



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

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**TIGARD CITY COUNCIL**

**MEETING DATE AND TIME:** February 9, 2016 - 6:30 p.m. Study Session; 7:30 p.m. Business Meeting

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

**PUBLIC NOTICE:**

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

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

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-718-2419, (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: 503-718-2410 (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 7:30 p.m. The meeting will be rebroadcast at the following times on Channel 28:

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



City of Tigard

## Tigard Business Meeting – Agenda

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### TIGARD CITY COUNCIL

**MEETING DATE AND TIME:** February 9, 2016 - 6:30 p.m. Study Session; 7:30 p.m. Business Meeting

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

6:30 PM

- STUDY SESSION

- A. COUNCIL LIAISON REPORTS

- B. BRIEFING ON CAPITAL IMPROVEMENT PLAN PROJECTS - **6:45 p.m. estimated time**

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

7:30 PM

- 1. BUSINESS MEETING

- A. Call to Order

- B. Roll Call

- C. Pledge of Allegiance

- D. 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 High School Student Envoy

- C. Tigard Area Chamber of Commerce

- D. Citizen Communication – Sign Up Sheet

3. CONSENT AGENDA: (Tigard City Council) 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:

A. RECEIVE AND FILE:

1. Council Calendar
2. Council Tentative Agenda for Future Meeting Topics

B. APPROVE CITY COUNCIL MINUTES:

- October 27, 2015
- January 12, 2016

• 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. BRIEFING ON COMMUNITY DEVELOPMENT COST OF SERVICE STUDY - **7:40 p.m. estimated time**

5. INFORMATIONAL PUBLIC HEARING: APPROVING A RESOLUTION ADOPTING A FY 2016 SECOND QUARTER BUDGET SUPPLEMENTAL - **7:55 p.m. estimated time**

6. CONTINUED DELIBERATION: APPROVING AN ORDINANCE ESTABLISHING TMC 3.75 PARKS MAINTENANCE FEE AND APPROVING A RESOLUTION AMENDING THE MASTER FEES AND CHARGES SCHEDULE - **8:10 p.m. estimated time**

7. MOTION APPROVING CORRECTED 2015-2017 COUNCIL GOALS - **9:10 p.m. estimated time**

8. NON AGENDA ITEMS

9. 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.

10. ADJOURNMENT - **9:15 estimated time**



N/A

**DATES OF PREVIOUS CONSIDERATION**

Staff provides the council with regular briefings on the status of CIP projects. The last briefing was on October 27, 2015.

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**Attachments**

CIP Update Q2

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C I T Y O F T I G A R D

Respect and Care | Do the Right Thing | Get it Done



# Capital Improvement Project Update

FY 2015-16

Second Quarter

Tigard City Council Meeting

January 19, 2016

## Adopted CIP FY2015/16 Engineering Projects

### Total Projects by Category

▶ Parks	3
▶ Streets	5
▶ Water	2*
▶ Sanitary Sewer	3
▶ Storm	6
▶ Facilities	2
▶ Com. Development	2

\*LO/Tigard Water Partnership is not included

## Adopted CIP FY2015/16 Engineering Projects Only

<u>Total Projects by Category</u>		<u>Projects Added</u>	
▶ Parks	3	▶ Parks	2
▶ Streets	5	▶ Streets	1
▶ Water	2*	▶ Water	± 2
▶ Sanitary Sewer	3	▶ Sanitary Sewer	0
▶ Storm	6	▶ Storm	0
▶ Facilities	2	▶ Facilities	0 1
▶ Com. Development	2	▶ Com. Development	0

\*LO/Tigard Water Partnership is not included

## Parks Projects

### Existing Projects

### Budget

### Schedule

▶ Dirksen Nature Park		
▶ The Education Center (construction starting)	●	●
▶ Oak Savanna Restoration	●	●
▶ Grant Applications	●	●
▶ Tigard Street Trail and Public Space (applied for grant)	●	●
▶ Fanno Creek Trail – RFFA Grant (IGA coming, RFP out)	●	●

### Adjustments

▶ Fanno Creek Remeander (IGA coming)	●	●
▶ Fanno Creek Trail @ Tiedeman (IGA coming)	●	

## Streets Projects

### Existing Projects

### Budget

### Schedule

▶ Pavement Management Program		
▶ Walnut Street Improvements		
▶ Pacific Hwy / Gaarde / McDonald Intersection		
▶ Upper Boones Ferry / Durham Adaptive Signal		
▶ 95 <sup>th</sup> / North Dakota Sidewalk (CDBG)		

### Adjustments

▶ Hunziker Core/Wall St (contract approval 1/12/16)		
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## Water Projects

### Existing Projects

- ▶ Aquifer Storage and Recovery Well #2 Rehab
- ▶ 550 Zone Connection to Price Reservoir

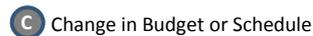
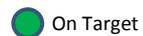
### Budget

### Schedule



### Adjustments

- ▶ Red Rock Creek Waterline Relocation
- ▶ Cach Reservoir & Pump Station



## Sanitary Sewer Projects

<u>Existing Projects</u>	<u>Budget</u>	<u>Schedule</u>
▶ Barrows / Scholls Ferry Sewer Line Extension (Phase 3) (construction started)	●	●
▶ East Tigard Sewer Replacement	● C	●
▶ Walnut Sanitary Sewer	●	● ●

## Storm Projects

<u>Existing Projects</u>	<u>Budget</u>	<u>Schedule</u>
▶ Greenfield Drive WQF Reconstruction	●	●
▶ Canterbury Lane Storm Line Upgrade	●	●
▶ Ridgefield Lane WQF Reconstruction	●	●
▶ Outfall Retrofit Program	●	●
▶ Stormwater Master Plan (RFP January)	●	●
▶ River Terrace Stormwater Implementation	●	●

● On Target    
 ● Minor Issues    
 ● Major Issues    
 C Change in Budget or Schedule

## Facilities Projects

### Existing Projects

- ▶ Permit Center / City Hall / Police Building  
Exterior Wall Repairs (really close to complete)

### Budget

### Schedule



- ▶ Citywide Facilities Plan



### Adjustments

- ▶ Police Locker Room (concept plan)



On Target



Minor Issues



Major Issues



Change in Budget or Schedule

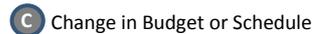
## Community Development Projects

### Existing Projects

### Budget

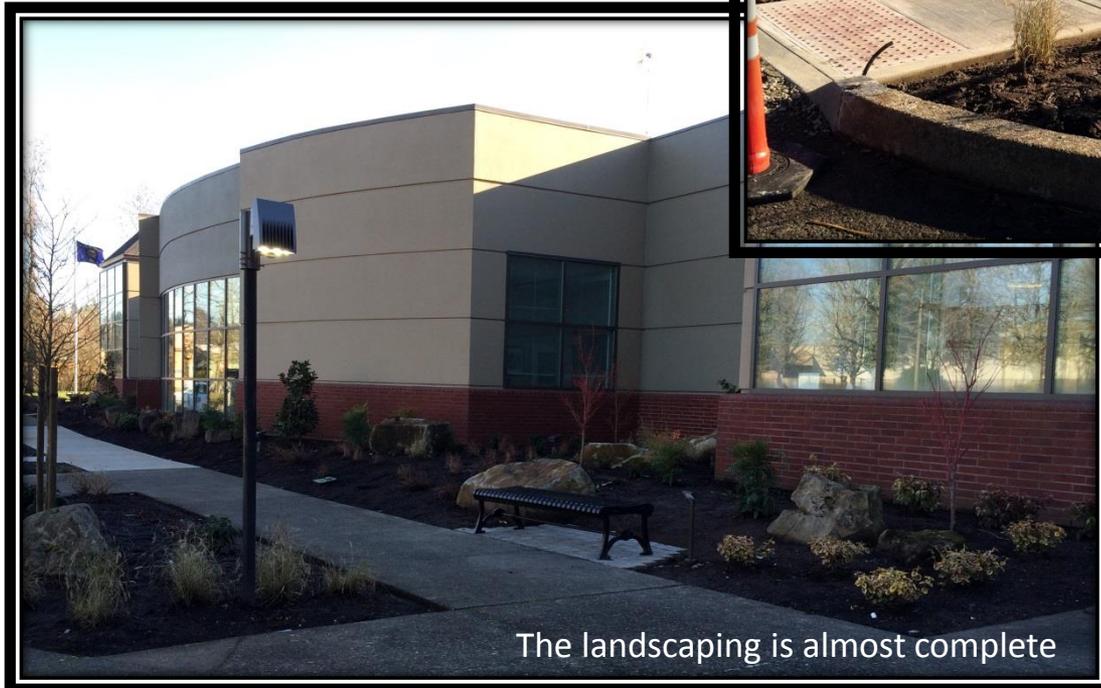
### Schedule

- ▶ Main Street Gateway Monuments (Complete)
- ▶ Public Works Yard Demolition (Complete)



# CITY OF TIGARD

## City Hall / Permit Center / Police Station



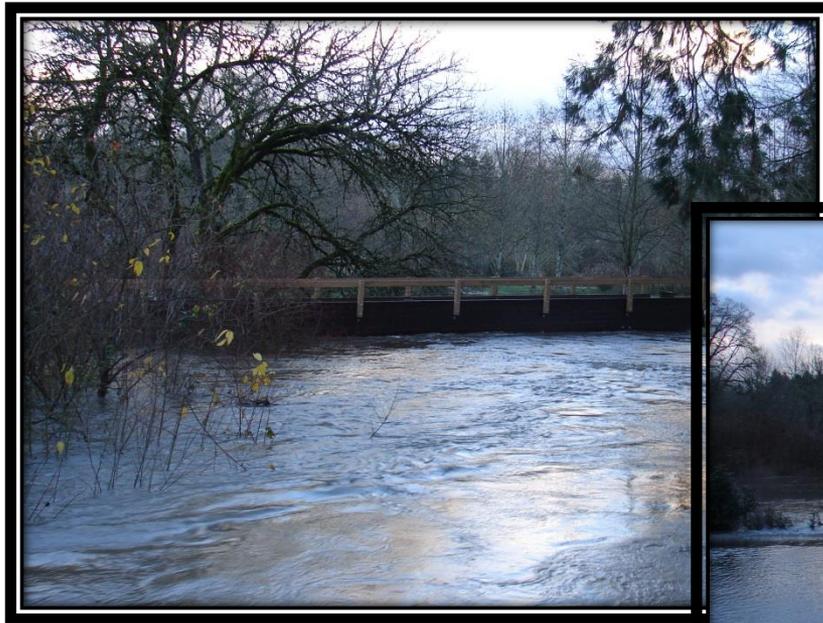
The landscaping is almost complete



## December 2015 Storm Event / Flooding Pathfinder Court



## December 2015 Storm Event / Flooding Pedestrian Bridge at Library



## December 2015 Storm Event / Flooding Tigard Street Bridge



## December 2015 Storm Event / Flooding Sewer Overflow



## December 2015 Storm Event / Flooding Sand Bag Operation



## December 2015 Storm Event / Flooding 72<sup>nd</sup> Avenue / Bonita Road



**AIS-2550**

**3. A.**

**Business Meeting**

**Meeting Date:** 02/09/2016

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

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

**Submitted By:** Carol Krager, Central 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**

Three-month Council Calendar

Tentative Council Agenda

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# MEMORANDUM

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TO: Honorable Mayor & City Council/City Center Development Agency Board

FROM: Carol A. Krager, City Recorder

RE: Three-Month Council/CCDA Meeting Calendar

DATE: February 2, 2016

## February

2	Tuesday	City Center Development Agency/City Council – 6:30 p.m., Town Hall
9*	Tuesday	Council Business Meeting – 6:30 p.m., Town Hall
15	Monday	Presidents' Day Holiday – City Offices Closed, <b>Library Open</b>
16*	Tuesday	Council Workshop/Business Meeting – 6:30 p.m., Town Hall
23*	Tuesday	Council Business Meeting – 6:30 p.m., Town Hall

## March

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

## April

5	Tuesday	City Center Development Agency – 6:30 p.m., Town Hall
12*	Tuesday	Council Business Meeting – 6:30 p.m., Town Hall
19*	Tuesday	Council Workshop/Business Meeting – 6:30 p.m., Town Hall
26*	Tuesday	Council Business Meeting – 6:30 p.m., Town Hall

