



City of Tigard

Tigard Business/Workshop Meeting – Agenda

TIGARD CITY COUNCIL

MEETING DATE AND TIME: September 15, 2015 - 6:30 p.m.

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

PUBLIC NOTICE:

Times noted are estimated.

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

Upon request, the City will also endeavor to arrange for the following services:

- Qualified sign language interpreters for persons with speech or hearing impairments; and
- Qualified bilingual interpreters.

Since these services must be scheduled with outside service providers, it is important to allow as much lead time as possible. Please notify the City of your need by 5:00 p.m. on the Thursday preceding the meeting by calling: 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

VIEW LIVE VIDEO STREAMING ONLINE:

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

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

Replay Schedule for Tigard City Council Workshop Meetings - Channel 28

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

SEE ATTACHED AGENDA



City of Tigard

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TIGARD CITY COUNCIL

MEETING DATE AND TIME: September 15, 2015 - 6:30 p.m.

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

6:30 PM

- **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.

1. WORKSHOP MEETING
 1. Call to Order- City Council
 2. Roll Call
 3. Pledge of Allegiance
 4. Call to Council and Staff for Non-Agenda Items
2. PROCLAIM PLAY BALL MONTH & HONOR TIGARD/TUALATIN CITY LITTLE LEAGUE TEAM **6:35 p.m. estimated time**
3. CONTINUED DISCUSSION ON THE STREET MAINTENANCE FEE **6:40 p.m. estimated time**
4. QUASI-JUDICIAL PUBLIC HEARING TO CONSIDER VACATION OF PUBLIC UTILITY EASEMENT ADJACENT TO ASH AVENUE **7:30 p.m. estimated time**
5. PREVIEW AND UPDATE ON THE LIBRARY'S AUTOMATED MATERIAL HANDLING. **7:40 p.m. estimated time**
(Council will attend a demonstration on the automated material handling system at the Tigard Public Library at this time. The meeting will be adjourned from the Library.)
6. NON AGENDA ITEMS **8:10 p.m. estimated time**

7. 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.

8. ADJOURNMENT **8:15 p.m. estimated time**

AIS-2345

2.

Workshop Meeting

Meeting Date: 09/15/2015

Length (in minutes): 5 Minutes

Agenda Title: Proclaim Aug/Sept Play Ball Month & Recognize Tigard/Tualatin City Little League Majors All-Star Softball Team

Prepared For: Joanne Bengtson, City Management

Submitted By: Joanne Bengtson, City Management

Item Type: Update, Discussion, Direct Staff **Meeting Type:** Proclamation

Public Hearing: No **Publication Date:**

Information

ISSUE

Should Mayor Cook proclaim August & September as Play Ball Month in Tigard and honor the Tigard/Tualatin City Little League All-Star Softball Team for their achievements in the Little League Softball World Series?

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

The Tigard/Tualatin City Little League Majors all-star softball team (ladies between the ages of 11 and 12), are a team of 12 athletes from the Tigard and Tualatin Little League Softball teams who earned a spot in the Little League Softball World Series. These young women played tremendously against teams from around the world and brought to life the excitement of our national pastime.

OTHER ALTERNATIVES

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A

Attachments

Proclamation

Proclamation

City of Tigard

PLAY BALL MONTH

Whereas, Mayor Cook attended the recent United States Conference of Mayors (USCM) Conference where the USCM and Major League Baseball came together to recognize August and September as Play Ball month; and

Whereas, during the month of August and September "Play Ball Month," Mayors across the nation are celebrating baseball with the goal of strengthening bonds between families and communities with baseball through baseball-related activities; and

Whereas, in keeping with the enjoyment to be found in our national pastime, the Tigard/Tualatin City Little League Majors (ages 11-12) All-Star Softball Team displayed valiant sportsmanship and great teamwork in the semi-final round of the Little League Softball World Series; and

Whereas, The Tigard City Council and Tigard's residents congratulate the Tigard/Tualatin City Softball team, representing Oregon District 4 and their coaching staff for their exemplary play and ability to entertain and unite baseball fans of all ages in their world series-worthy performance!

- Abby Soderquist
- Angela Morris
- Ella Hoyle
- Elli Dardis
- Ellie Hollbrook
- Emily Harms
- Grace Nelson
- Jalen Perez
- Mia Carroll
- Nicole Box
- Riley White
- Victoria Vanderburg
- Steven Dardis, Manager
- Howard Hoyle, Coach
- Steve Harms, Coach

NOW THEREFORE BE IT RESOLVED that I, John L. Cook, Mayor of the City of Tigard, Oregon, do hereby proclaim the months of August and September as,

PLAY BALL MONTH

in Tigard, Oregon and encourage people throughout the city to recognize the influence the sport of baseball has had in teaching life lessons of teamwork, perseverance, leadership and sportsmanship to people of all ages.

Dated this ____ day of _____, 2015

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

John L. Cook, Mayor
City of Tigard

Attest:

City Recorder

AIS-2201

3.

Workshop Meeting

Meeting Date: 09/15/2015

Length (in minutes): 50 Minutes

Agenda Title: Continued Discussion on Street Maintenance Fee

Prepared For: Toby LaFrance **Submitted By:** Norma Alley,
Central Services

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

Public Hearing No

Newspaper Legal Ad Required?:

Public Hearing Publication

Date in Newspaper:

Information

ISSUE

Discussion on Street Maintenance Fee working towards final recommendation.

STAFF RECOMMENDATION / ACTION REQUEST

Staff will present the proposed Street Maintenance Fee (SMF) and changes to TMC based on prior Council direction. Staff is seeking further Council direction and next steps.

KEY FACTS AND INFORMATION SUMMARY

The Street Maintenance Fee (SMF) is a charge that is paid by Tigard residents and businesses on their monthly utility bill. The fee is used primarily to fund routine maintenance of Tigard's roads through the Pavement Management Program (PMP). In addition to the PMP, the SMF pays for \$100,000 of right-of-way (ROW) maintenance. The ROW maintenance keeps plantings and grounds around and in the medians of larger roads in good condition. Lastly, about seven percent of the fee is used to help pay for the cost of billing the fee.

During the Council Study Sessions in January and March 2015, Council provided policy direction on key aspects of the Street Maintenance Fee. This policy direction was aided by outreach to the community through surveys and meetings.

Attached to this Agenda Item Summary is:

1. A report that calculates an updated SMF based on Council direction and the proposed

list of projects for the next four years.

2. Proposed changes to TMC 15.20 based upon Council direction. The proposed changes are in both a "track changes" form and a clean proposed TMC.

OTHER ALTERNATIVES

Council can choose not to provide direction at this time, resulting in the current SMF being charged on the utility bills and no increase in the goal Pavement Condition Index for the Pavement Management Program.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

DATES OF PREVIOUS CONSIDERATION

January 27, 2015 Study Session

March 17, 2015 Workshop

Attachments

Street Maintenance Fee Calculation Report

TMC 15.20 Track Change

TMC 15.20 Clean Version

Street Maintenance Fee Update – Draft

For Council Workshop September 15, 2015

1 BACKGROUND

1.1 PURPOSE OF THE STREET MAINTENANCE FEE

The Street Maintenance Fee (SMF) is a charge that is paid by Tigard residents and businesses on their monthly utility bill. The fee is used primarily to fund routine maintenance of Tigard's roads through the Pavement Management Program (PMP). In addition to the PMP, the SMF pays for \$100,000 of right-of-way (ROW) maintenance. The ROW maintenance keeps plantings and grounds around and in the medians of larger roads in good condition. Lastly, about seven percent of the fee is used to help pay for the cost of billing the fee.

1.2 PURPOSE OF THIS REPORT

The SMF was last calculated in 2009 based on the 2010 PMP, once fully implemented, the fee has been increased by an annual index. Council and staff have held meetings in January and March of 2015 to discuss policy issues around the PMP and the SMF as well as the results of public outreach regarding the fee. At the last meeting on March 17, 2015, Council provided staff with key policy directions that permitted staff to recalculate the SMF.

The purpose of this report is to document Council policy directions and show how they will impact the Street Maintenance Fee.

2 POLICY SUMMARY

During the Council Study Sessions in January and March 2015, Council provided policy direction on key aspects of the Street Maintenance Fee. This policy direction was aided by outreach to the community through surveys and meetings. The Table 1 summarizes the key decisions.

TABLE 1 – SUMMARY OF POLICY DIRECTION

Policy Area	Issue	Council Direction	Action/Impact
Pavement Condition Index (PCI) goal of the PMP	The current PCI goal of the PMP is 72-75 per Res# 10-01. The current PCI of Tigard's system is 70.5 per the 2014 Annual Paving Report.	Increase the goal PCI to be 80-82. This is where street maintenance costs are considered to be least expensive, once the level is achieved.	Tigard has a backlog of streets that are in poor condition and are in need of an overlay. The cost to fix these streets is about \$11 million. Council directed staff to add these streets on top of the existing program.
ADA Sidewalk Cuts	The ADA requires that sidewalk corner cuts be installed to ADA standards when work is performed on the road adjacent to the sidewalk. TMC is ambiguous regarding the use of SMF for sidewalks.	Council directed that TMC be clarified to allow the use of SMF dollars for work related to paving, including sidewalk corner cuts required by federal law.	TMC will be amended. The cost of the PMP will include this additional requirement.
Split of Program Costs between Residential and Non-Residential Customers	TMC splits the cost of the program based on work done on road types. For example, Arterial roads are paid 38% Residential and 62% Non-Residential. When the last update was performed, the planned work resulted in a 2/3 rd Residential and 1/3 rd Non-Residential split.	Council directed that the splits in TMC remain unchanged.	The upcoming workplan will require a larger proportion of work on Arterials and local Commercial streets than the prior workplan. Non-Residential customers pay the majority of the costs for these road types. The impact of maintaining the splits in TMC will be an increase in the share of the program costs for Non-Residential customers and a larger fee increase than Residential customers will bear.
Right of Way Maintenance	The current SMF pays for \$100,000 of ROW maintenance annually. This cost is entirely borne by Residential customers. Since the last program was calculated, Council has agreed to maintain ROW in commercial areas around Pacific Hwy and Main Street. No funding source has been identified for this requirement.	Council directed that \$50,000 be added annually to the ROW maintenance. This additional cost will be paid by Non-Residential customers.	This will have no impact on Residential customers. Non-Residential customers will see a modest increase in their SMF.
Cap on Non-Residential SMF	The current TMC caps the charge on Non-Residential customers to 250 required parking spaces.	Council directed that the cap be removed and that the additional spaces charged create additional revenue, not a lower fee.	The TMC will need to be amended to remove the cap on required parking spaces charged. Since the removal of the cap is intended to create additional revenue, the Non-Residential fee will be calculated as if the cap is in place.
Index	The SMF is indexed and can increase by 2-7% per year.	Council agreed to continue to index the fee.	No action is needed. Staff recommends applying the index to the ROW program as well as the PMP.

