Title I of the Act, a Policy Advisory Board is hereby continued which shall guide the plan and program development, make recommendations to the County upon the criteria to be utilized in selecting eligible Housing and Community Development Act activities within Washington County, and recommend to the County the program priorities.

1. The Policy Advisory Board shall be composed of one representative and a designated alternate from the County and each participating unit of general local government. The County and City shall have one vote on the Board. Jurisdictions shall appoint an elected official as primary and an employee or other public official as an alternate.
2. The Policy Advisory Board shall adopt bylaws, study, review, hold public hearings, supervise the public review and information process, and recommend to Washington County on all matters related to the Housing and Community Development Act as amended. Activities shall include making recommendations concerning the Housing and Community Development Plan (Consolidated Plan), and annual action plan(s), a five-year non-housing Community Development Plan, Fair Housing Plan, performance reports, citizen participation plans, and developing or directing studies necessary to gather data or information on which to base its recommendations.
3. After public hearings, the Policy Advisory Board shall make final recommendation on the Housing and Community Development Plan (Consolidated Plan) which may be accepted by Washington County at a public meeting and submitted to the Department of Housing and Urban Development as the Washington County application; provided that , should all or part of the recommended plan not be considered acceptable to the County, the Board of County Commissioners shall hold at least one (1) public hearing on the plan and program prior to rejection or amendment of the recommended plan. The County shall be responsible for filing required documents with HUD.
4. Projects may be implemented and funds expended in accordance with subgrant agreements between the County and other jurisdictions signatory to this Agreement.

VIII. CERTIFICATION

The parties by the signatures below certify that the governing body of each party has authorized entry into this Agreement.

IN WITNESS, the undersigned parties have executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2014.

WASHINGTON COUNTY

CITY OF TIGARD

BY \_\_\_\_\_  
Chair, Washington County Board of  
Commissioners

By \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date (required)

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date (required)

It is my opinion that the terms and provisions of this Intergovernmental Agreement are fully authorized under the State and local law and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community renewal and lower income housing assistance activities.

\_\_\_\_\_  
Paul L. Hathaway III  
Senior Assistant County Counsel



AIS-1724

15.

**Business Meeting**

**Meeting Date:** 06/10/2014

**Length (in minutes):** 5 Minutes

**Agenda Title:** Adopt CCDA FY 2015 Budget with Adjustments, Make Appropriations, and Impose and Categorize Taxes-Resolution

**Prepared For:** Toby LaFrance

**Submitted By:** Liz Lutz, Financial and Information Services

**Item Type:** Resolution **Meeting Type:** City Center Development Agency

**Public Hearing** Yes

**Newspaper Legal Ad Required?:**

**Public Hearing Publication** 05/22/2014

**Date in Newspaper:**

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**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 the start of the FY on July 1. Budget adoption occurs after approval by the Budget Committee and during a public hearing held by the City Center Development Agency Board of Directors.

**STAFF RECOMMENDATION / ACTION REQUEST**

Staff recommends adoption of the FY 2014-2015 budget as approved by the Budget Committee on April 28 2014, with any adjustments made by the CCDA Board 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 28, 2014. 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 2014-2015 City Center Development Agency Approved Budget is \$2,154,639, including appropriations of \$2,059,000 with the remaining \$95,639 comprising the agency's reserve for future expenditures.

**OTHER ALTERNATIVES**

By Oregon law, the FY 2014-2015 budget must be adopted by the City Center Development Agency Board of Directors prior to July 1, 2014.

**COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS**

NA

**DATES OF PREVIOUS CONSIDERATION**

April 28, 2014, as part of the CCDA Budget Committee meetings.

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**Fiscal Impact**

**Cost:** 2,154,639

**Budgeted (yes or no):** Yes

**Where Budgeted (department/program):** NA

**Additional Fiscal Notes:**

The total FY 2014-2015 Approved Budget is \$2,154,639, including appropriations of \$2,059,000 with the remaining \$95,639 compromising the agency's reserve for future expenditures. Adoption by the CCDA Board will will authorize staff to spend the appropriations

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**Attachments**

Resolution

Exhibit A

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**CITY OF TIGARD, OREGON  
CITY CENTER DEVELOPMENT AGENCY  
RESOLUTION NO. 14-**

A RESOLUTION ADOPTING THE FISCAL YEAR 2014-2015 BUDGET, WITH ADJUSTMENTS, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES.

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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 21, 2014 and April 28, 2014, 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, 2014 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 28, 2014, 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 10, 2014, 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 2014-15 as approved by City Center Development Agency Board of Directors following the budget hearing on June 10, 2014.

SECTION 2: The amounts appropriated for each fund for the fiscal year beginning July 1, 2014, are shown on the attached – Exhibit A Schedule of Appropriations as approved by Budget Committee on April 28, 2014 with adjustments made by the City Center Development Agency Board of Directors during the hearing on June 10, 2014.

SECTION 3: 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 4: This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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Chair – City of Tigard  
City Center Development Agency

ATTEST:

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Recorder – City of Tigard City Center Development Agency

# EXHIBIT A - 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	455,000	0	455,000		
	Loan to CCDA	0	0	0		
	Transfer	675,000	0	675,000		
	Capital Improvements	0	0	0		
	Contingency	0	0	0		
		1,130,000	0	1,130,000		
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	929,000	0	929,000		
	Contingency	0	0	0		
		929,000	0	929,000		
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	455,000	0	455,000		
	Loan to CCDA	0	0	0		
	Transfer	675,000	0	675,000		
	Capital Improvements	929,000	0	929,000		
	Contingency	0	0	0		
		2,059,000	0	2,059,000		