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

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

**City Council Tentative Agenda  
2/2/2016 9:05 AM - Updated**

Form #	Meeting Date	Submitted By	Meeting Type	-----Title-----	Department	Inbox or Finalized
	02/04/2016			February 4, 2016 State of the City Address Indio Spirits, (7272 SW Durham Rd, #100) 6:30-8:30 p.m.		
2419	02/09/2016	Carol Krager	AAA	February 9, 2016 Business Meeting		
2427	02/09/2016	Norma Alley	ACCSTUDY	15 Minutes - Council Liaison Reports	Central Services	10/29/2015
2506	02/09/2016	Judy Lawhead	ACCSTUDY	15 Minutes - Briefing on Capital Improvement Plan (CIP) Projects	Public Works	02/01/2016
<b>Total Time: 30 of 45 Minutes Scheduled</b>						
2550	02/09/2016	Carol Krager	ACONSENT	Consent Item - Receive and File: Council Calendar and Council Tentative Agenda	Central Services	01/25/2016
2551	02/09/2016	Carol Krager	ACONSENT	Consent Item - Approve City Council Meeting Minutes	Central Services	01/25/2016
2195	02/09/2016	Tom McGuire	CCBSNS	15 Minutes - Briefing on Community Development Cost of Service Study	Community Development	LaFrance T, Fin/Info Svcs Director
2492	02/09/2016	Carissa Collins	CCBSNS	15 Minutes - Info. Public Hearing: FY 2016 Second Quarter Budget Supplemental	Finance and Information Services	01/27/2016
2561	02/09/2016	Marty Wine	CCBSNS	5 Minutes - Proposed Correction to Adopted Council Goals 2015-17	City Management	02/01/2016
<b>Total Time: 35 of 100 Minutes Scheduled</b>						
2421	02/16/2016	Carol Krager	AAA	February 16, 2016 Workshop Meeting <b>Councilor Henderson Absent</b>		

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

**City Council Tentative Agenda  
2/2/2016 9:05 AM - Updated**

2531	02/16/2016	Nadine Robinson	CCWKSHOP	1 25 Minutes - Tigard Municipal Court Annual Report	Central Services	Robinson N, Central Svcs. Director
2417	02/16/2016	Marissa Grass	CCWKSHOP	2 30 Minutes - Community Development Block Grant (CDBG) Entitlement Status Discussion	Community Development	Grass M, Assoc Planner
2496	02/16/2016	Susan Shanks	CCWKSHOP	3 20 Minutes - Metro IGA for Tigard Triangle Grant Award	Community Development	Shanks S, Senior Planner
2552	02/16/2016	Carol Krager	CCWKSHOP	4 20 Minutes - Renew Annexation Incentives - Resolution	Central Services	Patton, J., Senior Administrative Sp
2526	02/16/2016	Judy Lawhead	CCWKSHOP	5 15 Minutes - Briefing on Stormwater Master Plan	Public Works	Staedter C, Project Coordinator
2558	02/16/2016	Joseph Barrett	CCWKSHOP	6 10 Minutes – Discussion of Upcoming Contracts – 95 <sup>th</sup> and North Dakota Sidewalk Infill	Finance and Information Services	Barrett J, Sr Mgmt Analyst
				<b>Total Time: 120 of 180 Minutes Scheduled</b>		
2422	02/23/2016	Carol Krager	AAA	February 23, 2016 Business Meeting <b>Councilor Henderson Absent</b>		
2540	02/23/2016	Carol Krager	ACCSTUDY	1 10 Minutes - Executive Session (h) potential litigation	City Management	01/27/2016
2548	02/23/2016	Norma Alley	ACCSTUDY	2 10 Minutes - Executive Session (f) exempt public records	Central Services	01/25/2016
2428	02/23/2016	Norma Alley	ACCSTUDY	3 15 Minutes - Council Liaison Reports	Central Services	10/29/2015
2505	02/23/2016	Sean Farrelly	ACCSTUDY	4 10 Minutes - Metro IGA for Downtown Grant Award	Community Development	Farrelly S, Redev Project Manager
				<b>Total Time: 45 of 45 Minutes Scheduled STUDY SESSION FULL</b>		
2495	02/23/2016	Steve Martin	ACONSENT	Consent Item - Council Consideration of an IGA with Metro for the Friends of Bull Mountain Park Improvements	Public Works	LaFrance T, Fin/Info Svcs Director

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

**City Council Tentative Agenda**  
**2/2/2016 9:05 AM - Updated**

2485	02/23/2016	Joseph Barrett	CCBSNS	1 10 Minutes - Contract Award - Phone System	Finance and Information Services	Barrett J, Sr Mgmt Analyst	
2497	02/23/2016	Susan Shanks	CCBSNS	2 10 Minutes - Metro IGA for Tigard Triangle Grant Award	Community Development	Shanks S, Senior Planner	
2513	02/23/2016	Gary Pagenstecher	CCBSNS	3 10 Minutes - Annexation Incentives Resolution	Community Development	Pagenstecher G, Assoc Planner	
2559	02/23/2016	Joseph Barrett	CCBSNS	4 5 Minutes - Contract Award - 95th and North Dakota Sidewalk Infill	Finance and Information Services	Barrett J, Sr Mgmt Analyst	
				<b>Total Time: 35 of 100 Minutes Scheduled</b>			
2441	03/01/2016	Carol Krager	AAA	March 1, 2016 CCDA and Council Business Meeting			
2134	03/01/2016	Sean Farrelly	CCDA	1 20 Minutes - Downtown Housing Inventory and Report	Community Development	Farrelly S, Redev Project Manager	
2135	03/01/2016	Sean Farrelly	CCDA	2 20 Minutes - Downtown Jobs Inventory and Report	Community Development	Farrelly S, Redev Project Manager	
2504	03/01/2016	Sean Farrelly	CCDA	3 10 Minutes - Metro IGA for Downtown Grant Award	Community Development	Farrelly S, Redev Project Manager	
2125	03/01/2016	Sean Farrelly	CCDA	4 15 Minutes - Fanno Creek Overlook Update	Community Development	01/26/2016	
2532	03/01/2016	Carol Krager	CCDA	5 60 Minutes - DISCUSSION ON CITY PRIORITIES	City Management	MartyW, City Manager	
				<b>Total Time: 125 of 180 Minutes Scheduled</b>			
2442	03/08/2016	Carol Krager	AAA	March 8, 2016 Business Meeting <b>Councilors Goodhouse and Woodard Absent</b>			

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

**City Council Tentative Agenda  
2/2/2016 9:05 AM - Updated**

2547	03/22/2016	Carol Krager	ACCSTUDY	5 Minutes - Executive Session (f) exempt public records	City Management	01/27/2016
2429	03/08/2016	Norma Alley	ACCSTUDY	15 Minutes - Council Liaison Reports	Central Services	10/29/2015
2500	03/08/2016	Susan Shanks	ACCSTUDY	15 Minutes - Contract with (Consultant Name) for Tigard Triangle Strategic Plan Implementation	Community Development	Barrett J, Sr Mgmt Analyst
<b>Total Time: 35 of 45 Minutes Scheduled</b>						
2516	03/08/2016	Carol Krager	CCBSNS	1 20 Minutes - LCRB Contract Placeholder	Finance and Information Services	Barrett J, Sr Mgmt Analyst
2527	03/08/2016	Judy Lawhead	CCBSNS	2 10 Minutes - Consider Approval of Stormwater Master Plan	Public Works	Staedter C, Project Coordinator
2554	03/08/2016	Dana Bennett	CCBSNS	3 30 Minutes - Executive Session - (d) labor negotiations	City Management	01/27/2016
<b>Total Time: 60 of 100 Minutes Scheduled</b>						
2443	03/15/2016	Carol Krager	AAA	March 15, 2016 Workshop Meeting <b>Councilor Woodard Absent</b>		
2374	03/15/2016	Liz Lutz	CCWKSHOP	1 30 Minutes - City of Tigard Financial Audit Report	Finance and Information Services	Fitzpatrick C, Asst Fin Dir
2525	03/15/2016	Lloyd Purdy	CCWKSHOP	2 20 Minutes - Briefing on Hunziker Infrastructure Project: Development Agreement	Community Development	Purdy, L, Econ Development Mgr
2537	03/15/2016	Lloyd Purdy	CCWKSHOP	3 10 Minutes - (Hold for) Introduction to 2016 MURP Team and State of Place Project	Community Development	Purdy, L, Econ Development Mgr
2460	03/15/2016	Lloyd Purdy	CCWKSHOP	4 20 Minutes - Economic Development Update	Community Development	Purdy, L, Econ Development Mgr
2557	03/15/2016	Liz Lutz	CCWKSHOP	5 30 Minutes - Community Event Grants	Finance and Information Services	Lutz L, Conf Exec Asst
<b>Total Time: 110 of 180 Minutes Scheduled</b>						

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 Workshop Meeting  CCDA Meeting

**City Council Tentative Agenda  
2/2/2016 9:05 AM - Updated**

2444	03/22/2016	Carol Krager	AAA	March 22, 2016 Business Meeting		
2544	03/22/2016	Carol Krager	ACCSTUDY	1 15 Minutes - Executive Session (i) performance of public official	City Management	01/27/2016
2430	03/22/2016	Norma Alley	ACCSTUDY	2 15 Minutes - Council Liaison Reports	Central Services	10/29/2015
<b>Total Time: 30 of 45 Minutes Scheduled</b>						
2480	03/22/2016	Carol Krager	CCBSNS	30 Minutes - Legislative Public Hearing: Consider Ordinance Amending TMC Chapter 15.20 Street Maintenance Fee	Finance and Information Services	LaFrance T, Fin/Info Svcs Director
2481	03/22/2016	Carol Krager	CCBSNS	35 Minutes - Info. Public Hearing: Consider Resolution to Adopt Increased Street Maintenance Fee	Finance and Information Services	LaFrance T, Fin/Info Svcs Director
2517	03/22/2016	Carol Krager	CCBSNS	20 Minutes - LCRB Contract Placeholder – Tigard Triangle Strategic Plan Implementation	Central Services	Barrett J, Sr Mgmt Analyst
2529	03/22/2016	Liz Lutz	CCBSNS	10 Minutes - Consider a Resolution Granting Exemption from Property Taxes under TMC 3.50 for Four Non-Profit Low Income Housing Properties	Finance and Information Services	Lutz L, Conf Exec Asst
<b>Total Time: 95 of 100 Minutes Scheduled</b>						
2459	04/05/2016	Carol Krager	AAA	April 5, 2016 CCDA Meeting		
2445	04/12/2016	Carol Krager	AAA	April 12, 2016 Business Meeting		
2431	04/12/2016	Norma Alley	ACCSTUDY	15 Minutes - Council Liaison Reports	Central Services	10/29/2015
<b>Total Time: 15 of 45 Minutes Scheduled</b>						

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**City Council Tentative Agenda  
2/2/2016 9:05 AM - Updated**

2549	04/12/2016	Carol Krager	CCBSNS	1 15 Minutes - PRESENTATION ON WASHINGTON COUNTY LEVY	City Management	Krager C, City Recorder
2518	04/12/2016	Carol Krager	CCBSNS	2 20 Minutes - LCRB Contract Placeholder	Central Services	Barrett J, Sr Mgmt Analyst
2553	04/12/2016	Carissa Collins	CCBSNS	3 10 Minutes - FY 2016 Third Quarter Budget Supplemental	Finance and Information Services	Collins C, Sr Mgmt Analyst
2555	04/12/2016	Lloyd Purdy	CCBSNS	4 20 Minutes - (Hold for Scheduling) Second Review: Development Agreement Hunziker Infrastructure	Community Development	Purdy, L, Econ Development Mgr
1758	04/12/2016	Carol Krager	CCBSNS	5 15 Minutes - PLACEHOLDER - Google Franchise Agreement	City Management	Newton L, Assistant City Manager
				<b>Total Time: 80 of 100 Minutes Scheduled</b>		
2446	04/19/2016	Carol Krager	AAA	April 19. 2016 Workshop Meeting		
2477	04/19/2016	Norma Alley	CCWKSHOP	1 30 Minutes - Joint Meeting with Library Board	Library	Grimes A, Conf. Exec. Assistant
2389	04/19/2016	Judy Lawhead	CCWKSHOP	2 10 Minutes - Briefing on an IGA with ODOT for Design and Construction of New Sections of Fanno Cr. Trail	Public Works	Faha L, City Engineer
2466	04/19/2016	John Goodrich	CCWKSHOP	3 30 Minutes - Willamette Water Supply Project - Project by Other Agencies - Update	Public Works	Goodrich J, Division Manager
2508	04/19/2016	Liz Hormann	CCWKSHOP	4 30 Minutes - Safe Routes to School Update	Community Development	Hormann L, SRTS Program Coord
				<b>Total Time: 100 of 180 Minutes Scheduled</b>		
	04/20.2016			April 20, 2016 Budget Committee Meeting Public Works Auditorium (8777 SW Burnham) 6:30 p.m.		