3 FEE CALCULATION

3.1 EXISTING PROGRAM

Tigard’s streets that are maintained by the Pavement Management Program are divided into four categories. The cost of maintaining each category is divided between Residential and Non-Residential Customers by TMC 15.20.050. The allocation is as follows in Table 2

TABLE 2 – DETERMINATION OF STREET MAINTENANCE FEE

Street Type	Residential Share	Non-Residential Share
Arterial	38%	62%
Collector	50%	50%
Local Commercial	0%	100%
Local Residential	100%	0%

Staff has assembled the next four years of the PMP for 2016-2019. The list of projects at the existing program level is in **Appendix A** of this report. The Capital Improvement Program (CIP) adopted by Council as part of the FY2016 Budget includes \$8,100,000 of PMP projects for 2016-2019. The list of projects in Appendix A is consistent with the adopted CIP with \$8,068,000 in projects for the same four year period.

When the fee was last calculated, the largest category of street work was in the Local Residential. This was largely responsible for the overall program resulting in Residential customers paying for 67% of the PMP through the fees. The projects in Appendix A reflect the need to work on Tigard’s arterial roads. The result is that the Non-Residential customers will take on a larger share of the program, approximately 42%. Table 3 shows the share of the program by road type and the resulting customer shares for the program calculated in 2010 and the new program starting in 2016. The shift from Local Residential streets to Arterial roads is in bold.

TABLE 3 – COMPARISON OF COST SHARES FOR 2010 AND 2016 FEE CALCULATIONS

Road Type	2010 - % of Cost	2016 – % of Cost
Arterial	27%	44%
Collector	24%	23%
Local Commercial	6%	5%
Local Residential	43%	28%
Residential Share	67%	58%
Non-Residential Share	33%	42%

Under the current program, the SMF pays for two other cost centers. First, the fee pays for \$100,000 in ROW maintenance. Second, the fee pays the proportionate share for the cost of billing, which can vary slightly by year and is about 7% of the cost of the program. Table 4 displays each of the costs centers in the current program supported by the SMF. Each of the cost centers are allocated to the customer types to determine the cost share for each customer category. Those costs are then divided by the number of units in each category: residences for Residential customers and required parking for Non-Residential customers.

This is done to derive the Street Maintenance Fee that would be calculated without any change in policy or program.

TABLE 4 – SMF CALCULATION FOR CURRENT PROGRAM SERVICE LEVEL

Cost Center	4-year Cost	%	\$	%	\$
Arterial	3,512,000	38%	1,334,600	62%	2,177,400
Collector	1,863,000	50%	931,500	50%	931,500
Commercial	424,000	0%	-	100%	424,000
Residential	2,269,000	100%	2,269,000	0%	-
Current Residential ROW Maintenance	431,100	100%	431,100	0%	-
Billing (7%)	564,800	58%	330,000	42%	234,800
Total	9,063,900	58%	5,296,200	42%	3,767,700
Annual Average			1,324,050		941,925
Units		Residences	20,813	Required Parking	39,723
Fee For Current Pavement Program			\$5.30		\$1.98

The current Street Maintenance Fee is \$6.12 per month per residential unit for residential customers and \$1.38 per month per required parking space for non-residential customers. While the cost of the 4-year program is the same as anticipated under the current fee, the redistribution of the projects needed in the next four years from residential streets to arterial roads results in a decrease of \$0.82 in the residential SMF and an increase of \$0.60 for non-residential SMF.

3.2 PAVING BACKLOG

As stated in Table 1, Council is setting a goal for the PMP to bring the city’s PCI up to 80-82. This will be accomplished by addressing a backlog of streets in need of repair that the current funding level supported by the SMF cannot address. The plan is to address the approximately \$11 million in backlog projects over the next ten years. **Appendix B** has the list of all the PMP projects that would be completed as part of the current service level plus the backlog projects. In Appendix B, the added backlog projects are highlighted.

Table 5 shows the cost of the backlog projects only when allocated to the street classifications. The resulting SMF calculation is the amount that would need to be added to the fee for the current program calculated in Table 4.

TABLE 5 – SMF CALCULATION FOR BACKLOG PROJECTS ONLY

Cost Center	4-year Cost	%	\$	%	\$
Arterial	-	38%	-	62%	-
Collector	203,000	50%	101,500	50%	101,500
Commercial	1,074,000	0%	-	100%	1,074,000
Residential	2,254,000	100%	2,254,000	0%	-
Billing (7%)	247,100	67%	164,800	33%	82,300
Total	3,778,100	67%	2,520,300	33%	1,257,800
Annual Average			630,075		314,450
Units		Residences	20,813	Required Parking	39,723
Fee For Additional Backlog Projects			\$2.52		\$0.66

As shown in Table 5, the majority of the backlog streets are local streets for commercial and residential areas. The result is that the share of the costs is 67% paid by residential customers and 33% paid by non-residential customers. The fees calculated at the end of Table 5 will be in addition to the fees for the current program level calculated in Table 4.

3.3 ADDITIONAL RIGHT OF WAY MAINTENANCE IN COMMERCIAL AREAS

As stated in Table 1, Council has directed that the ROW maintenance program be expanded. Currently, the ROW maintenance program is \$100,000 annually and is paid entirely by residential customers. Since the program was implemented in 2010, Tigard has placed an emphasis on beautifying roadways in commercial areas. This beautification includes requiring ODOT to place planted medians in Pacific Hwy and improvements along Main Street in Downtown Tigard. At this point, Council is recommending expanding the ROW maintenance program by \$50,000 annually to be paid by non-residential customers. Residential customers will continue to pay for the current \$100,000 annually. Table 6 displays the impact of the additional ROW maintenance on the calculation of the SMF. Under the new program, it is anticipated that the ROW maintenance will increase annually by the index with the other cost centers.

TABLE 6 – SMF CALCULATION FOR ADDITIONAL COMMERCIAL STREET RIGHT-OF-WAY MAINTENANCE ONLY

Cost Center	4-year Cost	%	\$	%	\$
Proposed Commercial	215,500	0%	-	100%	215,500
Billing (7%)	15,200	0%	-	100%	15,200
Total	230,700	0%	-	100%	230,700
Annual Average			-		57,675
Units		Residences	20,813.00	Required Parking	39,723.00
Fee For Additional ROW Maintenance			\$0.00		\$0.12

4 SUMMARY OF STREET MAINTENANCE FEE CALCULATION

The prior section calculated the impact of on the Street Maintenance Fee for various components: current program level, adding backlog projects, and adding right-of-way maintenance in commercial areas. During the study sessions in January and March, staff informed Council that it was likely that the cost share for the current program level would likely shift toward the non-residential rate payers based upon the list of upcoming needed projects, but the extent of the shift was unknown at the time of the study sessions. Staff advised Council that addressing the backlog of streets to bring the PCI up to the goal area of 80-82 will add about 50% to the overall program costs and the fee calculation. Lastly, staff stated that the ROW maintenance would create a modest increase in the fee paid by non-residential customers.

TABLE 7 – SUMMARY OF SMF CALCULATION AND COMPARISON OF NEW FEE CALCULATION TO CURRENT FEE BASED ON 2010 PMP

Components of SMF	Residential			Non-Residential		
	Fee	\$ Change	% Change	Fee	\$ Change	% Change
Current SMF From 2010 PMP	\$6.12			\$1.38		
Proposed Fees Based on 2016-2019 PMP and Policy Changes						
Current Pavement Program Level	\$5.30	-\$0.82	-13%	\$1.98	\$0.60	43%
Backlog Pavement Projects	\$2.52	\$2.52	41%	\$0.66	\$0.66	48%
Proposed ROW Maintenance	\$0.00	\$0.00	0%	\$0.12	\$0.12	9%
Total Proposed Street Maintenance Fee	\$7.82	\$1.70	28%	\$2.76	\$1.38	100%

Based upon Council policy direction and the work of the PMP shifting from residential streets to arterial roads, the SMF will increase by 28% for residential customers and 100% for non-residential customers.