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

**City Council Tentative Agenda  
2/2/2016 9:05 AM - Updated**

	04/23/2016			April 23, 2016 Council Outreach TVF&R Fire Station Fire Station 50 (12617 SW Walnut St.) 8:00 a.m.-Noon		
	04/25/2016			April 25, 2016 Budget Committee Meeting Public Works Auditorium (8777 SW Burnham) 6:30 p.m.		
2447	04/26/2016	Carol Krager	AAA	April 26, 2016 Business Meeting		
<b>Total Time: 30 of 45 Minutes Scheduled</b>						
2432	04/26/2016	Norma Alley	ACCSTUDY	15 Minutes - Council Liaison Reports	Central Services	10/29/2015
2507	04/26/2016	Judy Lawhead	ACCSTUDY	15 Minutes - Briefing on Capital Improvement Plan (CIP) Projects	Public Works	Faha L, City Engineer
<b>Total Time: 20 of 100 Minutes Scheduled</b>						
2390	04/26/2016	Judy Lawhead	ACONSENT	Consent Item - Consider Authorizing the City Manager to Sign an IGA with ODOT for Design and Construction of New Sections of the Fanno Creek Trail	Public Works	McCarthy M, St/Trans Sr Proj Eng
2519	04/26/2016	Carol Krager	CCBSNS	20 Minutes - LCRB Contract Placeholder	Central Services	Barrett J, Sr Mgmt Analyst
<b>Total Time: 15 of 45 Minutes Scheduled</b>						
2450	05/03/2016	Carol Krager	AAA	May 3, 2016 CCDA Meeting		
2449	05/10/2016	Carol Krager	AAA	May 10, 2016 Business Meeting		
2433	05/10/2016	Norma Alley	ACCSTUDY	15 Minutes - Council Liaison Reports	Central Services	10/29/2015
<b>Total Time: 15 of 45 Minutes Scheduled</b>						

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2520	05/10/2016	Carol Krager	CCBSNS	20 Minutes - LCRB Contract Placeholder	Central Services	Barrett J, Sr Mgmt Analyst
<b>Total Time: 20 of 100 Minutes Scheduled</b>						
2451	05/17/2016	Carol Krager	AAA	May 17, 2016 Workshop Meeting		
2560	05/17/2016	Carol Krager	CCWKSHOP	30 Minutes - Fiscal Year 2017 Master Fees and Charges Schedule Update	Finance and Information Services	Collins C, Sr Mgmt Analyst
<b>Total Time: 30 of 180 Minutes Scheduled</b>						
2452	05/24/2016	Carol Krager	AAA	May 24, 2016 Business Meeting		
2434	05/24/2016	Norma Alley	ACCSTUDY	15 Minutes - Council Liaison Reports	Central Services	10/29/2015
2556	05/24/2016	Lloyd Purdy	ACCSTUDY	25 Minutes - MURP/State of Place - final presentation	Community Development	Purdy, L, Econ Development Mgr
<b>Total Time: 40 of 45 Minutes Scheduled</b>						
2522	05/24/2016	Carol Krager	CCBSNS	20 Minutes - LCRB Contract Placeholder	Central Services	Barrett J, Sr Mgmt Analyst
<b>Total Time: 20 of 100 Minutes Scheduled</b>						

**AIS-2551**

**3. B.**

**Business Meeting**

**Meeting Date:** 02/09/2016

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

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

**Submitted By:** Carol Krager, Central 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:

- October 27, 2015
- January 12, 2016

**OTHER ALTERNATIVES**

N/A

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

N/A

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

N/A

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**Attachments**

October 27, 2015 Minutes

January 12, 2016 Minutes

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## City of Tigard

# Tigard City Council Meeting Minutes

October 27, 2015

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### STUDY SESSION

The Study Session started at 6:30 p.m.

Council Present: Mayor Cook, Councilor Woodard, Councilor Goodhouse, Councilor Henderson and Council President Snider

Staff Present: City Manager Wine, Assistant City Manager Newton, Contracts Manager Barrett, Police Captain Rogers, Police Detective Foulkes, City Engineer Faha, Project Coordinator Peck, City Attorney Ramis and City Recorder Krager

- A. COUNCIL LIAISON REPORTS – Councilor Henderson distributed a report on Washington County’s 10-year plan to end homelessness. He noted that Washington County returned \$221,742 to the Housing and Urban Development Department for vouchers that could have been used for housing but were not because there were no places to rent. He spoke about some of the reasons there is currently more homelessness and asked that council read the report. He noted that it had not yet been approved by the commissioners.

Mayor Cook discussed the SW Corridor Public Forum and said he was impressed with the number of attendees. There were 75 people attending. Councilor Henderson commented that it was well run and everyone got answers to their questions. Mayor Cook said there will be a vote in November to reduce the number of alignments. There will be an online survey and he will share the results.

Councilor Goodhouse said he and Councilor Henderson attended a presentation on Tactical Urbanism at the City Center Advisory Commission (CCAC) meeting. He said a visitor at the meeting mentioned the traffic at the 92<sup>nd</sup> and Summerfield intersection and asked if a round planted median would help. Mayor Cook said the city engineers have been emphasizing pinching traffic to slow it down rather than installing median circles. He noted city staff has already been working with the Summerfield neighbors on this issue. Councilor Henderson said that one of Suenn Ho’s ideas at the Tactical Urbanism meeting was to install free libraries in the form of plastic newspaper boxes along the Tigard Street Trail. CCAC Member Bush and others will work on this. He suggested the library should be informed about it.

- B. DISCUSSION ON UPCOMING CONTRACTS – Contracts Manager Barrett discussed the Dirksen Nature Park Education Center and Pathway Improvements project. Invitations to bid were due September 24 and three were received – Lee Contractors at \$180,686, Brown Contracting at \$252,248 and an incomplete bid from Pac Green Nursery and Landscaping. The engineer’s estimate was \$122,610 so staff worked on scaling back the project with the low bidder to keep it within available funding. By removing the concrete sidewalk and some other minor adjustments they were able to get back under existing funding for the project. The final contract will be around \$115,000. Mayor Cook asked about the location of the sidewalk and

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### **TIGARD CITY COUNCIL MEETING MINUTES – OCTOBER 27, 2015**

staff clarified that it is not at the Environmental Education Center but at the south end of the park near Summer Creek. Project Coordinator Peck said while it is at the other end of the park it was an element added to the package to gain connectivity from Fowler Middle School to the Fanno Creek Trail and to also allow for easier access by parks department maintenance vehicles. Mayor Cook asked about putting an in asphalt path until we can get funding for a concrete path. City Engineer Faha said staff could consider that and will be seeking an Oregon State Parks grant so that might be an opportunity.

Contracts Manager Barrett replied to a question from Councilor Woodard about whether the contract needed to be rebid. He said it is clear that the second bidder would still be highest even with the reduction of the sidewalk. He said the largest difference between the two bidders is related to the building improvements section and he did not see the bids coming down between the two enough to warrant going back out for bid. City Manager Wine asked if this could be on a future consent agenda and council agreed. Contracts Manager Barrett said it will be on the November 10 consent agenda.

C. CHRONIC NUISANCE PROPERTY TIGARD MUNICIPAL CODE UPDATE (TMC 7.42) UPDATE

Captain Rogers and Detective Foulkes introduced this item. This code section has never been used but with some updating could be a valuable tool to help with livability and safety issues in some neighborhoods that are causing great distress. Nuisance properties can also be a drain on city resources. Proposed TMC changes include adding some specific crimes to the existing list of violent crimes more common in the 1980s and 1990s.

Captain Rogers said a comparative analysis completed on one Tigard property with repeated and ongoing nuisances, including two drug overdoses in one day, showed officers spent 140 hours responding, or 17.5 days. The costs range from \$9,100 or \$18,000. They looked at nuisance ordinances in other cities and decided to make some changes to the city's chronic nuisance property ordinance to give police more agility to respond and higher civil penalties to be more of a deterrent.

Captain Rogers said even if the property owner does not live on site they will need to be engaged because of potential impact to their pocketbook. Captain Rogers said the number of nuisance occurrences is revised from four to three, and the time period changes from 60 to 120 days. Added crime definitions include prostitution, theft, arson, sexual abuse, contributing to the delinquency of a minor, sexual misconduct, alcoholic liquor violations, offensive littering, illegal gambling, animal abuse, animal neglect and animal abandonment.

Councilor Woodard expressed concern about the offensive littering crime and asked what happens if someone just does not have the means to clean up their property. Captain Rogers said offensive littering is not just garbage; it would be things like emptying a porta-potty on the street; leaving dog feces or rubbish in the road, something that is offensive to the neighbors. He said owners will be given notification; they will be warned and know what a third offense will set in motion. A municipal judge will require abatement or fines could be levied against the property of up to \$1,000 a day. He said to prevent a situation whereby a neighbor is being singled out or picked on by other neighbors, the complaints will need to be substantiated and triaged by police.

Councilor Goodhouse asked about panhandling and said he is hearing from more citizens that this is a problem. Captain Rogers said as long as the panhandlers are not impeding traffic the police do not interact with them. They are protected by free speech and panhandling is not against the law in Oregon. If a car stops unsafely to give them money it is a violation for the driver. Councilor Goodhouse said this is a nuisance. Mayor Cook said he did not think it was a good idea for the police to be out ticketing people who are giving money. Council President Snider asked City Attorney Ramis if there even was an opportunity for a Tigard ordinance against panhandling and City Attorney Ramis said it has been tried and did not work because of the First Amendment argument. The only way to regulate their behavior is if they are endangering traffic or trespassing.

Councilor Woodard mentioned he has noticed an increase in loitering on trails and under the viaduct and is concerned about public access areas being inhabited by people loitering or drinking. He asked if police can cite people on the paths creating problems for walkers. Captain Rogers advised him to use his cell phone and report it. He noted there are bike officers on the trails now. Councilor Woodard also reported people defecating in the dirt area of his family’s property on Burnham and Main Streets.

Council President Snider referred to the proposed ordinance and asked why a 120-day period was selected and why there could not be an even longer time period. City Manager Wine said this is a policy decision that council could decide. Detective Foulkes said staff looked at other local agencies and 120-days is the standard and has held up in court. Councilor Goodhouse said properties of this type are rare in Tigard and most people will shape up after two warnings. City Attorney Ramis said the numbers must be reasonable from a prosecution point of view. One risk is a judge may think that three events in even 360 days is extreme.

City Manager Wine said this ordinance will be on the council agenda November 10.

Administrative Items:

1. Council’s holiday greeting for TVCTV will be taped at 6:00 p.m. on November 10. Mayor Cook asked to have Executive Assistant Bengtson call and remind council the day before.
2. The November 3, 2015 CCDA meeting is cancelled. Next CCDA meeting is December 1.
3. City Recorder Krager distributed copies of the public comments received by the noon deadline regarding the Fields Trust Comprehensive Plan Amendment and Zone Change.
4. February 4, 2015, is Mayor Cook’s State of the City Address, at Indio Spirits, time TBA.

1. BUSINESS MEETING - 7:30 PM 

A. At 7:31 p.m. Mayor Cook called the Tigard City Council meeting to order.

B. City Recorder Krager called the roll.

	Present	Absent
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

**TIGARD CITY COUNCIL MEETING MINUTES – OCTOBER 27, 2015**

C. Mayor Cook asked those attending to stand with him for the Pledge of Allegiance.

D. Mayor Cook asked staff and council if there were any Non Agenda Items. None.



## 2. CITIZEN COMMUNICATION

A. Follow-up to Previous Citizen Communication: City Manager Wine said council heard from Paul and Joni Heidt and Kristen Block about an application for a proposed cell tower in their neighborhood. Council asked that staff meet with neighbors and view the meeting video to hear their testimony. That meeting occurred and there continues to be frustration about the city code's inadequacies as it relates to the attachment of cell towers to utility poles. The situation is under staff review and a decision will be rendered by the end of the month.

Council President Snider stated to the extent possible he would like staff to solve the neighbors' problem and still move the application forward, particularly if the solution involves discussion with the applicant. City Manager Wine said it was her understanding that neighbors and staff have both indicated to the applicant that alternatives are sought. A reference was made to putting the tower on property the city owns but it turned out that the property referred to was Jack Park and there is a community garden in that spot. She said all parties are trying to meet the interests of the neighbors in particular and she will report back on this in the future.

B. Citizen Communication – Sign-up Sheet

Mayor Cook asked those who signed up to speak for the Quasi-Judicial Public Hearing to speak to the resolution under consideration only and reminded them that they may not speak to the rest of the record.

Neal Brown, 13853 SW Box Elder Street, Tigard, OR, 97223 read "Ode to a Fallen Soldier" about two political lawn signs, one that was vandalized with spray paint and broken. He found the damaged sign on the ground in the rain. Rain represents tears that after 50 years of being a city we still do not have a community or recreation center. He said 20 years ago Sherwood showed Tigard the way. This is Tigard's opportunity to turn raindrops into tears of joy. He said, "Please vote, please vote yes, please vote yes for Tigard." He submitted three copies of the tabloid materials supporting the community center from the Friends of the Downtown YMCA to council and copies have been placed into the record.

 Cleon Cox, 13580 SW Ash Avenue, Tigard, OR 97223, spoke as a Tigard tax payer for the past 31 years. He asked people to vote no on Measure 34-241. He said it is his opinion that the city cannot afford its own recreation center as proposed. He said the project sounds great but not at the taxpayers' expense which he has figured would be a four-percent property tax increase for him. If this goes through the city will still come back for more money for maintenance or other problems with it. This is just the first round. He said another problem he has is that a city councilor and PRAB liaison is one of the main proponents and that seems like a conflict of interest. He said Oregon is the fifth worst state for senior citizens to live in based on taxes and this would be another tax on top of the others. He said the advertising on this is misleading; everybody seems to think it is the

YMCA but that has not been figured out yet. Misleading information is out there and it bothers him that people are referring to it as the “Y” at a specific address downtown. Misleading information is not right, not correct. It bothers him when people call it the Y. Maybe it should go in further from downtown out near where the new growth is. As for gathering together, times have changed; people do not do that. He suggested letting the private sector fund its own recreation center.

Chris Garstek, 11774 SW 125<sup>th</sup> Court, Tigard, OR, 97223, invited everyone to the Halloween Dog Costume Contest at Potso Dog Park on October 31, Mayor and Mrs. Cook and Parks Supervisor McKnight are judges this year. The contest is for dogs but their owners can wear costumes too.

Nick Frezza, 13275 SW 76<sup>th</sup> Avenue, Tigard, OR, spoke regarding the resolution before council this evening. He said on October 13 Councilor Goodhouse proposed an amendment and much discussion ensued. Instruction was given to the planning staff to go back and craft a resolution. Councilor Goodhouse’s intent was to prohibit access through the Rolling Hills neighborhood to any new development on the Fields Trust property. There was no intent to repeal Resolution No. 79-87. The neighbors looked at the proposed resolution on the city’s website one hour ago and were disturbed. He said Section 1 prohibits vehicular traffic originating from the Fields Trust property from passing through the adjacent Rolling Hills neighborhood. It does not say anything about getting there. Section 3 repeals Resolution No. 79-87 which was the street plug. The resolution before council tonight does not reflect the intent of Councilor Goodhouse’s original idea. This creates an opportunity however far-fetched, to make Varns Street a one way street into any development and take the plug out. He said that was not the intent.

Eric Lea, 7530 SW Varns Street, Portland, OR 97223, spoke to same issue as Mr. Frezza. His concern is that the proposed resolution is clearly not in the spirit of the resolution from the conclusion of the previous meeting. He said he watched the video of the meeting many times and Councilor Goodhouse’s proposal contained language that proposed an amendment to the approval of the zoning change that would prohibit access to the Fields development via Varns Street. This was not simply an acknowledgement of Resolution 79-86; it was a much bolder, more meaningful statement that would not lend itself to reversal or easy modification by a future council with or without public comment. It is their concern that these things can be readily changed without additional public comment. The message was clear – no through traffic on Varns Street to future development on the Fields Trust property. He said they began the evening with a simple acknowledgement of the previous resolution that had a street plug on Varns Street. Councilor Goodhouse’s resolution strengthened it by suggesting plugs be placed on other routes to prohibit through traffic on Varns. He said they have gone from acknowledging it, to strengthening it, to now weakening it. The proposed motion was manipulated and diluted so it is largely powerless and ineffective. He urged council to consider the original spirit of the motion and act upon it not the new, diluted version.

 April Frezza, 13275 SW 76<sup>th</sup> Avenue, Tigard, OR, 97223, agreed with the previous two speakers that the language in this resolution does not match the intent of what was deliberated on October 13. What she heard clearly was that Councilors Goodhouse and Snider were concerned about access through the Rolling Hills neighborhood not only from Varns Street but from any street within the Rolling Hills neighborhood. She asked council

not approve this resolution as drafted and hold true to the intent of what they were trying to reach on October 13.

Reed Gillette, 7480 SW Varns Street, Tigard, OR, 97223, commented on the resolution. He said intent is mental desire and will to act in a particular way. He echoed his neighbors in saying that the intent was not what was drafted. In his profession he is required to take ethics training every year and has to sign off that he understands what ethics are, knows how to behave and what is right and wrong. He said that given the fact that this was drafted a certain way and there were some other things going on, he encouraged the planning commission to take ethics training so that, "we are aware and things are transparent." He asked the city attorney to examine the way conduct is being handled. He said, "My tax dollars are paying for this and I believe lawsuits could come up from these types of things." He said the city should take a look at the way the planning commission behaves.

3. CONSENT AGENDA:

Mayor Cook announced the consent agenda items. Item B (Council Minutes) is not included in the motion to approve the Consent Agenda and will be considered at the next business meeting.

A. PROCLAIM OCTOBER 27, 2015 AS MANUFACTURING DAY IN TIGARD

~~B. APPROVE CITY COUNCIL MINUTES:~~

- ~~• October 13, 2015~~

C. RECEIVE AND FILE:

1. Councilor Woodard's National Parks and Recreation Association Conference Notes

Councilor Woodard moved for approval of the Consent Agenda. Council President Snider seconded the motion. Motion passed unanimously.

	Yes	No
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

4. PRESENTATION OF THE TREE FOR ALL CHALLENGE AWARD BY CLEAN WATER SERVICES

Clean Water Services Watershed Director Bruce Roll presented the Tree for All Challenge Award to the City of Tigard. He said a challenge was issued to mayors and councils and played a video chronicling the eight-month long planting period activities. He thanked city staff Carla Staedter, Steve Martin, Lora Faha, Greg Stout and Theresa Reynolds. He mentioned the leadership of Mayor Cook and City Manager Wine. Mayor Cook said trees mean a lot to the community. Trees in

stream corridors are important for animals and the environment. He said Project Coordinator Staedter has been a stalwart supporter and won an award for her environmental work this year.

5. CONSIDER A RESOLUTION EXPANDING TIGARD ENTERPRISE ZONE TO INCLUDE THE CITY OF LAKE OSWEGO

Economic Development Manager Purdy gave the background information on an opportunity to expand Tigard’s Enterprise Zone to include Lake Oswego. Approving this resolution will add an area of Lake Oswego to the zone including 100 acres of property, 85 tax lots that are industrial or commercial and opportunities for 18 firms. One firm is ready for immediate investment. Lake Oswego City Council passed a similar resolution of approval and if Tigard passes one tonight, both resolutions will be sent to Business Oregon for their approval. Mr. Purdy showed an updated GIS map that defines the new zone.

Councilor Henderson agreed that there is a lot of work to be done and he is glad we are working with our neighbors. He said it is a good thing for both cities. Councilor Woodard commented that this is a good program and will be another great partnership with Lake Oswego. Mayor Cook said

Council President Snider moved for approval of Resolution No. 15-48. Councilor Goodhouse seconded the motion.

Mayor Cook asked City Recorder Krager to read the number and title of the resolution.

**RESOLUTION NO. 15-48 – A RESOLUTION TO AUTHORIZE A REQUEST TO THE STATE OF OREGON FOR THE EXPANSION OF THE TIGARD ENTERPRISE ZONE TO INCLUDE A PORTION OF THE CITY OF LAKE OSWEGO**

Mayor Cook conducted a vote and the motion passed unanimously.

	Yes	No
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

6. CONTINUED QUASI-JUDICIAL PUBLIC HEARING: COMPREHENSIVE PLAN AMENDMENT AND ZONE CHANGE FOR FIELDS TRUST PROPERTY

- a. Open Public Hearing: Mayor Cook announced that the Public Hearing is closed. Written testimony only regarding the lot line adjustment and received by noon today was entered into the record and may be considered during deliberation.

City Attorney Ramis said normally he would at this time read a lengthy statement about testimony process. He said in this case that is not necessary because testimony will not be taken as council is now at the deliberation stage. He noted for the record there was a request for the

record to reopen to allow more information about a lot line adjustment and its relation to the zone change. The city sent out a notice making it clear that there was an opportunity to submit written testimony and comment on this and council can consider that testimony. He said council could reopen the hearing if they chose but there was no legal requirement to do so.

- b. Staff Report: Associate Planner Pagenstecher said materials in the agenda included information brought forward from the proposed comprehensive plan amendment and zone change, a resolution requested by council and the public comments mentioned earlier. There were five comments from four neighbors and one from the applicant. He briefly addressed the issues.

1. Why would the city permit a lot line adjustment during a rezone application?

It is an independent process and serves the applicant's desired outcome, however at their own risk. There is no effect on zoning. There is no connection.

2. Why would lot line applications not be shared with neighbors, planning commission or city council?

Attachment 1 of the application shows the intention to readjust the lots. A Type I review requires no notice and this is not material to the rezone.

3. Can a zone be changed without council action?

No. It can only be changed with council action.

4. Can a lot line adjustment be used to circumvent an application for a zone change?

No. The status of the lot line adjustment today is that the county tax layer shows them as submitted by Nick Frezza in comment letter. No. 2. However, the record of survey which was accepted by the county on August 12 shows the outcome of the second lot line adjustment which is as shown in Kelly Hossaini's comment letter No. 4 and is consistent with the legal description in Attachment 1 of the application for the zone change.

5. The ordinance for the October 13 council hearing may be invalid because of the tax lot references.

True. So the ordinance tonight has been revised with current tax lot numbers available from the county.

Mr. Pagenstecher said in conclusion that the lot line adjustment is not a relevant issue for council's deliberation on the proposed application. As shown in the staff report the project meets the applicable approval criteria and can be approved with the recommended conditions of approval.

- c. Staff Recommendation: Associate Planner Pagenstecher said staff recommends that council adopt the ordinance approving the proposed comprehensive plan amendment and zone change.

d. Council Deliberation

Council President Snider asked if council's intent is to act on the ordinance before Resolution No. 15-49 and expressed discomfort with that order. City Attorney Ramis said that it completely within the discretion of council to change or adjust the order of the agenda. Council could continue the discussion on the ordinance, act on the resolution first, and then return to consideration of the ordinance. Council President Snider said he was not sure he could approve one without the other and they are not in an order that would assure him of that. Mayor Cook asked council if they wanted to change the order and consider the resolution first. Council agreed.

e. Council Discussion and Consideration of Resolution No. 15-49

Council President Snider noted he heard significant concern from the public tonight that what council previously proposed is not what was written. He asked who wrote the resolution and Associate Planner Pagenstecher said he wrote it to meet the intent of the concern about preventing vehicular traffic from entering the Rolling Hills neighborhood from the Fields Trust property. It is in three parts and does that however, he understands the neighbors feel there could be traffic coming from the other way. Council can address that if they feel it is a risk. Councilor Goodhouse said that is one aspect, but he also meant to add onto and not repeal previous Resolution No. 79-86. Associate Planner Pagenstecher said he added the repeal because he thought they would be redundant. If vehicular traffic is prevented from entering the neighborhood that would include Varns Street. Council President Snider said he understands the concerns people have about repealing 30-plus years of a resolution being in place but he also agrees that they are redundant.

Councilor Goodhouse said the wording should be changed to say that traffic is not allowed going either way and it is blocked off. Associate Planner Pagenstecher said staff could take that direction and revise the resolution for future review. Council President Snider said if it is not revised now council may not be acting on the ordinance and he asked how much time there was to revise it.

Councilor Henderson said he heard it was troublesome to affix this resolution to the ordinance. He clarified that this is a separate issue, changing the 30-year old resolution to include not just Varns Street but the entire Rolling Hills community itself. He said he did not want to make this a part of the ordinance so it does not complicate things in the future.