5 APPENDIX A – PAVEMENT MANAGEMENT PROGRAM AT CURRENT SERVICE LEVEL

2016 Paving and Maintenance Plan

Pavement overlays unless stated otherwise

Street	From	To	Classification	Cost	Total Cost	% of Total
Upper Boones Ferry	72nd Ave	I-5 Interchange	Arterial	\$187,000		
72nd Ave	City Limits	Durham Rd	Arterial	\$124,000		
72nd Ave	Hwy 99W	500' South	Arterial	\$40,000		
Bonita Rd	76th Ave	Hall Blvd	Arterial	\$293,000		
Walnut St	116th Greenfield Dr	122nd Walnut St	Arterial	\$183,000		
				\$115,000		
				\$50,000		
Arterial Total					\$992,000	54.5%
Dartmouth St	Atlanta St	Hwy 99W	Collector	\$49,000		
121st Ave	Tippitt	Ann	Collector	\$133,000		
78th Ave	Hwy 99W	Pfaffle	Collector	\$40,000		
				\$30,000		
Collector Total					\$252,000	13.9%
				\$15,000		
Commercial Local					\$15,000	0.8%
Slurry Seals on Residential Streets				\$360,000		
Crack Seals on residential streets				\$200,000		
Residential Total					\$560,000	30.8%
2016 Total					\$1,819,000	

2017 Paving and Maintenance Plan

Pavement overlays unless stated otherwise

Street	From	To	Classification	Cost	Total Cost	% of Total
Greenburg Rd	Hwy 217	Center St	Arterial	\$686,000		
Durham Rd	Hall Blvd	Summerfield Dr	Arterial	\$580,000		
Crack Sealing/Maintenance				\$50,000		
Arterial Total					\$1,316,000	67%
Tiedeman Ave	Greenburg Rd	RR Tracks	Collector	\$54,000		
Crack Sealing/Maintenance				\$30,000		
Collector Total					\$84,000	4%
Crack Sealing/Maintenance				\$15,000		
Commercial Local Total					\$15,000	1%
Slurry Seals on Residential Streets				\$400,000		
Crack Seals on residential streets				\$150,000		
Residential Total					\$550,000	28%
2017 Total					\$1,965,000	

2018 Paving and Maintenance Plan

Pavement overlays unless stated otherwise

Street	From	To	Classification	Cost	Total Cost	% of Total
72nd Ave	Fir	Beveland	Arterial	\$160,000		
Gaarde	110th	123rd Terr	Arterial	\$441,000		
72nd Ave	Baylor	500' South of 99W	Arterial	\$111,000		
72nd Ave	Durham Rd	Upper Boones Ferry Rd	Arterial	\$150,000		
Crack Sealing/Maintenance				\$40,000		
Arterial Total					\$902,000	43%
121st Ave	Ann	Springwood	Collector	\$274,000		
121st Ave	Gaarde St	Whistlers Lp (North)	Collector	\$96,000		
Hunziker St	72nd	100' West	Collector	\$64,000		
Tiedeman Ave	Walnut St	Meadow St	Collector	\$157,000		
Crack Sealing/Maintenance				\$25,000		
Collector Total					\$616,000	30%
Crack Sealing/Maintenance				\$15,000		
Commercial Local Total					\$15,000	1%
Slurry Seals on Residential Streets				\$400,000		
Crack Seals on residential streets				\$150,000		
Residential Total					\$550,000	26%
2018 Total					\$2,083,000	

2019 Paving and Maintenance Plan

Pavement overlays unless stated otherwise

Street	From	To	Classification	Cost	Total Cost	% of Total
Gaarde St	123rd Terr	Greenfield Dr	Arterial	\$262,000		
Crack Sealing/Maintenance				\$40,000		
Arterial Total					\$302,000	14%
135th Ave	Walnut St	Scholls Ferry Rd	Collector	\$375,000		
68th Pkwy	Haines St	Hwy 99W	Collector	\$207,000		
Locust St	Greenburg	Hall	Collector	\$304,000		
Crack Sealing/Maintenance				\$25,000		
Collector Total					\$911,000	41%
Tigard St	Main St	Tiedeman Ave	Commercial	\$260,000		
Royalty Pkwy	Hwy 99W	Naeve St	Commercial	\$104,000		
Crack Sealing/Maintenance				\$15,000		
Commercial Total					\$379,000	17%
North Dakota St	121st Ave	115th Ave	Residential	\$109,000		
Slurry Seals on Residential Streets				\$350,000		
Crack Seals on residential streets				\$150,000		
Residential Total					\$609,000	28%
2019 Total					\$2,201,000	

6 APPENDIX B – PAVEMENT MANAGEMENT PROGRAM WITH BACKLOG PROJECTS ADDED

Backlog projects are highlighted in Green.

2016 Paving and Maintenance Plan

Pavement overlays unless stated otherwise

Street	From	To	Class	Cost	Total Cost	% of Total
Upper Boones Ferry	72nd Ave	I-5 Interchange	Arterial	\$187,000		
72nd Ave	City Limits	Durham Rd	Arterial	\$124,000		
72nd Ave	Hwy 99W	500' South	Arterial	\$40,000		
Bonita Rd	76th Ave	Hall Blvd	Arterial	\$293,000		
Walnut St	116th	122nd	Arterial	\$183,000		
Gaarde St	Greenfield Dr	Walnut St	Arterial	\$115,000		
Crack Sealing/Maintenance				\$50,000		
Arterial Total					\$992,000	37.0%
Dartmouth St	Atlanta St	Hwy 99W	Collector	\$49,000		
121st Ave	Tippitt	Ann	Collector	\$133,000		
78th Ave	Hwy 99W	Pfaffle	Collector	\$40,000		
Oak St	Hall Blvd	90th Ave	Collector	\$85,000		
Crack Sealing/Maintenance				\$30,000		
Collector Total					\$337,000	12.6%
Hampton St	72nd Ave	66th Ave	Commercial	\$140,000		
Sandburg St	72nd Ave	End of Street	Commercial	\$155,000		
Garden Place	Hwy 99W	Hall Blvd (inc CDS)	Commercial	\$160,000		
Cardinal Ln	Sequoia Pwy	End of Street	Commercial	\$30,000		
Crack Sealing/Maintenance				\$15,000		
Commercial Local					\$500,000	18.6%
Canterbury Ln	103rd Ave	Hwy 99W	Residential	\$253,000		
79th Ave	Leiser Ln	Bonita Rd	Residential	\$40,000		
Slurry Seals on Residential Streets				\$360,000		
Crack Seals on residential streets				\$200,000		
Residential Total					\$853,000	31.8%
2016 Total					\$2,682,000	

2017 Paving and Maintenance Plan

Pavement overlays unless stated otherwise

Street	From	To	Class	Cost	Total	% of Total
Greenburg Rd	Hwy 217	Center St	Arterial	\$686,000		
Durham Rd	Hall Blvd	Summerfield Dr	Arterial	\$580,000		
Crack Sealing/Maintenance				\$50,000		
Arterial Total					\$1,316,000	45%
Tiedeman Ave	Greenburg Rd	RR Tracks	Collector	\$54,000		
Scoffins St	Main St	Ash Ave	Collector	\$87,000		
Ash Ave	Commercial St	Scoffins St	Collector	\$31,000		
Crack Sealing/Maintenance				\$30,000		
Collector Total					\$202,000	7%
74th Ave	Durham Rd	1,200' South of Bonita	Commercial	\$219,000		
Landmark Ln	72nd Ave	End of Road	Commercial	\$74,000		
Crack Sealing/Maintenance				\$15,000		
Commercial Local Total					\$308,000	10%
130th Ave	Hawksbeard	Scholls Ferry	Residential	\$74,000		
Alderbrook Dr	Durham Rd	Oakhill Ln	Residential	\$49,000		
Summerfield Dr	Durham Rd	114th Ct	Residential	\$105,000		
Oak St	69th Ave	71st Ave	Residential	\$62,000		
71st Ave	Oak St (W)	Oak St (E)	Residential	\$10,000		
Fanno Creek Dr	Bonita Rd	Fanno Creek Pl	Residential	\$104,000		
Summercrest Dr	Tigard Dr	121st Ave	Residential	\$35,000		
Kable St	98th Ave	100th Ave	Residential	\$47,000		
109th Ave	Highland Dr	Naeve St	Residential	\$30,000		
96th Ave	Sattler St	Murdock St	Residential	\$56,000		
Slurry Seals on Residential Streets				\$400,000		
Crack Seals on residential streets				\$150,000		
Residential Total					\$1,122,000	38%
2017 Total					\$2,948,000	

2018 Paving and Maintenance Plan

Pavement overlays unless stated otherwise

Street	From	To	Class	Cost	Total Cost	% of Total
72nd Ave	Fir	Beveland	Arterial	\$160,000		
Gaarde	110th	123rd Terr	Arterial	\$441,000		
72nd Ave	Baylor	500' South of 99W	Arterial	\$111,000		
72nd Ave	Durham Rd	Upper Boones Ferry Rd	Arterial	\$150,000		
Crack Sealing/Maintenance				\$40,000		
Arterial Total					\$902,000	33%
121st Ave	Ann	Springwood	Collector	\$274,000		
121st Ave	Gaarde St	Whistlers Lp (North)	Collector	\$96,000		
Hunziker St	72nd	100' West	Collector	\$64,000		
Tiedeman Ave	Walnut St	Meadow St	Collector	\$157,000		
Crack Sealing/Maintenance				\$25,000		
Collector Total					\$616,000	22%
Milton Ct	Bonita	End of Street		\$126,000		
Crack Sealing/Maintenance				\$15,000		
Commercial Local Total					\$141,000	5%
Fonner St	115th	Walnut	Residential	\$239,000		
74th Ave	Barbara Ln	Taylor's Ferry Rd	Residential	\$175,000		
Grant Ave	End of Street	Walnut	Residential	\$30,000		
Grant Ave	Park St	End	Residential	\$50,000		
Commercial St	Lincoln	95th	Residential	\$29,000		
107th Ct	Pathfinder Ct	Fonner St	Residential	\$13,000		
Slurry Seals on Residential Streets				\$400,000		
Crack Seals on residential streets				\$150,000		
Residential Total					\$1,086,000	40%
2018 Total					\$2,745,000	

2019 Paving and Maintenance Plan

Pavement overlays unless stated otherwise

Street	From	To	Class	Cost	Total Cost	% of Total
Gaarde St	123rd Terr	Greenfield Dr	Arterial	\$262,000		
Crack Sealing/Maintenance				\$40,000		
Arterial Total					\$302,000	9%
135th Ave	Walnut St	Scholls Ferry Rd	Collector	\$375,000		
68th Pkwy	Haines St	Hwy 99W	Collector	\$207,000		
Locust St	Greenburg	Hall	Collector	\$304,000		
Crack Sealing/Maintenance				\$25,000		
Collector Total					\$911,000	28%
Tigard St	Main St	Tiedeman Ave	Commercial	\$260,000		
Royalty Pkwy	Hwy 99W	Naeve St	Commercial	\$104,000		
Atlanta St	69th Ave	68th Pkwy	Commercial	\$33,000		
69th Ave	Atlanta St	Baylor St	Commercial	\$26,000		
Lincoln St	Locust St	End of Street	Commercial	\$38,000		
71st Ave	Hwy 99W	Spruce St	Commercial	\$43,000		
Kable Ln	72nd Ave	End of Street	Commercial	\$30,000		
Crack Sealing/Maintenance				\$15,000		
Commercial Total					\$549,000	17%
North Dakota St	121st Ave	115th Ave	Residential	\$109,000		
North Dakota St	Tiedeman	114th	Residential	\$287,000		
Greenfield Dr	Gaarde	Benchview	Residential	\$80,000		
Benchview Terr	Greenfield	Clearview	Residential	\$11,000		
Royalty Pkwy	Naeve	400' S of Murdock	Residential	\$119,000		
Johnson St	Hwy 99W	Grant Ave	Residential	\$51,000		
Grant Ave	Johnson St	Tigard St	Residential	\$88,000		
115th Ave	Tigard St	North Dakota St	Residential	\$64,000		
115th Ave	St	Cottonwood	Residential	\$119,000		
71st Ave	Spruce	Pine	Residential	\$34,000		
Slurry Seals on Residential Streets				\$350,000		
Crack Seals on residential streets				\$150,000		
Residential Total					\$1,462,000	45%
2019 Total					\$3,224,000	

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Chapter 15.20 STREET MAINTENANCE FEE

Sections:

- 15.20.010 Creation and Purpose**
- 15.20.020 Definitions**
- 15.20.030 Administrative Officers Designated**
- 15.20.040 Street Maintenance Fees Allocated to the Street Maintenance Fee Fund**
- 15.20.050 Determination of Street Maintenance Fee**
- 15.20.060 Determination of Amount, Billing and Collection of Fee**
- 15.20.070 Waiver of Fees in Case of Vacancy**
- 15.20.080 Administrative Provisions and Appeals**
- 15.20.090 Administrative Policies**
- 15.20.100 Penalty**
- 15.20.110 Severability**

15.20.010 Creation and Purpose

A street maintenance fee is created and imposed for the purpose of maintenance of city streets. The street maintenance fee shall be paid by the responsible party for each occupied unit of real property. The purposes of the street maintenance fee are to charge for the service the city provides in maintaining public streets and to ensure that maintenance occurs in a timely fashion, thereby reducing increased costs that result when maintenance is deferred.

15.20.020 Definitions

As used in this chapter, the following shall mean:

A. Public Works Director. The public works director or the public works director's designee.

B. Developed property or developed use. A parcel or legal portion of real property, on which an improvement exists or has been constructed. Improvement on developed property includes, but is not limited to buildings, parking lots, landscaping and outside storage.

C. Finance Director. The finance & information services director or designee.

D. Residential Property. Property that is used primarily for personal domestic accommodation, including single family, multi-family residential property and group homes, but not including hotels and motels.

E. Nonresidential Property. Property that is not primarily used for personal domestic accommodation. Nonresidential property includes industrial, commercial, institutional, hotel and motel, and other nonresidential uses.

F. Street Functional Classification. Street classifications as described in the Tigard Transportation System Plan.

1. Arterials are defined as streets having regional level connectivity. These streets link major commercial, residential, industrial and institutional areas.

2. Collectors are defined by citywide or district wide connectivity. These streets provide both access and circulation within and between residential and commercial/industrial areas.

3. Neighborhood routes are defined as streets that provide connections within the neighborhood and between neighborhoods. These streets provide connectivity to collectors or arterials.

4. Local commercial/industrial streets are those streets within the city that are not designated as arterials or collectors and whose

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primary function is serving traffic to and from commercial and/or industrial (i.e., nonresidential) uses.

5. Local streets are any streets within the city that are not designated as arterials, collectors, neighborhood routes or identified as commercial/industrial streets. These streets have the sole function of providing access to immediately adjacent land.

G. Parking Space Requirement. The minimum off-street vehicle parking requirement as stated in the minimum and maximum off-street vehicle and bicycle parking requirements in the Tigard Community Development Code [section 18.765 updated in February, 2014.](#)

H. Pavement Management Program (PMP). An annual program of corrective and preventative maintenance on City of Tigard streets funded by the street maintenance fee (SMF). The program helps to extend the life of the pavement structure by various means such as, pavement overlaying, slurry sealing, or complete removal and replacement of asphalt.

I. Occupied Unit. Any structure or any portion of any structure occupied for residential, commercial, industrial, or other purposes. For example, in a multifamily residential development, each dwelling unit shall be considered a separate occupied unit when occupied, and each retail outlet in a shopping mall shall be considered a separate occupied unit. An occupied unit may include more than one structure if all structures are part of the same dwelling unit or commercial or industrial operation. For example an industrial site with several structures that form an integrated manufacturing process operated by a single manufacturer constitutes one occupied unit. Property that is undeveloped or, if developed, is not in current use is not considered an occupied unit.

J. Responsible Party. The person or persons who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to an occupied unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the city, the person(s) paying the city's water and/or sewer bill for an occupied unit shall be deemed the responsible party as to that occupied unit. For any occupied unit not otherwise required to pay a city utility bill, "responsible party" shall mean the person or persons legally entitled to occupancy of the occupied unit, unless another responsible party has agreed in writing to pay and a copy of the writing is filed with the city. Any person who has agreed in writing to pay is considered the responsible person if a copy of the writing is filed with the city.

K. Street Maintenance. Any action to maintain city streets, including repair, renewal, resurfacing, replacement and reconstruction. Street maintenance does not include the construction of new streets or street lighting. Street maintenance shall include resurfacing of existing streets, repair or replacement of curb and gutter where they exist, repair or replacement of the entire existing street structural section, repair or replacement of existing street shoulders, pavement markers, striping and other street markings, repair or replacement of existing channelization devices, adjustment of existing utilities to match finish grades, [other work that is required by law to be done in conjunction with street maintenance \(such as curb ramp retrofits in accordance with the Americans with Disabilities Act\)](#), and any other related work within the existing streets. It includes repair or restoration of existing storm drainage systems within existing streets, but does not include installation of new drainage systems. It includes right-of-way maintenance on the city's arterial and collector streets, which covers maintenance and enhancement of planting strips, medians and areas between sidewalks and property lines on these

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street to prevent the uncontrolled growth of weeds and other undesirable vegetation in these areas. It does not include repair or replacement of existing sidewalks except where work is required by law to be done in conjunction with street maintenance. (Ord. 10-01 § 2)

15.20.030 Administrative Officers Designated

A. Except as provided in subsections B and C of this section, the public works director shall be responsible for the administration of this chapter. The public works director shall be responsible for developing administrative procedures for the chapter, administration of fees, and for the purposes of establishing the fee for a specific occupied unit, the consideration and assignment of categories of use, and parking space requirements subject to appeal in accordance with this chapter.

B. The public works director shall be responsible for developing and maintaining street maintenance programs for the maintenance of city streets and, subject to city budget committee review and city council approval, allocation and expenditure of budget resources for street system maintenance in accordance with this chapter.

C. The finance director shall be responsible for the collection and calculation of fees and the appeals process under this chapter. (Ord. 10-01 § 2)

15.20.040 Street Maintenance Fees Allocated to the Street Maintenance Fee Fund

A. All street maintenance fees received shall be deposited to the street maintenance fee fund or other fund dedicated to the operation and maintenance of the city street system. The street maintenance fee fund shall be used for street maintenance. Other revenue sources may also be

used for street maintenance. Amounts in the street maintenance fee fund may be invested by the finance director in accordance with state law. Earnings from such investments shall be dedicated to the street maintenance fee fund.

B. The street maintenance fee fund shall not be used for other governmental or proprietary purposes of the city, except to pay for an equitable share of the city's overhead costs including accounting, management and other costs related to management and operation of the street maintenance program. Engineering design, pavement evaluation, construction management, and other related costs, including project advertisements for bid, in the implementation of the street maintenance projects shall also be considered as being used for street maintenance. (Ord. 10-01 § 2)

15.20.050 Determination of Street Maintenance Fee

A. The street maintenance fee shall be established based on the following:

1. The city's five-year maintenance and reconstruction plan for corrective and preventative maintenance of the city's street infrastructure.

2. The average annual cost based on the five-year maintenance and reconstruction plan with costs allocated as follows:

a. Arterial maintenance costs allocated 62% to nonresidential uses and 38% to residential uses.

b. Local commercial/industrial street maintenance costs allocated 100% to nonresidential uses.

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c. Collector maintenance costs allocated 50% to residential uses and 50% to nonresidential uses.

d. Neighborhood routes and local street maintenance costs allocated 100% to residential uses.

3. For residential property, the fee shall be charged on a per unit basis.

4. For nonresidential property other than gasoline stations, the fee shall be based on the minimum number of vehicle parking spaces as stated in the minimum and maximum off-street vehicle and bicycle parking requirements in the Tigard Community Development Code for each occupied unit, ~~provided, however, that the maximum number of parking spaces for purposes of calculating the street maintenance fee shall be 250. The nonresidential fee will be calculated with a cap of 250 spaces for any individual customer, however, the calculated fee will be charged without a cap to nonresidential customers.~~

a. In that nonresidential property with fewer than six required spaces shall constitute a tier with a 50% reduction of the total fee amount.

b. In recognition that religious institutions have minimum parking space requirements that are relatively large in comparison to the actual use of those spaces, the total fee for each religious institution shall be reduced by 50%.