Councilor Woodard said the resolution seems complex and he had concerns about potential risks and opportunities and what they might mean to the community and future development. He said he is concerned about risks to tax payers, economic development and livability and it is hard to imagine without knowing the vision for the development. He mentioned past requests for council review of code language regarding through-roads and barricades, and potential openings, etc. He said he had concerns about past council decisions and the precedents set. Without development plans or a traffic study he had difficulty conceptualizing.

Associate Planner Pagenstecher agreed that council is being asked to make a decision to support one point of view without any countering information to support other values. He said he understands how without a vision or strategic plan to orient to it might seem incomplete.

Council President Snider said this is a situation where if there had been a robust transportation network in this area the concerns and issues being raised by large group of neighbors may not be as relevant. But he thinks the transportation network in this area (adjacent to the Fields Trust property and Rolling Hills neighborhood) is inadequate. He travels it multiple times a week and it is one of the weaker parts of the city's transportation network. He said with that and the concerns and action from the 1979 council, the right thing to do is pass the resolution with amendments. The simplest way to fix the language is to strike the word "originating" and add the words "to and." As far as repealing Resolution No. 79-86 he looked to the city attorney for advice on whether it matters that there are two different resolutions and if it would be good for simplicity reasons to repeal it. He asked if there should be an acknowledgement of Resolution No. 79-86. City Attorney Ramis said it would be cleaner to express for the record the intention to replace a resolution that was narrower with one that is more comprehensive. That would explain the repeal and the intent behind it. He said if council leaves both in place it does create the potential for arguments about the possible ambiguity between them.

Councilor Goodhouse said he agreed with Council President Snider about amending the language and acknowledging Resolution No. 79-86. It could be referenced so in future cases it is known that this council basically expanded the wishes of a council 30-years prior.

Councilor Woodard said the council in 1979 had it right and this was an honest attempt to keep traffic from going down Varns Street. The resolution stands in its own. He said he was not sure how the area can be fully developed unless there is a really creative and great opportunity that would increase the homeowner's properties and be an investment to the entire community. That process was left in place so future councils could wait until those things came into play. The resolution and plug would still be in place. He said he was not comfortable creating something on the fly and is concerned about potential risk. When the city gets into the development aspect, traffic analysis and design, then the public comes back, reviews it and we start all over again. This could be ten or twenty years down the road. He said he did not want to make decisions for a future council. Council President Snider countered, "Future councils could repeal it."

Councilor Henderson said there is language in the original resolution referring to signage and it is not present in the proposed resolution. He asked if there was language that protects what was originally protected. Associate Planner Pagenstecher referred him to the first "whereas" phrase where he paraphrased the earlier resolution referring to the plug on Varns Street including placing signs on the east entrance.

Mayor Cook said he concurred with Councilor Woodard. He spoke with his father who was on the 1979 city council that passed this resolution. The reason it came forward is that the exit ramp from 217 was being put in. He said Resolution No. 79-86 is fine and is still in place. A future council can decide to change it, take it out or strengthen it. He said it does not relate to the zone change.

Councilor Goodhouse said the proposed resolution holds up what was done in 1979 to make sure it cannot be side-stepped. All it would take is a simple side road to bring in traffic onto Varns. This just adds a few words to what council did in 1979. If new traffic studies and development come up in fifteen years then that council can change it with public hearings.

Council President Snider said problems with leaving the resolution as is are that things have changed since 1979. The neighborhood has changed, 35 years have passed, what is envisioned

in the big picture for the Fields Trust property is well known, the neighborhood is built out, and there are other roads at play. The intent of 1979 was clear but he thought council needed to take some action now and admittedly, could be repealed in the future.

Councilor Woodard said he would be comfortable coming up with a new resolution after holding a workshop meeting on it. He said he was concerned about coming up with changes on the fly when he did not understand how it could affect process litigation. He heard the word, “lawsuit” in the testimony tonight. He said he prefers to stand by the 79-86 resolution, hold a workshop and look at the code. He does not want to make a decision that will increase risk. He said he wanted to understand the legal ramifications. It looks like it would be good for the neighborhood but he wanted a workshop in order to understand risks and opportunities. Council President Snider asked if he would pass it tonight with a six-month sunset so those discussions can be held. He said if council does not do that he is not sure he can support the rezoning. Mayor Cook said his worry with waiting six months is that Councilor Woodard’s concerns relate to more than this property. Councilor Woodard said he did not want to make that commitment and would like this topic scheduled for a workshop so he can get more land use and legal information.

Councilor Goodhouse said he cannot move forward with the rezoning if the resolution is not considered with the simple changes. Councilor Woodard said he agrees with 79-86 but the language is not just a simple change to him. Mayor Cook noted that there are many properties and ways in and out of this neighborhood. Council has a chance to stop anything coming forward in the future. He said this does not relate to the zone change.

Council President Snider moved for approval of Resolution No. 15-49 with the following amendments. Strike the word “originating” and add the words, “travelling to and.” Councilor Goodhouse seconded the motion. Mayor Cook asked if there was further discussion.

Councilor Henderson said what makes him certain about not voting for this is that 79-86 is in place and it is protected. Council President Snider said things have changed and that council did not have the foresight that the current council does.

Councilor Goodhouse said two weeks ago all five councilors agreed to bring this back and consider new language. Mayor Cook said it was late at night and people were willing to postpone and come back for discussion. Council President Snider asked, with the importance of what the city is trying to do in an economic development partnership perspective for the Fields Trust property, why would council want to move forward with a contentious 3-2 vote either way and have it be contested and show council division.

Councilor Henderson said this conversation started because there was concern from the citizens about the intent of Varns Street being pushed through and confusion about whether or not that would be tied to the ordinance. He said it should not be tied to the ordinance and he saw no problem with leaving this alone. It is protected by a resolution.

Mayor Cook conducted a vote on the motion to approve Resolution No. 15-49.

RESOLUTION NO. 15-49 - A RESOLUTION OF THE TIGARD CITY COUNCIL PROHIBITING VEHICULAR TRAFFIC ORIGINATING TO AND FROM THE FRED FIELDS TRUST PROPERTY TO PASS THROUGH THE ADJACENT ROLLING HILLS NEIGHBORHOOD. THE SUBJECT PROPERTY AS OF THE DATE OF THIS REOLUTION IS WASHINGTON COUNTY TAX ASSESSOR'S MAP AND TAX LOTS 2S1010001100, 2S101CA00100, 2S101CA00800, AND 2S101DB00400 AS AMENDED BY ADDING THE WORDS "TRAVELING TO" AND STRIKING THE WORD "ORIGINATING.

	Yes	No
Councilor Henderson		✓
Council President Snider	✓	
Councilor Woodard		✓
Mayor Cook		✓
Councilor Goodhouse	✓	

Mayor Cook announced that the motion failed 3 to 2. He concurred with Councilor Woodard and said this can be discussed in a Workshop session.

Councilor Woodard made a motion to retain Resolution No. 79-86 in its full force. Council President Snider asked City Attorney Ramis to address a procedural question about moving to maintain existing resolutions. City Attorney Ramis said council is free to do that but if the question is whether it needs to be readopted for it to be in effect, the answer is no. Councilor Woodard withdrew his motion.

Mayor Cook said council would now deliberate on Ordinance 15-16.

Councilor Henderson moved for approval of Ordinance 15-16. Councilor Woodard seconded the motion. Council President Snider asked to revisit how much of the decision is quasi-judicial and how much is legislative. City Attorney Ramis said under Oregon's case law this would be considered a quasi-judicial decision as council is applying criteria to a discrete piece of property. He said it is sometimes confusing when making changes to maps because maps tend to be adopted by ordinance and ordinance action is thought of as legislative. In Oregon specific parcel map amendments are adopted by ordinance and are still considered quasi-judicial. Council President Snider said he takes his role and responsibility seriously and he has to evaluate this, steering clear of personal biases. He asked for a brief review of exact criteria to help with objective decision making. City Attorney Ramis said it would be appropriate for staff to reiterate the criteria if council wishes.

Associate Planner Pagenstecher said applicable review criteria for this proposal are Community Development Code Chapter 18.380, Comprehensive Plan Goals 1, 2, 9 and 10; and Statewide Planning Goals 1, 2, 9 and 10. Those numbers in both cases are for Citizen Involvement, Land Use, Economic Development and Housing. He added Oregon Administrative Rule 660, Division 9, Oregon State Transportation Planning Rule and Metro's Title 4 (Economic Development). These are addressed in the staff report and the planning commission recommendation to council.

Council President Snider clarified that the question is whether the application and modification are consistent with those goals or are they more consistent as currently is zoned. Associate Planner

Pagenstecher said the staff report addresses the applicable standards to the proposed zone change and staff found that the proposed zone change meets those standards.

Mayor Cook asked City Recorder Krager to read the number and title of the ordinance.

**ORDINANCE NO. 15-16 - AN ORDINANCE APPROVING A COMPREHENSIVE PLAN MAP AMENDMENT (CPA2015-00004) AND ZONE MAP AMENDMENT (ZON2015-00005) FOR THE 42.6-ACRE FIELDS TRUST PROPERTY LOCATED AT THE SOUTHWEST CORNER OF SW HUNZIKER ROAD & SW WALL STREET, TO AMEND THE COMPREHENSIVE PLAN MAP FROM 37.4 ACRES OF LIGHT INDUSTRIAL (IL), 3.1 ACRES OF PROFESSIONAL COMMERCIAL (CP), AND 2.1 ACRES OF LOW DENSITY RESIDENTIAL (L) TO 18.3 ACRES OF LIGHT INDUSTRIAL (IL) AND 24.2 ACRES OF MIXED USE EMPLOYMENT (MUE). THE PROPOSAL WOULD ALSO AMEND THE ZONING MAP FROM 37.4 ACRES OF INDUSTRIAL PARK (I-P), 3.1 ACRES OF PROFESSIONAL/ ADMINISTRATIVE COMMERCIAL (C-P), AND 2.1 ACRES OF LOW-DENSITY RESIDENTIAL (R-3.5) TO 18.3 ACRES OF I-P AND 24.2 ACRES OF MUE. SUBJECT TO CONDITIONS OF APPROVAL 1) APPLYING THE PLANNED DEVELOPMENT OVERLAY ZONE, 2) PRESERVING EMPLOYMENT CAPACITY, 3) IMPOSING A TRIP CAP, AND 4) ENSURING A 50-FOOT FORESTED BUFFER. THE SUBJECT PROPERTY AS OF THE DATE OF THIS ORDINANCE IS WASHINGTON COUNTY TAX ASSESSOR'S MAP AND TAX LOTS 2S1010001100, 2S101CA00100, 2S101CA00800, AND 2S101DB00400**

At Mayor Cook's request that City Recorder Krager conduct a roll-call vote.

	Yes	No
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse		✓

Mayor Cook announced that Ordinance No. 15-16 passed by a 4-1 vote of council.

7. **CONSIDER A RESOLUTION CONCURRING WITH WASHINGTON COUNTY FINDINGS REGARDING RIGHT-OF-WAY VACATION OF AN UNNAMED STREET**

 Project Engineer Berry said Washington County passed an ordinance intended to vacate a remnant right-of-way property located at the southwest corner of Roy Rogers Road and Scholls Ferry Road. It is within the Tigard city limits. Washington County's resolution was based on a finding that the right of way is no longer needed and should be vacated. A state statute requires that the vacation is effective only if the city concurs. Project Engineer Berry said the origin of the right of way remnant is obscure but seems to be the result of realignment of Scholls Ferry Road at some point. It has never been used nor improved. Staff recommends council approval of a resolution

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concurring with the vacation which will enable it to be developed as part of River Terrace. There were no questions from council.

Council President Snider moved for approval of the resolution and his motion was seconded by Councilor Woodard.

RESOLUTION NO. 15-49 - A RESOLUTION CONCURRING WITH WASHINGTON COUNTY FINDINGS REGARDING VACATION OF A PORTION OF COUNTY ROADS NOS. 746 AND 812

	Yes	No
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

8. BRIEFING ON CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS

City Engineer Faha presented a quarterly update on the city's capital improvement plan (CIP). She showed a PowerPoint which is in the packet for this meeting. Her first slide was a summary of projects by category in the 2015-16 CIP not including the Lake Oswego/Tigard Water Partnership. She noted that the slides show the projects as of July 1 and projects which have been added since. She said already added two more since the PowerPoint was prepared. Highlights about each category were given. Colored circles indicate on target, minor issues or major issues.