5. The street maintenance fee for gasoline stations shall be based on the number of fueling positions.

B. The street maintenance fee rates shall be established by council resolution.

~~C. Beginning July 1, 2010, the fee for the Pavement Management Program will be implemented in three phases. The second phase will be effective on April 1, 2011 and the third will be effective on January 1, 2012. The street surface portion of the PMP will be phased in evenly over all three phases. The right-of-way portion of the PMP will be phased in evenly to residential customers over the last two phases.~~

~~DC.~~ The street maintenance fee will be adjusted according to an annual index.

1. The index is defined in the city's Master Fees and Charges Schedule.

2. A floor of two percent and a ceiling of seven percent has been established.

~~ED.~~ The program shall be reviewed annually as part of the city's budget process.

~~FE.~~ Following each review of the program, the finance director shall review the revenue received from the new rates after a full year of collection to determine if the annual revenues meet the annual funding level set from the updated five-year street maintenance plan. The finance director shall report the findings of that review to city council and may make recommendations on any potential fee increases or decreases based on that review. Any unspent funds will be placed in a reserve fund. (Ord. 13-06 §1; Ord. 10-01 §2).

15.20.060 Determination of Amount, Billing and Collection of Fee

A. For the purpose of establishing the fee, the minimum required number of parking spaces or the number of fueling positions for each occupied unit of nonresidential property shall be determined by the public works director. For uses not explicitly listed in the Tigard Development Code as to required parking, the public works

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director shall assign the use to the similar category with the most similar impact on the transportation system, considering relevant information such as:

1. The size of the site and the building;
2. The number of employees;
3. Other developed sites with similar use.

B. The public works director shall establish the amount of street maintenance fee payable for each unit of nonresidential property and shall inform the finance director of the amount. The amount payable shall be re-determined if there is a change in use or development. All redeterminations based on a change in use or development shall be prospective only. The finance director shall charge the per-unit street maintenance fee to the responsible party for each occupied unit of residential property.

C. The street maintenance fee shall be billed to and collected from the responsible party for each occupied unit. Billings shall be included as part of the water and sewer bill for occupied units utilizing city water and/or sewer, and billed and collected separately for those occupied units not utilizing city water and/or sewer. All such bills shall be rendered regularly by the finance director and shall become due and payable upon receipt.

D. Collections from utility customers will be applied first to interest and penalties, then proportionately among the various charges for utility services and street maintenance.

E. An account is delinquent if the street maintenance fee is not paid by the due date shown on the utility bill. The city may follow the procedures for collection of delinquent accounts set forth in Sections 12.03.030 and/or 12.03.040,

including termination of water and/or sanitary sewer service. (Ord. 10-01 §2).

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15.20.070 Waiver of Fees in Case of Vacancy

A. When any developed property within the city becomes vacant as described in subsection F of this section, upon written application and approval by the finance director, the street maintenance fee shall thereafter not be billed and shall not be a charge against the property until such time as the property is no longer vacant.

B. The finance director is authorized to cause an investigation of any property for which an application for determination of vacancy is submitted to verify any of the information contained in the application. The finance director is further authorized to develop and use a standard form of application, provided it shall contain a space for verification of the information and the person signing such form affirms under penalty for false swearing the accuracy of the information provided therein.

C. When any developed property within the city has the utilities shut-off due to vacancy, the street maintenance fee shall be waived for the duration of the vacancy as described in subsection F of this section.

D. When any multi-occupied developed property within the city has one or more vacancies as described in subsection F of this section, the responsible party may request, in writing, a waiver of a portion of the street maintenance fee applicable to the vacant units.

E. When a change of use occurs, a vacancy has been filled, or a property is developed, it is the responsible party's responsibility to inform the city of any change so the proper street maintenance fees may be assessed. If the responsible party does not inform the city of any change, the city shall cancel the vacancy waiver and charge the responsible party as per subsection F of this section.

F. For purposes of this section, a unit of property is vacant when it has been continuously unoccupied and unused for at least 30 days. Fees shall be waived in accordance with this section only while the property remains vacant. The waiver duration is for six months. After six months, the responsible party must re-apply for the waiver if the property continues to be unoccupied and unused. The responsible party has 30 days to re-apply for the vacancy waiver after the expiration of the six month waiver. Any occupancy or use of the property terminates the waiver. As a penalty for not reporting a change in property vacancy, the city may charge any property two times the appropriate street maintenance fee, that would have been due without the vacancy waiver for prior billing periods, upon determining by whatever means that the property did not qualify for waiver of charges during the relevant time. The decision of the finance director under subsections A, B and F of this section shall be final. (Ord. 10-08 §1, 2010; Ord. 10-01 §2)

15.20.080 Administrative Provisions and Appeals

A. The public works director shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this chapter and to determine the appropriate charges thereunder. The responsible party for an occupied unit may request reconsideration of the public works director's determination of the amount of the fee by submission of a written application to the public works director. The application shall be submitted in sufficient detail to enable the public works director to render a decision.

B. Within 30 days of the submission of a complete application requesting reconsideration of the amount of the street maintenance fee to be charged to an occupied unit, the public works director shall render a decision on the application. The decision shall be written and shall include

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findings of fact and conclusions for the particular aspects of the decision, based upon applicable criteria, which may include a land use decision that modifies the minimum required vehicle parking for an occupied unit. A copy of the decision shall be mailed to the person submitting the request. The public works director shall maintain a collection of such decisions. Decisions of the public works director, which affect the amount of fee to be charged to a property, shall be forwarded to the finance director. Except as provided under subsection D of this section, the decision of the public works director is final.

C. For the purpose of reviewing the fee, the public works director may determine that the land use category is proper and that the fee charged is appropriate. However, if the decision of the public works director results in a change in the category of land use, the public works director shall, for the purpose of establishing the fee, assign a new use category, determine the appropriate fee for the category, and notify the finance director so that the appropriate change may be made in the applicable fee to be charged in the future. No back charges or refunds are required. The decision of the public works director, under this subsection C only, may be appealed.

D. Council may form a subcommittee consisting of two council members, or appoint a committee of disinterested citizens, hereinafter known as the appeal committee, to address any appeals to the public works director's decisions. A responsible party who disputes the determination of the public works director as to use category or number of required parking spaces may file a written appeal with the appeal committee. All appeals must be submitted within 10 days from the date of the public works director's decision, together with a filing fee in an amount set by council by resolution. The application for appeal shall specify the reasons for the appeal and shall provide sufficient information for the appeal

committee to render a decision. No other appeals shall be permitted.

E. The appeal committee shall schedule a review of each appeal and shall notify the appellant not less than 10 days prior thereto of the date of such review. The appeal committee shall conduct a hearing to determine whether there is substantial evidence in the record to support the interpretation given by the public works director and may continue the hearing for purposes of gathering additional information bearing on the issue. The appeal committee shall render an initial oral decision and shall adopt a final written decision together with appropriate findings in support thereof. The decision of the appeal committee shall be for the purpose of establishing the fee and limited to whether the appellant has been assigned to the appropriate use category, or whether the appropriate minimum vehicle parking space requirement or number of fueling positions has been correctly identified. If the appeal committee should determine that for the purpose of establishing the fee, a different use category should be assigned, or that the minimum parking space requirement should be revised, it shall so order, provided no refund of prior street maintenance fees shall be given. Only where the committee decision results in a change in use category and/or change in the minimum parking space requirement will the filing fee on the appeal be refunded. The appeal committee decision shall be final. (Ord. 10-01 §2)

15.20.090 Administrative Policies

A. The following policies shall apply to the operation and scope of this chapter:

1. Street maintenance fees imposed under this chapter shall apply to all occupied units, occupied units owned and/or occupied by local, state and federal governments, as well as property which may be entitled to exemption from or deferral of ad valorem property taxation.

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2. Publicly owned park land, open spaces and greenways shall not be subject to the street maintenance fee unless public off-street parking designed to accommodate the use of such areas is provided.

3. Areas used for commercial farming or forestry operations shall be billed according to the use of any structures on the site. Where a site is used exclusively for farming or forestry and not for residential or commercial uses, the site shall not be subject to the street maintenance fee. Where there are different seasonal uses of structures on farm or forest land, the use category shall be determined by examining the use for the longest portion of the year. Where more than one use is made of a farming or forestry site, then each use shall be examined separately and combination of use categories shall be used to determine the street maintenance fee.

4. Areas encompassing railroad and public right-of-way shall not be subject to the street maintenance fee.

5. Railroad property containing structures, such as maintenance areas, non-rolling storage areas and areas used for the transfer of rail transported goods to non-rail transport shall be subject to street maintenance fees.

6. For newly developed properties, the fees imposed under this chapter shall become due and payable from and after the date when the developed property is occupied and connected to the public water or sanitary sewer system.

B. The public works director is authorized and directed to review the operation of this chapter and, where appropriate, recommend changes thereto in the form of administrative policies for adoption of the city council by resolution. Administrative policies are intended to provide guidance to property owners, subject to this chapter, as to its meaning or operation,

consistent with policies expressed herein. Policies adopted by the council shall be given full force and effect, and unless clearly inconsistent with this chapter shall apply uniformly throughout the city.

C. If an occupied unit of nonresidential property is used for more than one use with different minimum parking requirements, the street maintenance fee shall be based on the required parking for the total of the various uses.

D. The determination or assignment of a use category and minimum number of parking spaces under the provisions of this chapter are strictly for the purpose of establishing a fee and are not statutory land use decisions. (Ord. 10-01 §2)

15.20.100 Penalty

In addition to any other remedy, violation of any provision of this chapter shall be a Class A civil infraction. Each day of delinquency in paying the street maintenance fee constitutes a separate violation.

15.20.110 Severability

A. In the event any section, subsection, paragraph, sentence or phrase of this chapter or any administrative policy adopted herein is determined by a court of competent jurisdiction to be invalid or unenforceable, the validity of the remainder of the chapter shall continue to be effective. If a court of competent jurisdiction determines that this chapter imposes a tax or charge, which is therefore unlawful as to certain but not all affected properties, then as to those certain properties, an exception or exceptions from the imposition of the street maintenance fee shall thereby be created and the remainder of the chapter and the fees imposed thereunder shall continue to apply to the remaining properties without interruption.