Parks Projects

Dirksen Nature Park Education Center bids were received and as discussed in the Study Session the contract will come before council in November. A grant for Tigard Street Trail will be sought. The Fanno Creek Trail RFFA (Regional Flexible Funds Active Transportation and Complete Streets) grant has significant projects along the Fanno Creek Trail and is moving through the ODOT process now and a consultant is being hired. One additional project is the Fanno Creek Trail remeander which is back on the schedule. There is an upcoming amendment with Clean Water Services that will detail how Tigard's portion of the project cost is significantly lowered. An additional project is called the Tiedeman Trail and it better connects the Fanno Creek Trail across Tiedeman Road and through the Swann property to join the trail in Woodard Park at a safer and less sharp angle.

Streets

Engineer Faha said Pacific Highway/Gaarde/McDonald is essentially complete. Mayor Cook asked about the vacant southeast corner property where the gas station was. He said ODOT owns it and if they sell it, could the proceeds be utilized to reimburse city gas tax funds used for project overages. He asked for follow up on this and City Attorney Ramis said he would work on an intergovernmental agreement for that. Council President Snider asked if the city traffic engineer felt the expected results were achieved. Engineer Faha said she has only heard good comments about it. Walnut Street is being done by Washington County and is going well.

An added street project is Hunziker Core/Wall Street/Tech Center Drive. Economic Development Manager Purdy got one grant and is seeking another, but in the meantime the city needs to move forward to get the project started. Councilor Henderson asked about Wall Street and said normally property owners on the west side of Wall Street would have to be involved with half-street improvements. The improvements would be a benefit to those on the west side of Wall Street so, “Shouldn’t they be partners?” Engineer Faha said staff is in the process of getting right-of-way and needs to create an IGA to make that happen.

#### Water Projects

Engineer Faha said the city’s key engineering staff person has been working full time for over a year at the Lake Oswego/Tigard Water Partnership project so it has been difficult to do additional water projects. Work has begun on the aquifer #2 rehabilitation. Cleaning the well will happen next fiscal year. The 550 zone connection to Price Reservoir was supposed to help bring water to River Terrace. Different ways were found to provide water to that development so this project may be stopped and staff will instead try to move forward the reservoir project. An added project is the Red Rock Creek water line relocation. This should be done now along with concurrent work in the Hunziker area.

#### Sanitary Sewer Projects

The Barrows Road sanitary sewer line is joint project between Tigard, Clean Water Services and Beaverton. The Walnut Street sanitary sewer project is associated with the Walnut Street improvement project. This needs to be done at the same time and the money is in one fiscal year and needs to be spread among two.

#### Storm

The Canterbury Lane storm line upgrade is being timed because there is a water line project scheduled and staff attempts to make sure projects in the same location are done concurrently. Engineer Faha said the line is functioning. Councilor Woodard asked what was found during scoping of the line and Engineer Faha said she did not know the details but said the operations crew could no longer maintain it. She noted that the outfall retrofit program should be integrated with the storm water master plan. Staff is preparing to go out for a consultant to develop a citywide storm water master plan and the storm retrofit analysis should be part of that plan. The River Terrace stormwater implementation has been extended into this fiscal years. Analysis is nearly complete.

#### Facilities Projects

Permit Center/City Hall/Police Building exterior wall repairs are on budget and on schedule. Council President Snider asked how much it cost and City Engineer Faha noted the project is under budget. City Manager Wine said the project is not completely done. A Citywide facilities plan will be initiated soon. An added project is that the Police Department wants to add on and improve their shower facilities so initial conceptual scoping will be done this year and it may become a project.

Engineer Faha said another add-on project is the Roy Rogers Road widening which Washington County is leading and the city has a substantial amount of money to go towards that project with funds collected through River Terrace SDCs.

#### Community Development Projects

The Main Street gateway monuments are almost complete and the artwork lights are being calibrated. The public works yard demolition is complete.

Mayor Cook referred to the number of graphics with red dots, indicating schedule issues. He asked Engineer Faha what council could do to help and if the answer was more staff. Engineer Faha commented, “project management is change management,” and engineering staff are hoping to do a better job anticipating what is coming down the line. They are looking at which projects might be eligible for grants. She said they are working hard to coordinate with other departments to understand what their needs are especially Community Development. City Manager Wine noted there is an ongoing evaluation of the engineering workload and staff will be coming to council with a proposal for increased staffing.

Councilor Henderson asked about the gateway art monument project and requested a copy of the as-built drawings. Engineer Faha said she will send that to him after project completion.

9. NON AGENDA ITEMS - None

10. EXECUTIVE SESSION

At 9:30 p.m. Mayor Cook announced that the Tigard City Council was entering into Executive Session to discuss real property negotiations under ORS 192.660(2) (e). He said the council would adjourn from Red Rock Creek Conference Room after the Executive Session.

11. ADJOURNMENT

At 9:44 p.m. Council President Snider moved for adjournment. Councilor Goodhouse seconded the motion and all voted in favor.

	Yes	No
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	
Mayor Cook	✓	
Councilor Goodhouse	✓	

\_\_\_\_\_  
Carol A. Krager, City Recorder

Attest:

\_\_\_\_\_  
John L. Cook, Mayor

\_\_\_\_\_  
Date



# City of Tigard

## Tigard City Council/LCRB Meeting Agenda

### January 12, 2016

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#### STUDY SESSION

- A. At 6:30 p.m. Mayor Cook read the citation for an Executive Session to be held under ORS 192.660 (2) (e) property negotiations. The Executive Session ended at 6:45 p.m.
- B. Council Liaison Reports were given.
- C. Metro Councilor Dirksen updated council on SW Corridor decision deadlines, Metro’s convention center hotel and a new online feature called Regional Snapshot which gives interesting facts about the region. He brought several handouts have been added to the packet for this meeting.

#### 1. BUSINESS MEETING

- A. At 7:32 p.m. Mayor Cook called the Tigard City Council and Local Contract Review Board to order.
- B. City Recorder Krager called the roll.

	Present	Absent
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	

- C. Mayor Cook asked everyone to stand and join him in the Pledge of Allegiance.
- D. Mayor Cook asked council and staff for any non-agenda items. City Manager Wine had two items to bring forward under Non Agenda items at the end of the meeting.

#### 2. CITIZEN COMMUNICATION

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

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- B. Tigard High School Student Envoy – Student Body President Shaina Azbari gave an update on recent and upcoming Tigard High School activities. Over \$1,200 was raised by students for the Susan G. Komen Foundation. Team Dom is selling t-shirts and bracelets to raise money for a mother in the community battling cancer. The National Honor Society is doing a coin drive for the Janus Youth Program for homeless youth in the Portland area. The winter choir concert was held. Tigard High students collected gifts to brighten the holiday season for a few needy families. Students wrote holiday cards for patients at Doernbecher Children’s Hospital at lunchtime. A Poetry Slam is planned for January 21 and the community is welcome.
- C. Tigard Area Chamber of Commerce – CEO Debi Mollahan reported that a multi-chamber speed networking event will be held on the first Thursday in February. The Bowl-o-Rama event is scheduled for March 5<sup>th</sup> and she encouraged the city council to put together a team. The Shining Stars banquet will be on April 29 and the call for nominations will go out January 13. Nominating information is on the Chamber website. Opening day for the Tigard Farmers Market is April 24 and they are excited about adding some new children activities and a demo garden. The Holiday Tree Lighting event attracted the largest crowd ever.
- D. Citizen Communication – Summerfield Civic Association Liaison Robert Van Vlack, 15585 SW 109<sup>th</sup> Avenue, Tigard, 97224, brought a request before the council. When Summerfield was constructed in the 1970s a brick wall was put up along Durham Road. In 2001 the association took over maintenance of the wall. Over the years it has deteriorated and repairs need to be made. The right of way along Durham Road at Summerfield is maintained by the city and he requested that staff remove some underbrush so they can access the wall to make the necessary repairs. He has discussed with Public Works Director Rager. He read a letter from the Summerfield Civic Association which has been added to the packet for this meeting.

3. CONSENT AGENDA: (Tigard City Council and Local Contract Review Board) –

A. RECEIVE AND FILE:

- 1. Council Calendar
- 2. Council Tentative Agenda for Future Meeting Topics

B. APPROVE CITY COUNCIL MINUTES:

November 24, 2015  
December 8, 2015

Local Contract Review Board:

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- C. CONSIDER IGA WITH WASHINGTON COUNTY FOR ROY ROGERS ROAD IMPROVEMENTS
- D. CONSIDER AUTHORIZING THE CITY MANAGER TO SIGN THE TIGARD/ LAKE OSWEGO ENTERPRISE ZONE INTERGOVERNMENTAL AGREEMENT

Councilor Woodard moved for approval of the Consent Agenda and Council President Snider seconded the motion. All voted in favor.

	Yes	No
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	

4. CONSIDER RESOLUTION APPOINTING CITY CENTER ADVISORY COMMISSION MEMBERS

Redevelopment Project Manager Farrelly gave the staff report and read brief biographies of the members being appointed. Councilor Henderson thanked them for their service noting that there is a lot of work to be done in the downtown. Councilor Woodard congratulated CCAC Member Schlatter for being a new business owner on Main Street. He said her new food operation will be great for the city. Councilor Henderson moved for approval of Resolution No. 16-01 and Council President Snider seconded the motion. City Recorder Krager read the number and title of the resolution.

Resolution No. 16-01 – A RESOLUTION APPOINTING CARINE ARENDES, GINA SCHLATTER, MARK SKORUPA, AND DAVID WALSH AS VOTING MEMBERS OF THE CITY CENTER ADVISORY COMMISSION, AND SARA VILLANUEVA AS A NON-VOTING ALTERNATE MEMBER

Mayor Cook conducted a vote and announced that Resolution 16-01 passed unanimously.

	Yes	No
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	

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CCAC Members Gina Schlatter and Carine Arendes were present and received a city pin from Mayor Cook.

5. CONSIDER A RESOLUTION APPOINTING A PLANNING COMMISSION MEMBER

Assistant Community Development Director McGuire gave the staff report. This appointment will fill the unexpired term of Planning Commission President Rogers, expiring in 2018. Proposed member Yi-Kang Hu is also a member of the Tigard Transportation Advisory Commission and has agreed to sit on both commissions.

Council President Snider moved to approve Resolution No. 16-02 and the motion was seconded by Councilor Goodhouse. City Recorder Krager read the number and title of the resolution.

Resolution No. 16-02 –A RESOLUTION APPOINTING YI-KANG HU AS A VOTING MEMBER OF THE TIGARD PLANNING COMMISSION TO FILL FORMER COMMISSIONER ROGERS' UNEXPIRED TERM

Mayor Cook conducted a vote. Resolution 16-02 passed unanimously.

	Yes	No
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	

New Planning Commission Member Yi-Kang Hu was present and received a City of Tigard pin from Mayor Cook.

6. LEGISLATIVE PUBLIC HEARING – CONSIDERATION OF A PARK MAINTENANCE FEE

- a. Open Public Hearing - Mayor Cook opened the public hearing and announced that this is a legislative public hearing in which any person shall be given the opportunity to comment.
- b. Staff Report: Finance and Information Services Director LaFrance gave the staff report. Consultant Todd Chase was also present. Mr. LaFrance said before council was an ordinance to establish a parks maintenance fee and a resolution to amend the master fees and charges schedule. Council discussed this in four Budget Committee meetings and two council workshops. It was also a topic at two Parks and Recreation Board (PRAB) meetings. He said the proposal is closely linked with the Tigard's Strategic Plan Goal 4 which is to fund the vision while also maintaining core services and this proposal for a park maintenance fee does exactly that. It will allow the city to fund and expand park services by 20 percent. Parks relate not only

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to walkability through Tigard's trails, but they provide places where people can interconnect, take part in healthy pursuits such as sporting activities, gardening and connecting with neighbors and community members.

In addition, this park maintenance fee proposal will allow the city to take something currently funded by the General Fund and give it another funding source. This frees up some of the General Fund and through Budget Committee actions this spring, the city will be able to reinvest up to \$1.7 million towards core services. As discussed in Budget Committee this does not mean maintaining the same number of staff to provide services to a growing city, but it means growing those services to meet the demands.