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B. Nothing contained herein shall be construed as limiting the city's authority to levy special assessments in connection with public improvements pursuant to applicable law. (Ord. 03-10) ■

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Chapter 15.20 STREET MAINTENANCE FEE

Sections:

- 15.20.010 Creation and Purpose**
- 15.20.020 Definitions**
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15.20.010 Creation and Purpose

A street maintenance fee is created and imposed for the purpose of maintenance of city streets. The street maintenance fee shall be paid by the responsible party for each occupied unit of real property. The purposes of the street maintenance fee are to charge for the service the city provides in maintaining public streets and to ensure that maintenance occurs in a timely fashion, thereby reducing increased costs that result when maintenance is deferred.

15.20.020 Definitions

As used in this chapter, the following shall mean:

A. Public Works Director. The public works director or the public works director's designee.

B. Developed property or developed use. A parcel or legal portion of real property, on which an improvement exists or has been constructed. Improvement on developed property includes, but is not limited to buildings, parking lots, landscaping and outside storage.

C. Finance Director. The finance & information services director or designee.

D. Residential Property. Property that is used primarily for personal domestic accommodation, including single family, multi-family residential property and group homes, but not including hotels and motels.

E. Nonresidential Property. Property that is not primarily used for personal domestic accommodation. Nonresidential property includes industrial, commercial, institutional, hotel and motel, and other nonresidential uses.

F. Street Functional Classification. Street classifications as described in the Tigard Transportation System Plan.

1. Arterials are defined as streets having regional level connectivity. These streets link major commercial, residential, industrial and institutional areas.

2. Collectors are defined by citywide or district wide connectivity. These streets provide both access and circulation within and between residential and commercial/industrial areas.

3. Neighborhood routes are defined as streets that provide connections within the neighborhood and between neighborhoods. These streets provide connectivity to collectors or arterials.

4. Local commercial/industrial streets are those streets within the city that are not designated as arterials or collectors and whose

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primary function is serving traffic to and from commercial and/or industrial (i.e., nonresidential) uses.

5. Local streets are any streets within the city that are not designated as arterials, collectors, neighborhood routes or identified as commercial/industrial streets. These streets have the sole function of providing access to immediately adjacent land.

G. Parking Space Requirement. The minimum off-street vehicle parking requirement as stated in the minimum and maximum off-street vehicle and bicycle parking requirements in the Tigard Community Development Code section 18.765 updated in February, 2014.

H. Pavement Management Program (PMP). An annual program of corrective and preventative maintenance on City of Tigard streets funded by the street maintenance fee (SMF). The program helps to extend the life of the pavement structure by various means such as, pavement overlaying, slurry sealing, or complete removal and replacement of asphalt.

I. Occupied Unit. Any structure or any portion of any structure occupied for residential, commercial, industrial, or other purposes. For example, in a multifamily residential development, each dwelling unit shall be considered a separate occupied unit when occupied, and each retail outlet in a shopping mall shall be considered a separate occupied unit. An occupied unit may include more than one structure if all structures are part of the same dwelling unit or commercial or industrial operation. For example an industrial site with several structures that form an integrated manufacturing process operated by a single manufacturer constitutes one occupied unit. Property that is undeveloped or, if developed, is not in current use is not considered an occupied unit.

J. Responsible Party. The person or persons who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to an occupied unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the city, the person(s) paying the city's water and/or sewer bill for an occupied unit shall be deemed the responsible party as to that occupied unit. For any occupied unit not otherwise required to pay a city utility bill, "responsible party" shall mean the person or persons legally entitled to occupancy of the occupied unit, unless another responsible party has agreed in writing to pay and a copy of the writing is filed with the city. Any person who has agreed in writing to pay is considered the responsible person if a copy of the writing is filed with the city.

K. Street Maintenance. Any action to maintain city streets, including repair, renewal, resurfacing, replacement and reconstruction. Street maintenance does not include the construction of new streets or street lighting. Street maintenance shall include resurfacing of existing streets, repair or replacement of curb and gutter where they exist, repair or replacement of the entire existing street structural section, repair or replacement of existing street shoulders, pavement markers, striping and other street markings, repair or replacement of existing channelization devices, adjustment of existing utilities to match finish grades, other work that is required by law to be done in conjunction with street maintenance (such as curb ramp retrofits in accordance with the Americans with Disabilities Act), and any other related work within the existing streets. It includes repair or restoration of existing storm drainage systems within existing streets, but does not include installation of new drainage systems. It includes right-of-way maintenance on the city's arterial and collector streets, which covers maintenance and enhancement of planting strips, medians and areas between sidewalks and property lines on these

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street to prevent the uncontrolled growth of weeds and other undesirable vegetation in these areas. It does not include repair or replacement of existing sidewalks except where work is required by law to be done in conjunction with street maintenance. (Ord. 10-01 § 2)

15.20.030 Administrative Officers Designated

A. Except as provided in subsections B and C of this section, the public works director shall be responsible for the administration of this chapter. The public works director shall be responsible for developing administrative procedures for the chapter, administration of fees, and for the purposes of establishing the fee for a specific occupied unit, the consideration and assignment of categories of use, and parking space requirements subject to appeal in accordance with this chapter.

B. The public works director shall be responsible for developing and maintaining street maintenance programs for the maintenance of city streets and, subject to city budget committee review and city council approval, allocation and expenditure of budget resources for street system maintenance in accordance with this chapter.

C. The finance director shall be responsible for the collection and calculation of fees and the appeals process under this chapter. (Ord. 10-01 § 2)

15.20.040 Street Maintenance Fees Allocated to the Street Maintenance Fee Fund

A. All street maintenance fees received shall be deposited to the street maintenance fee fund or other fund dedicated to the operation and maintenance of the city street system. The street maintenance fee fund shall be used for street maintenance. Other revenue sources may also be

used for street maintenance. Amounts in the street maintenance fee fund may be invested by the finance director in accordance with state law. Earnings from such investments shall be dedicated to the street maintenance fee fund.

B. The street maintenance fee fund shall not be used for other governmental or proprietary purposes of the city, except to pay for an equitable share of the city's overhead costs including accounting, management and other costs related to management and operation of the street maintenance program. Engineering design, pavement evaluation, construction management, and other related costs, including project advertisements for bid, in the implementation of the street maintenance projects shall also be considered as being used for street maintenance. (Ord. 10-01 § 2)

15.20.050 Determination of Street Maintenance Fee

A. The street maintenance fee shall be established based on the following:

1. The city's five-year maintenance and reconstruction plan for corrective and preventative maintenance of the city's street infrastructure.

2. The average annual cost based on the five-year maintenance and reconstruction plan with costs allocated as follows:

a. Arterial maintenance costs allocated 62% to nonresidential uses and 38% to residential uses.

b. Local commercial/industrial street maintenance costs allocated 100% to nonresidential uses.

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c. Collector maintenance costs allocated 50% to residential uses and 50% to nonresidential uses.

d. Neighborhood routes and local street maintenance costs allocated 100% to residential uses.

3. For residential property, the fee shall be charged on a per unit basis.

4. For nonresidential property other than gasoline stations, the fee shall be based on the minimum number of vehicle parking spaces as stated in the minimum and maximum off-street vehicle and bicycle parking requirements in the Tigard Community Development Code for each occupied unit. The nonresidential fee will be calculated with a cap of 250 spaces for any individual customer, however, the calculated fee will be charged without a cap to nonresidential customers.

a. In that nonresidential property with fewer than six required spaces shall constitute a tier with a 50% reduction of the total fee amount.

b. In recognition that religious institutions have minimum parking space requirements that are relatively large in comparison to the actual use of those spaces, the total fee for each religious institution shall be reduced by 50%.

5. The street maintenance fee for gasoline stations shall be based on the number of fueling positions.

B. The street maintenance fee rates shall be established by council resolution.

C. The street maintenance fee will be adjusted according to an annual index.

1. The index is defined in the city's Master Fees and Charges Schedule.

2. A floor of two percent and a ceiling of seven percent has been established.

D. The program shall be reviewed annually as part of the city's budget process.

E. Following each review of the program, the finance director shall review the revenue received from the new rates after a full year of collection to determine if the annual revenues meet the annual funding level set from the updated five-year street maintenance plan. The finance director shall report the findings of that review to city council and may make recommendations on any potential fee increases or decreases based on that review. Any unspent funds will be placed in a reserve fund. (Ord. 13-06 §1; Ord. 10-01 §2).

15.20.060 Determination of Amount, Billing and Collection of Fee

A. For the purpose of establishing the fee, the minimum required number of parking spaces or the number of fueling positions for each occupied unit of nonresidential property shall be determined by the public works director. For uses not explicitly listed in the Tigard Development Code as to required parking, the public works director shall assign the use to the similar category with the most similar impact on the transportation system, considering relevant information such as:

1. The size of the site and the building;

2. The number of employees;

3. Other developed sites with similar use.

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B. The public works director shall establish the amount of street maintenance fee payable for each unit of nonresidential property and shall inform the finance director of the amount. The amount payable shall be re-determined if there is a change in use or development. All redeterminations based on a change in use or development shall be prospective only. The finance director shall charge the per-unit street maintenance fee to the responsible party for each occupied unit of residential property.

C. The street maintenance fee shall be billed to and collected from the responsible party for each occupied unit. Billings shall be included as part of the water and sewer bill for occupied units utilizing city water and/or sewer, and billed and collected separately for those occupied units not utilizing city water and/or sewer. All such bills shall be rendered regularly by the finance director and shall become due and payable upon receipt.

D. Collections from utility customers will be applied first to interest and penalties, then proportionately among the various charges for utility services and street maintenance.

E. An account is delinquent if the street maintenance fee is not paid by the due date shown on the utility bill. The city may follow the procedures for collection of delinquent accounts set forth in Sections 12.03.030 and/or 12.03.040, including termination of water and/or sanitary sewer service. (Ord. 10-01 §2).

15.20.070 Waiver of Fees in Case of Vacancy

A. When any developed property within the city becomes vacant as described in subsection F of this section, upon written application and approval by the finance director, the street maintenance fee shall thereafter not be billed and shall not be a charge against the property until such time as the property is no longer vacant.

B. The finance director is authorized to cause an investigation of any property for which an application for determination of vacancy is submitted to verify any of the information contained in the application. The finance director is further authorized to develop and use a standard form of application, provided it shall contain a space for verification of the information and the person signing such form affirms under penalty for false swearing the accuracy of the information provided therein.

C. When any developed property within the city has the utilities shut-off due to vacancy, the street maintenance fee shall be waived for the duration of the vacancy as described in subsection F of this section.

D. When any multi-occupied developed property within the city has one or more vacancies as described in subsection F of this section, the responsible party may request, in writing, a waiver of a portion of the street maintenance fee applicable to the vacant units.

E. When a change of use occurs, a vacancy has been filled, or a property is developed, it is the responsible party's responsibility to inform the city of any change so the proper street maintenance fees may be assessed. If the responsible party does not inform the city of any change, the city shall cancel the vacancy waiver and charge the responsible party as per subsection F of this section.

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F. For purposes of this section, a unit of property is vacant when it has been continuously unoccupied and unused for at least 30 days. Fees shall be waived in accordance with this section only while the property remains vacant. The waiver duration is for six months. After six months, the responsible party must re-apply for the waiver if the property continues to be unoccupied and unused. The responsible party has 30 days to re-apply for the vacancy waiver after the expiration of the six month waiver. Any occupancy or use of the property terminates the waiver. As a penalty for not reporting a change in property vacancy, the city may charge any property two times the appropriate street maintenance fee, that would have been due without the vacancy waiver for prior billing periods, upon determining by whatever means that the property did not qualify for waiver of charges during the relevant time. The decision of the finance director under subsections A, B and F of this section shall be final. (Ord. 10-08 §1, 2010; Ord. 10-01 §2)

15.20.080 Administrative Provisions and Appeals

A. The public works director shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this chapter and to determine the appropriate charges thereunder. The responsible party for an occupied unit may request reconsideration of the public works director's determination of the amount of the fee by submission of a written application to the public works director. The application shall be submitted in sufficient detail to enable the public works director to render a decision.

B. Within 30 days of the submission of a complete application requesting reconsideration of the amount of the street maintenance fee to be charged to an occupied unit, the public works director shall render a decision on the application. The decision shall be written and shall include

findings of fact and conclusions for the particular aspects of the decision, based upon applicable criteria, which may include a land use decision that modifies the minimum required vehicle parking for an occupied unit. A copy of the decision shall be mailed to the person submitting the request. The public works director shall maintain a collection of such decisions. Decisions of the public works director, which affect the amount of fee to be charged to a property, shall be forwarded to the finance director. Except as provided under subsection D of this section, the decision of the public works director is final.

C. For the purpose of reviewing the fee, the public works director may determine that the land use category is proper and that the fee charged is appropriate. However, if the decision of the public works director results in a change in the category of land use, the public works director shall, for the purpose of establishing the fee, assign a new use category, determine the appropriate fee for the category, and notify the finance director so that the appropriate change may be made in the applicable fee to be charged in the future. No back charges or refunds are required. The decision of the public works director, under this subsection C only, may be appealed.

D. Council may form a subcommittee consisting of two council members, or appoint a committee of disinterested citizens, hereinafter known as the appeal committee, to address any appeals to the public works director's decisions. A responsible party who disputes the determination of the public works director as to use category or number of required parking spaces may file a written appeal with the appeal committee. All appeals must be submitted within 10 days from the date of the public works director's decision, together with a filing fee in an amount set by council by resolution. The application for appeal shall specify the reasons for the appeal and shall provide sufficient information for the appeal

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committee to render a decision. No other appeals shall be permitted.

E. The appeal committee shall schedule a review of each appeal and shall notify the appellant not less than 10 days prior thereto of the date of such review. The appeal committee shall conduct a hearing to determine whether there is substantial evidence in the record to support the interpretation given by the public works director and may continue the hearing for purposes of gathering additional information bearing on the issue. The appeal committee shall render an initial oral decision and shall adopt a final written decision together with appropriate findings in support thereof. The decision of the appeal committee shall be for the purpose of establishing the fee and limited to whether the appellant has been assigned to the appropriate use category, or whether the appropriate minimum vehicle parking space requirement or number of fueling positions has been correctly identified. If the appeal committee should determine that for the purpose of establishing the fee, a different use category should be assigned, or that the minimum parking space requirement should be revised, it shall so order, provided no refund of prior street maintenance fees shall be given. Only where the committee decision results in a change in use category and/or change in the minimum parking space requirement will the filing fee on the appeal be refunded. The appeal committee decision shall be final. (Ord. 10-01 §2)

15.20.090 Administrative Policies

A. The following policies shall apply to the operation and scope of this chapter:

1. Street maintenance fees imposed under this chapter shall apply to all occupied units, occupied units owned and/or occupied by local, state and federal governments, as well as property which may be entitled to exemption from or deferral of ad valorem property taxation.

2. Publicly owned park land, open spaces and greenways shall not be subject to the street maintenance fee unless public off-street parking designed to accommodate the use of such areas is provided.

3. Areas used for commercial farming or forestry operations shall be billed according to the use of any structures on the site. Where a site is used exclusively for farming or forestry and not for residential or commercial uses, the site shall not be subject to the street maintenance fee. Where there are different seasonal uses of structures on farm or forest land, the use category shall be determined by examining the use for the longest portion of the year. Where more than one use is made of a farming or forestry site, then each use shall be examined separately and combination of use categories shall be used to determine the street maintenance fee.

4. Areas encompassing railroad and public right-of-way shall not be subject to the street maintenance fee.

5. Railroad property containing structures, such as maintenance areas, non-rolling storage areas and areas used for the transfer of rail transported goods to non-rail transport shall be subject to street maintenance fees.

6. For newly developed properties, the fees imposed under this chapter shall become due and payable from and after the date when the developed property is occupied and connected to the public water or sanitary sewer system.

B. The public works director is authorized and directed to review the operation of this chapter and, where appropriate, recommend changes thereto in the form of administrative policies for adoption of the city council by resolution. Administrative policies are intended to provide guidance to property owners, subject to this chapter, as to its meaning or operation,

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consistent with policies expressed herein. Policies adopted by the council shall be given full force and effect, and unless clearly inconsistent with this chapter shall apply uniformly throughout the city.

C. If an occupied unit of nonresidential property is used for more than one use with different minimum parking requirements, the street maintenance fee shall be based on the required parking for the total of the various uses.

D. The determination or assignment of a use category and minimum number of parking spaces under the provisions of this chapter are strictly for the purpose of establishing a fee and are not statutory land use decisions. (Ord. 10-01 §2)

15.20.100 Penalty

In addition to any other remedy, violation of any provision of this chapter shall be a Class A civil infraction. Each day of delinquency in paying the street maintenance fee constitutes a separate violation.

15.20.110 Severability

A. In the event any section, subsection, paragraph, sentence or phrase of this chapter or any administrative policy adopted herein is determined by a court of competent jurisdiction to be invalid or unenforceable, the validity of the remainder of the chapter shall continue to be effective. If a court of competent jurisdiction determines that this chapter imposes a tax or charge, which is therefore unlawful as to certain but not all affected properties, then as to those certain properties, an exception or exceptions from the imposition of the street maintenance fee shall thereby be created and the remainder of the chapter and the fees imposed thereunder shall continue to apply to the remaining properties without interruption.

B. Nothing contained herein shall be construed as limiting the city's authority to levy special assessments in connection with public improvements pursuant to applicable law. (Ord. 03-10) ■

AIS-2339

4.

Workshop Meeting

Meeting Date: 09/15/2015

Length (in minutes): 10 Minutes

Agenda Title: Quasi-Judicial Public Hearing to Consider Vacation of Public Utility Easement Adjacent to Ash Avenue

Submitted By: Sean Farrelly, Community Development

Item Type: Public Hearing - Quasi-Judicial **Meeting Type:** Council Business Meeting - Main

Public Hearing Yes

Newspaper Legal Ad Required?:

Public Hearing Publication 08/27/2015

Date in Newspaper:

Information

ISSUE

Should the City Council pass an ordinance vacating 100 square feet of public utility easement abutting City Center Development Agency owned property on Ash Avenue?

STAFF RECOMMENDATION / ACTION REQUEST

Staff recommends approval of the ordinance to vacate the 100 square feet of public utility easement.

KEY FACTS AND INFORMATION SUMMARY

As part of the Burnham and Ash redevelopment project, the City Center Development Agency is requesting the vacation of an unused 100 square foot public utility easement abutting the former dog park property. This easement was dedicated to the public for the benefit of Frontier Communications for a utility pole that was removed as part of the Ash Burnham street improvement process. The easement is no longer needed. Because the easement was dedicated to the public, a public hearing must be held to vacate it.

The City Council passed a resolution on August 25th initiating vacation proceedings for this public utility easement. Utility providers and the adjacent property owners have been notified of the proposed vacation. Ads with a notice of the public hearing were placed in the Tigard Times on August 27th and September 3rd.

OTHER ALTERNATIVES

Council could not approve the ordinance and not approve the public utility easement vacation. This would significantly delay the Burnham and Ash redevelopment project.