Mr. LaFrance highlighted citizen outreach that included Cityscape articles, a city park brochure distributed months ago and a webpage dedicated to this subject. A whiteboard video has been accessible to give people a brief summary of this proposal. Citizen input was solicited through the webpage and those unable to attend tonight's meeting were invited to respond in writing. Six responses were received and they were given to council and are part of the record for this hearing. Social media was used to promote this hearing.

A PowerPoint was shown and is included in the packet for this meeting. Mr. LaFrance described issues including the budget cuts in 2010 and 2012, population growth increases, and workforce decreases. The city's expenses continue to grow by 4 percent while general fund revenue only rises 3.5 percent. In addition, over the last 15 years park land grew by 66 percent but staffing to maintain the parks has only grown 12 percent. Deferred maintenance gets more expensive the longer it is deferred. SDCs finance capital assets but are not used for maintenance.

Seven different level scenarios were described. Council direction from the workshop meetings was to fund only #1 (current level of service) and #2 (deferred maintenance). The fee will be paid by residential and non-residential customers. The annual average cost for the deferred maintenance scenario will be used to level the fee amount. There will be annual inflation factors and council was very interested in a program for low income fee assistance. Council was asked what the fee should be per equivalent dwelling unit per month. They indicated in the workshop meetings that funding park capital projects and recreation might be placed on a property tax levy measure so people could have a vote.

c. Council questions of staff

Mayor Cook noted that the city had a \$17 million park bond which leveraged to \$23 million. A percentage went to build capital items in some parks but there was no maintenance aspect added. He said citizens are asking why city did not think of this before.

Finance and Information Services Director LaFrance said a general obligation capital bond cannot be used on operations and maintenance. There were specific restrictions. The bond that passed was the second attempt. The first bond measure was broader in scope but community feedback was to focus on purchasing land while it was cheaper during the recession. He said city staff was aware of the fact that the city would need to come up with

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ways to fund maintenance of the land but they were unaware that the financial situation would be what it is today. Local government has not experienced an economic recovery.

Councilor Goodhouse asked if the un-programmed \$400,000 would go into the recently created rainy day fund. Mr. LaFrance said it goes to help keep the fund balance above the minimum requirement expenditures. There is still a structural inequity due to revenues rising slower than expenses but it does buy some time and is sustainable for at least six years.

d. Public Testimony

Doug Vorwaller, 13267 Woodshire Lane, Tigard, OR 97223, is concerned about this approach. He appreciated the creativity in looking at options but is seeing a lot of other things being addressed other than park maintenance. If park maintenance is being changed from \$2.2 million to \$2.3 this will not even touch the improvements that need to be made. We probably need \$3-4 million as an annual budget to address the real concern. The utility fee is a good option. He suggested doing the utility fee at 100 percent and then phasing out the city budget line item over five years. City staff could review it at that time. If Tigard is going to be the most walkable city we need to connect some of the trails and that is a new improvement. There are city properties to make some connections but many are wetlands so remediation must be done at additional cost.

Scott Winkels, 8366 SW Char Court, Tigard, OR 97224 said he is in favor of the park maintenance fee. His family, including two daughters and a dog, has been active users of the parks system. He complimented Finance and Information Services Director LaFrance for the clear presentation. There are a number of issues with the parks. There are some acquisitions and trails that are in desperate need of assistance. He said he believes the funding method that council has chosen is creative and given Oregon's basket case of a public finance system, is probably one of the few reliable options available. He said he would hate to see the investments that this community approved continue to deteriorate. He said he has spent a great deal of time in these parks and has seen fire fuels buildup, maintenance and public safety issues in the Fields and Dirksen properties. There are extensive homeless camps. He said a well-maintained and usable park and trail system will address a number of these issues. The funding mechanism proposed will create a necessary safety valve to keep the parks budget from having to compete with other vital city services.

Lonnie Martinez, 10540 SW Walnut Street, Tigard, OR 97223, addressed having a fee rather than a vote and said he did not want to be forced to pay for something. He said in a democratic world people get a chance to say what they feel is best for them. He said he recently purchased a home here and thinks Tigard is beautiful. He is not opposed to parks but is against being forced to pay for something without a democratic process. He addressed walkability and said he walks from his home to take public transportation but just crossing the street is an issue. When he walks in Tigard he fears a little more for this life than he did when living in Portland.

Michel Didin, 12625 SW Snow Bush Court, Tigard, OR 97223 said he was troubled by the shell game aspect of funding the parks system by taking funds from one budget and shoving

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it back into others. His other concern is that he opposes something being done in his absence without his vote. He proposed that this matter be put to a vote so all Tigard citizens can express their opinion.

James Caster, 7996 SW Ashford Street, Tigard, OR 97224, said when he and his wife retired they bought a home in Tigard and liked the neighborhood very much. Since his wife passed away it has been harder for him to pay the mortgage. Part of the reason is that utility costs have increased greatly. Water bills have doubled. Gas, electric, garbage, insurance and property taxes have all gone up. Like many senior citizens he is on a fixed income and Social Security benefits did not increase. He said in high school civics he learned that the main purpose of government is to provide basic, necessary services for the public, paid for by the citizens. But in the decades that have passed it seems like government's prime directive is to take more and more taxpayer money with no limits in sight and no accountability. Over the past several years the state government spent over \$200 million on planning for a bridge that was never built and they wasted \$300 million on a health insurance website that never worked. Locally, Tigard wasted nearly \$1 million on two ugly, useless sculptures at each end of Main Street. Parks are neither a utility nor a necessity; they are optional extras. They are a luxury and if they are classified as a utility, as seen in the presentation tonight, the costs will keep increasing year by year. He wants to keep his home and requested no additional taxes. He said, "Let's not make Tigard like Portland."

Gary Nelson, 15671 SW Summerfield Lane, Tigard OR, 97224, said he agreed with the mayor's comments on the acquisition of parkland without identifying how to pay for maintenance. He was on the Ashland Parks Commission as well as one in Billings, MT and also on the Regional Council of the National Parks and Recreation Association (NRPA) so he has a background in this area. In Ashland, whenever a new subdivision was built, initially they would give ten percent of the land to make a small park but found it to be inefficient. It was necessary to haul maintenance equipment to each little park. He sees that Tigard added 30 percent more parkland with virtually no identifiable way to maintain that park land. He said the cart is before the horse right now. He said that needs to be addressed. He asked if this money becomes available to the parks department will the parks manager have exclusive and total control over the funds. He asked if that manager will be able to identify where the money will be spent or would it become part of the political makeup of Tigard.

Arthur Molinari, 13209 Woodshire Lane, Tigard, OR 97223, said he moved to Tigard in October but has lived in the area for a long time. He was surprised that his water bill was \$100 more than he expected. He looked into it and found that compared to Tualatin Valley Water District (TVWD), Tigard has 221-110 percent higher meter costs up front and 290-950 percent higher monthly meter costs. He asked why this is so high. He said his fundamental issue is that the city is considering adding on a fixed cost as opposed to making it a tax which can be written off. He added that it does not encourage conservation.

Mayor Cook replied that the water fee difference between the two water providers in Tigard is that in the last eight years the city entered into a partnership with Lake Oswego to construct a \$254 million water plant. Tigard's water rates helped to cover that cost. It is

## **TIGARD CITY COUNCIL MEETING MINUTES – January 12, 2016**

projected that TVWDs rates will increase even more. Council President Snider added that Tigard's alternative was to keep buying water from Portland and that was even more expensive.

Lee Coleman, 7170 SW Lola Lane, Tigard, OR 97223, said a park utility fee made about as much sense as adding a fee for road maintenance on his electric bill every month. He said the city could come back at any time and request more fees without much public input. This should go to the ballot so people can vote on it.

Claudia Ciobanu, 14180 SW 89<sup>th</sup> Avenue, Tigard, OR 97223, said she is a huge proponent of parks and has no problem with the park fee. She said there may be people who were not aware of this public hearing and expressed concern about giving people an opportunity to give input. She suggested a flyer in the water bill. She supported city leadership going forward with this fee to protect the large investment in parks. She said the city's vision is wonderful but she is worried that the sights are being set too short. She noted that council has given staff direction to focus on levels #1 and #2 but the people of Tigard have spoken loudly about their need and desire to have recreation in Tigard. The \$10 monthly fee would not cover this. Paying for levels 1-7 would be more like \$16 a month and while this could be a significant hit to some people testifying tonight, she would be happy to pay it and help subsidize others in order to achieve the dream of having a recreation program. She was not sure if council could go as high as \$16 but suggested seeking input from those who would be affected by this and then examine options in between \$10 and \$16 by adding 50 cents or one dollar more to start funding a true recreation program in Tigard.

e. Council Questions and Discussion

Mayor Cook stated that while everyone refers to this as a water bill it does not mean everything on it is a utility. Two-thirds of Tigard receive their water from the city so there is a water charge. There is also a street maintenance fee and a Clean Water Services sewer district fee that is collected for the county. Everyone in Tigard is billed for sewer and the street maintenance fee but one-third of Tigard residents do not receive water from Tigard. The bill is the only mechanism to reach everyone.

Mr. LaFrance noted that Section 15.2 in the proposed ordinance says as new parks are acquired or significant developments are made, that information will come to council so they know how this may impact the parks maintenance fee. The idea is not to let the funding source fall behind like it has today. He responded to comments about the higher utility bill and said it is the total cost of city services. Tigard citizens benefit from the lowest property tax rate for any city over 10,000 population in Washington County. When information is provided on the total cost of comparable city services including taxes, from a dollar standpoint Tigard is in the lower half but from the affordability standpoint Tigard is in the middle. The city puts a little more on the utility bill because it gets less from taxes and it all evens out.

f. Mayor Cook closed the public hearing.

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g. Council Deliberation:

Councilor Henderson said he wanted sideboards on the fee so council does not end up doing something other than what they said they will do. He heard concerns about whether to mandate this or put it to a vote. Parks are a core value he understands the cost and while we need to invest in our community, it needs to be reasonable.

Council President Snider said council consists of five elected officials and this does represent a democratic process. We make decisions and spend taxpayer money every week. He understands that people do not want to be forced to pay for things but Tigard has the lowest tax rate of any city in Washington County that is even close to its size. City expenses are increasing at rates higher than property tax funding mechanisms. He said it is frustrating to be an elected official in an organization where expenses go up faster than revenues can be increased. He does not love increasing costs for services but sometimes council has to make decisions and choices. He is a proponent of moving this off the utility bill and onto a property tax levy. The city has to provide services and cannot continue to manage as it has, with expenses rising by four percent and revenues only going up three and one-half percent. He said people need to be able to plan for increased costs and he supported a phase-in mechanism, even four or five years for the entire \$2.7 amount, or placing it on the ballot.

Councilor Goodhouse said he wants a phase-in period and a low-income program to help people who cannot afford the increase. He said in the future he would like to take some things off the utility bill and combine them on the property taxes so they can be written off. He said people in the community do not realize the city is bringing in half of the money Beaverton residents pay in taxes and has done a great job but it is not sustainable. He said when you let part of a community degrade it takes longer to bring it up to standard.

Councilor Woodard said during the Budget Committee hearings his main concern was keeping the library open on Thursdays. But he is also concerned about the deferred maintenance and the \$400,000 to maintain the fund balance. He said unless there is a designated spot for these funds it is hard to explain that to voters. He said he supports 37 percent with a phase-in. He was thinking \$2.00 but that will not cover the \$400,000. He said there has to be a public process to find out if citizens want to pay out the other 63 percent. He mentioned he would like to have a discussion at a future meeting on some ideas he has on creative and innovative ways to raise money.

Mayor Cook said there is too much discussion on what park and what maintenance we are going to do. It is called a park utility fee but the question is what we need in our general fund to cover our general expenses. He said he was in favor of this coming from property taxes and would support a local option levy. He explained that a utility fee amount is the same for everyone. A \$200,000 homeowner pays the same fee as a \$2 million homeowner. But a property tax would increase with the value of the home and is a tax write-off. He said he was willing to support a 37 percent park maintenance fee but was not willing to ask for \$10 because the unallocated money would build up to a large amount that is too large not to be considered by voters in a local option levy. If a levy passes the fee can be repealed. He added that he did not vote for opening the library on Thursdays because he did not want to

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vote for something that is not funded. He said the Thursday opening is with a skeleton staff and the city is short \$100,000 annually to pay for that.

Councilor Snider said it was embarrassing that a city of Tigard's size did not have a seven-day a week library. He said council agreed to open the library and do something like this to fund it.

Councilor Goodhouse said his concern was that this amount is a Band-Aid approach. If council will consider 37 percent, why not raise it slightly to 40 or 44? He said it was ridiculous to make this move that will leave the city in the same position in a year or so. Mayor Cook suggested \$3.75 with a four-percent inflation factor.