COUNCIL OR CCDA GOALS, POLICIES, MASTER PLANS

Tigard City Council 2015-17 Goals and Milestones

Goal #2. Make Downtown Tigard a Place Where People Want to Be

DATES OF PREVIOUS CONSIDERATION

August 25, 2015, Council initiation of proceedings to consider vacating a public utility easement

Attachments

Vacation Ordinance

Exhibit A: Legal Description

Exhibit B: Map

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
ORDINANCE NO. 15-**

AN ORDINANCE VACATING APPROXIMATELY 100 SQUARE FEET OF PUBLIC UTILITY EASEMENT ALONG SW ASH AVENUE IN THE CITY OF TIGARD, WASHINGTON COUNTY, OREGON (VAC2015-00001) AND DECLARING AN EMERGENCY

WHEREAS, the Tigard City Council initiated this vacation request pursuant to Section 15.08.040 of the Tigard Municipal Code (TMC) on August 25, 2015, and has been recommended by the Community Development Department; and

WHEREAS, the approximately 100 square foot utility easement had previously been dedicated to the public; and

WHEREAS, all affected utility service providers have been given the opportunity to review the vacation proposal; and

WHEREAS, notice has been mailed to all property owners abutting said vacation area and all owners in the affected area, as described in ORS 271.080; and

WHEREAS, in accordance with Tigard Municipal Code Section 15.08.120, notice of the public hearing was posted in the area to be vacated and published in the newspaper; and

WHEREAS, the property owners in the area affected have not objected in writing; and

WHEREAS, the City Council having considered the request on September 15, 2015, finds that it is in the public interest to approve the request to vacate said public utility easement as the public interest will not be prejudiced by this vacation, as provided by ORS 271.120 and TMC Section 15.08.130.

NOW, THEREFORE, THE CITY OF TIGARD ORDAINS AS FOLLOWS:

SECTION 1: The Tigard City Council hereby orders the vacation of said 100 square foot portion of public utility easement as shown and described in the attached Exhibits "A" and "B" legal descriptions and maps of the areas to be vacated), and by this reference, made part thereof.

SECTION 2: This Ordinance being necessary to allow the Burnham and Ash redevelopment project to progress, an emergency is declared and this Ordinance shall take effect immediately upon signing by the City Recorder and the Mayor.

PASSED: By _____ vote of all council members present after being read by number and title only, this ____ day of _____, 2015.

Carol A. Krager, City Recorder

APPROVED: By Tigard City Council this _____ day of _____, 2015.

John L. Cook, Mayor

Approved as to form:

City Attorney

Date

Exhibit A

Parcel 3 – Public Utility Easement

Beginning at a point 20.00 feet southerly of station 11+40.08 on the southeast corner of the Warranty Deed to the City of Tigard in book 940 page 231 of the Washington County Deed records; thence S 44° 30' 33" W, along the southerly line of said deed a distance of 17.50 feet to a point 37.50 feet off the relocated Burnham Street described above; thence N 43°16'11" W, parallel with the relocated center line of Burnham Street, a distance of 9.32 feet to a point of curve of a curve to the left; thence along said curve to the left with a radius of 21.50 feet, a central angle of 74° 59' 56" (a chord which bears N 80° 46' 09" W, 26.18 feet) and a length of 28.14 feet to a point of tangency; thence S 61° 43' 53" W a distance of 138.76 feet to a point of curve of a curve to the left and the **True Point of beginning**; thence S 38° 16' 07" E a distance of 10.00 feet; thence N 61° 43' 55"E a distance of 10.00 feet; thence N 38° 16' 07" W a distance of 10.00 feet; thence S 61° 43' 55"W a distance of 10.00 feet to the true point of beginning

Containing 100 square feet ;

Exhibit B

Proposed Utility Easement Vacation

Easements to remain



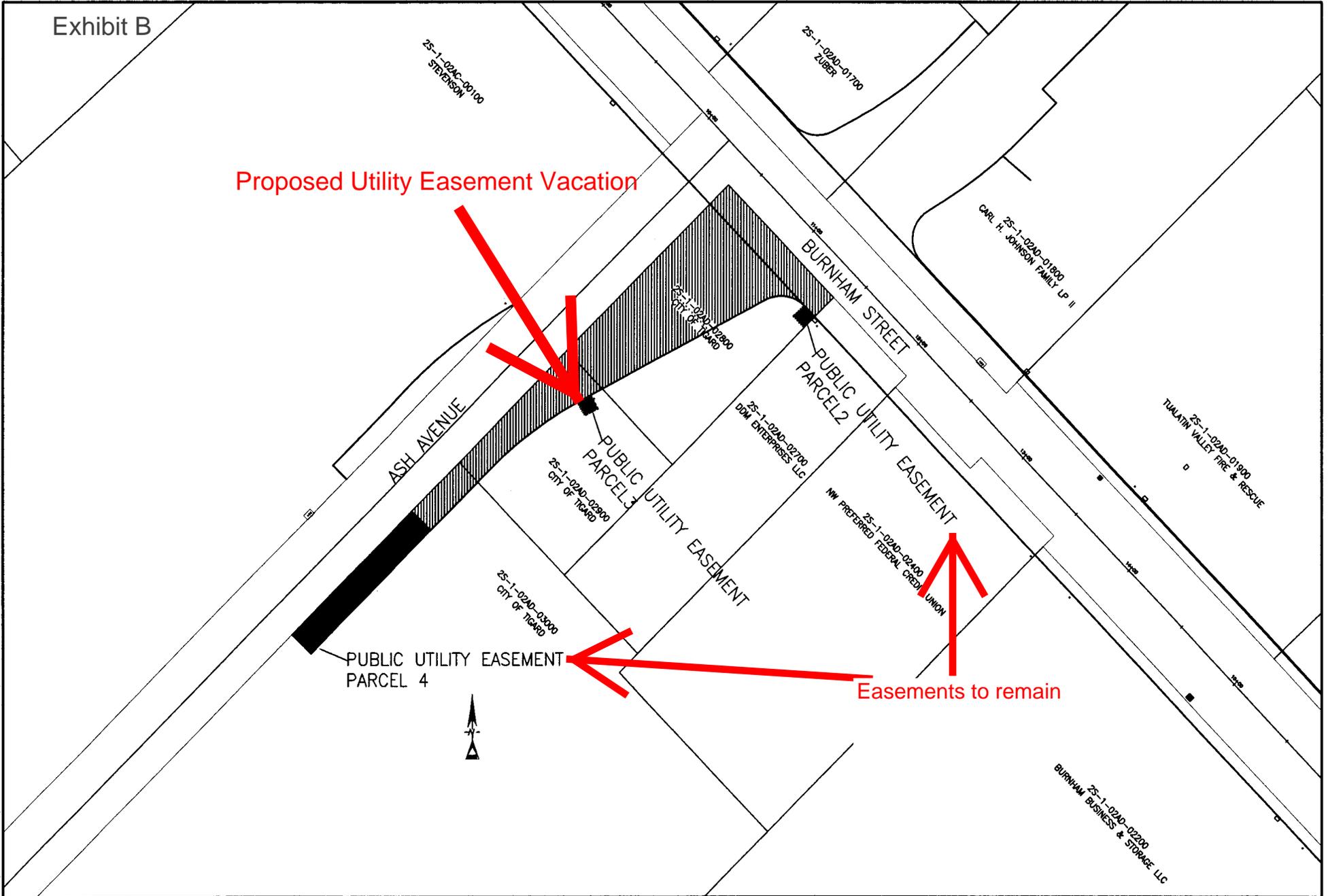
CAPITAL CONSTRUCTION AND
TRANSPORTATION DIVISION
13125 S.W. HALL BLVD.
TIGARD, OREGON 97223
VOICE: 503-639-4171
FAX: 503-624-0752
WWW.TIGARD-OR.GOV

BURNHAM STREET
EXHIBIT B

FIGURE

FILE NO

Plotted by: JOHN HADLEY on Monday, July 20, 2009 at 6:51:41 AM from the EXHIBIT MAP 2800-2900-3000 layout tab
File Name/Path: L:\ENG\PROJECTS\CONSULTANT PROJECTS\2008-2009 FY CIP\OTAK BURNHAM ST\ROW & EASEMENT.DWG



AIS-2294

5.

Workshop Meeting

Meeting Date: 09/15/2015

Length (in minutes): 30 Minutes

Agenda Title: Preview & Update on the Library's Automated Material Handling

Prepared For: Margaret Barnes, Library

Submitted By: Norma Alley,
Central Services

Item Type:

Meeting Type: Council Workshop Mtg.

Public Hearing:

Publication Date:

Information

ISSUE

Update on the Library's Automated Material Handling System

STAFF RECOMMENDATION / ACTION REQUEST

N/A

KEY FACTS AND INFORMATION SUMMARY

As Council may recall the Automated Materials Handling System (AMH) was approved in the FY 2015 budget. After a competitive RFP process Lyngsoe Systems was selected to provide the system. The installation of the system required some exterior site work including the construction of a path up to the exterior patron return machine. The exterior station has lights and a security camera to facilitate returns in the evenings and when the building is closed to the public. The entire project expenditure including the modifications to the exterior of the building, the site work and the actual AMH system was approximately \$300,000.00. The system has been fully operational for approximately 8 weeks and the public response has been overwhelmingly positive. Patrons appear to enjoy using either the exterior or interior returns. Historically an estimated 189 hours each week were spent checking in returned items. Approximately 90% of check-ins at that time was being done by volunteers. The completion of the task of checking in returns used volunteer hours equivalent to an additional 4.5 FTE. Prior to the installation of AMH it was rare to achieve the goal of checking in and shelving returned items within 48 hours. Within the circulation workroom we have witnessed a decrease in the backlog of items waiting to be checked in and items are being shelved more quickly once they have been returned. In a 4 week snapshot over 95,000 items were checked in using the AMH system. The system definitely improves efficiency of check-in. Thereby having items returned to the shelves more quickly for patrons to use. As

with any new system there are also tweaks and adjustments required once the actual install is complete. This is the process that we are currently engaged in so as to maximize the efficiency of the system and effectively incorporate it into the daily workflow. The City Council will have an opportunity to visit the library and view the system in operation.

OTHER ALTERNATIVES

N/A

COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS

DATES OF PREVIOUS COUNCIL CONSIDERATION

N/A