City Manager Wine said there are code sections that need to be revised and some scrivener's errors and council has asked for time to review the new documents. The hearing can be held over.

Councilor Henderson said the document came from the pavement management program and as he compared the two he noticed some inconsistencies. It refers to capital improvements and a recreation program.

Finance and Information Services Director LaFrance said this is the minimum recommendation and gets the city expanded park services, pays for the library, sets aside \$400,000. What it does not get to is a continuance of Goal 4. There will not be additional reinvestment into the general fund.

Council President Snider suggested the low income program follow the water concept for a 50 percent discount for 12 months. A person could apply once a year.

Mayor Cook said the public hearing is closed and deliberation will be scheduled for a future council meeting.

7. LEGISLATIVE PUBLIC HEARING – CONSIDER COMPREHENSIVE PLAN AMENDMENTS AND ZONING CHANGES TO PRESERVE MEDIUM DENSITY (R-12) RESIDENTIAL LAND

- a. Mayor Cook opened the public hearing and announced that it is a legislative public hearing in which any person shall be given the opportunity to comment.
- b. Staff Report: Associate Planner Pagenstecher gave the staff report. He said the city is initiating this Comprehensive Plan and Zoning Amendment to facilitate preservation of R-12 zoned land and to make sure it is applied in a location that supports residential use. Staff supports the change in response to two development applications for two sites involving R-12 zoning. The owners and representatives of owners are present tonight. In the pre-application meeting for Site A, the owner showed interest in rezoning from CP to R-12. The Toppings had earlier annexed the property and rezoned it to CP in order to establish a day care use in 2008 which they have not moved forward on. Site B is owned by the Tigard-

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Tualatin School District and they applied for a rezone from R-12 to CG. It has been identified as surplus property by TTS&D and they want to sell it to the highest bidder. The zone change and site development review on Site B has been withdrawn recently in favor of the city's proposed zone change. Staff was aware that both sites had development interest and saw an opportunity to organize a swap that will gain the city a slight net increase in R-12 zoning. This is important according to the city's Housing Goal, "to provide a variety of housing types to meet the diverse housing needs of current and future city residents." Preservation of R-12 zone lands is warranted because it allows a full range of housing types, with a minimum lot size of 33,350, provides flexibility for both attached and detached ownership and multi-family, rental-type housing which supports affordable housing options in the city. Attached single-family residential or detached single family housing on small lots are an important component of the city's strategy to provide for a range of housing types and a range of affordability.

Associate Planner Pagenstecher said Site A is at Spruce and 72<sup>nd</sup> Avenue and fronts on a local residential street. It is bordered by R-4.5 and low-density housing, unincorporated Washington County to the north and CG and R 4.5 to the south. The adjacent lower class streets and lower density residential use make the property more suitable for medium residential use. It would form a transition between lower density and commercial zoned properties. Site A is located behind Fred Meyer.

Site B fronts on Pacific Highway, classified as a primary arterial and is flanked by property zoned CG. Residential property adjacent to Pacific Highway is rare as it is primarily associated with private and public school ownership and use which is allowed conditionally in residential zones. Topographically constrained land between Canterbury Lane and Bull Mountain Road also has R-12 zoned land along Pacific Highway.

This swap would result in a .17-acre net increase in R-12 zoned land. The Planning Commission voted 6-1 in favor, supporting the city's initiative to preserve R-12 capacity and to further owner and property developer interests in both Site A and B.

The Metzger neighborhood is here also as they were present at the Planning Commission to alert council to their concerns: increased water runoff, increased traffic, inadequate parking, and loss of open space associated with future development.

Mr. Pagenstecher concluded by saying these proposed amendments comply with applicable state planning goals, applicable regional planning regulations, Tigard Comprehensive Plan, and applicable provisions of the city's implementing ordinances.

c. Council questions of staff:

Councilor Woodard asked if there was a reason to choose a legislative hearing process rather than quasi-judicial. Associate Planner Pagenstecher said yes, given other deliberations in the city going on about the value of R-12 zoned land at the time the quasi-judicial proposal would be coming to the Planning Commission or Council; staff would most likely have not

## **TIGARD CITY COUNCIL MEETING MINUTES – January 12, 2016**

supported it. This was because it would have created a loss of R-12 zoning. But if done legislatively with inclusion of this other property it could be supported because it would not create a net loss of R-12 zoning. There was also interest in getting the school property developed soon.

Councilor Goodhouse asked why the city did not do a zoning swap with the Heritage Crossing property. Council President Snider said they did not offer a swap and the sum of the density would have been lower. Associate Planner Pagenstecher said swap opportunities are rare.

d. Public Testimony

Richard and Katie Topping 19765 Derby Street, West Linn, OR 97068 Katie Topping gave their history with the property. They bought it in 2008 and their goal was to develop a preschool. They wanted to make an amazing preschool but she needed to first get her Master's degree. They both continued to be teachers and wanted to sell the property but the recession hit. Finally, last year they received an offer from someone who wanted to build storage units. They decided that was not quite the right fit. Later, someone wanted to build a trampoline warehouse. They spoke to Stafford Development and felt that the housing situation was a good compromise. They wanted to do a zone change that was beneficial and also get some return on their savings. Richard Topping said he understood that there may be some resistance from people in the neighborhood. The current tenants strive to keep kids off the property but there are a lot of dogs and drug use going on the property and it is a constant battle to keep it maintained. He said developing it into nice houses would be a benefit to the community.

Levi Levasa, Stafford Development Company, 485 South State Street, Lake Oswego, OR 97034, said they approached the Toppings last year after noticing the property was prime residential area yet it was zoned commercial. It is surrounded by residential and there is currently residential use on the property. They expressed support for the zone swap and hoped council find the Planning Commission's decision and staff report to be accurate.

Monet Ragsdale, 1521 Oxbow Drive, Montrose, CO, spoke in support of the zone change, especially on the property owned by the school district. That property is surrounded by commercial property and commercial uses and the zone change would allow private development to come in, creating jobs and adding to the tax base.

Will Ramusen, Miller Nash Graham Dunn, 111 SW Fifth Avenue, Portland, OR 97204, spoke on behalf of the Tigard-Tualatin School District, the owner of Site B. This application is a win-win-win. It will help the property owner. It helps the city's housing supply situation and it helps the school district fix a problem that they have had for a long, long time. The district has held this property since the 1940s at least. In 2005 it was officially designated as surplus property. It is zoned residential but on Pacific Highway so they have received little interest from buyers since listing it in 2006. Only a few inquiries were received, all interested in commercial. They have spoken with the city a few times about changing the zoning but the cost of a quasi-judicial rezone that reduces the inventory

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of housing, in light of regional and state policies, led the district to say no. He said this is an appropriate and creative approach and appreciates staff's leadership and the city for thinking outside the box to solve multiple problems. He noted some comments have come from people liking the sites and wanting them to remain open space. He said he hoped the city does not develop a policy that maintains open space through miss-zoned properties.

Noreen Gibbons, 10730 SW 72<sup>nd</sup> Avenue, Tigard, OR 97223, said she lives directly across from Site A. She referred to the previous speaker and said this would actually be win-win-lose for her neighborhood. She said when she purchased her property there were three houses across the street. When the Toppings bought the site and wanted to put in a preschool she was supportive of that use. That would have been fine with her and the quality of the neighborhood. But having 18-20 two-story houses built on the site will have negative effects on the character of the neighborhood. She said she had spoken to council before about traffic issues and there have been motorcycle officers in her driveway recently ticketing people for running the stop sign. She asked what the traffic will be like when there are six driveways across the street. She asked why the zoning had to be R-12 and suggested it be lower density.

Gay Wakeland signed up to speak but left the meeting earlier.

Ivan Vanek, 7290 SW Pine Street, Tigard, OR 97223 said he bought his home in 1995 with the understanding that the adjacent property would be developed with low density. He said that putting in two-story houses will be an eyesore and he does not agree with the plan.

Jim Long, 10730 SW 72<sup>nd</sup> Avenue, Tigard, OR, 97223, distributed copies of his testimony and this has been added to the record. He said he is the chair of CPO4M, serving east Tigard, Metzger and Durham and will be speaking as chair and as a private citizen. He said the CPO4M unanimously voted to endorse retaining the Commercial General zoning for Site A. After reading the pre-application materials he found huge errors. If the city goes forward or approves this application he will appeal and the city will lose. He referred to Councilor Woodard's question about holding a legislative hearing and commented that holding this as a legislative public hearing process and not a quasi-judicial one minimizes public input and is highly irregular. According to Tigard Community Development Code 18.390.050, zoning map and text amendments should be quasi-judicial proceedings. He said the city is trying to change the statutes for review for the citizens to the detriment of citizen involvement and Goal 1 land use law. He said, "To put it another way, maybe you are not neutral."

Mr. Long said citizens have not been involved in every phase of the planning process. All public notices and signs had the wrong date and time for this hearing. The public notices were not sent to all of the neighbors. The public notice of November 9 states that all documents are available for inspection and copies are available at least seven days prior to the hearing. On November 30 he came to review the documents and talked with Planners Floyd and Pagenstecher who told him there were no documents to review. (Code CDC 18.390.050.C.2.a.) On December 7 he tried the published number of 503-718-2432 and left two messages. No one responded. He had to drive to the city with his questions. The city

## **TIGARD CITY COUNCIL MEETING MINUTES – January 12, 2016**

put up flimsy signs at both sites that were unreadable by the first week of December. He showed photographs of the signs. Planning Commission Vice President Fitzgerald commented that maybe some sturdier signs could be put up which was not done.

The public notice was not published on the city's website from December 3-December 6. Some neighbors just heard about this zone change and did not have time to prepare comments. At Site B there is a for sale sign listing "commercial" but the property is not commercial. CDC 193.90 there has been no readable effective public notice at either Site A or Site B since one week before the Planning Commission meeting last month. In the four weeks since and even though the Planning Commission was notified with photos and a commissioner suggested public notice signs be changed. This is a violation of due process and now, January 12, 2016 there has been no public notice for over four weeks. This is a violation of due process 197.763 so this hearing has no effect. Because the other sign is four times larger and says commercial, the average citizen would probably think it was already zoned commercial.

Mr. Long said the commercial sign at Site B is in violation of city code chapter 18.780.130.B, besides it is not zoned commercial. He said the file title "Residential Preservation" is a misnomer and is misleading to citizens. Preservation hides the nature of the application which is to change zoning. The file title should be understandable to citizens and residents. He asked why the city is doing this zone swap as the city does not have enough commercial property according to an Cogan Owens Cogan report. Do not take Site A out of commercial zoning. There is also a deficiency of R-12 residential zoning shown in the Angelo report. He said it was very important to note that there is no loss because school property was not included in that inventory of properties zoned residential. Yes, making Site B would place that property back on the tax rolls.

He said he asked to see the 2006 staff report on annexation of the three properties (Site A) into the city but it was missing pages 3-11. The language in the 2006 annexation ordinance justified the importance of Site A to be commercial. A comprehensive plan amendment is not a periodic review but periodic review has occurred and the zoning has remained the same. He listed reasons why Site B should remain residential due to its location adjacent to Charles F. Tigard Elementary. Students could walk safely to school and residents and visitors could easily hop on public transit along Pacific Highway. The city staff report incorrectly states the description of Site A saying the current zone does not allow residential use. There are currently two houses and there were three prior that have been lived in for decades. He said the citizens do not support residential use there, particularly R-12, three-story buildings. Since there is a deficit of commercial property the city should not take Site A out of commercial zoning. He suggested rezoning the excess R-7 property the city has, per the Angelo housing study. He asked why the city does not simply convert Site B from residential to commercial. He said it appears that the city concocted this zone swap forgetting earlier findings and evidence. The city had reasons for keeping in commercial professional during annexation and periodic reviews. He asked that the city deny the request for a comprehensive plan amendment and zone change.

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(Heidi Rechteger and others gave their testimony time to Jim Long.)

Leslie Gray, 10650 SW 75<sup>th</sup> Avenue, Tigard, OR 97223, said they bought their home in 1999 and moved from Portland in search of space. Living on one acre in Metzger they love the livability of the area. She said having 19 houses spring up behind your house is a shock. She said she is not against affordable housing but it impacts livability in the neighborhood and the schools. She noted the impact higher density developments have had on Metzger Elementary. At almost 600 students they are at capacity at the moment. These 19 homes as well as the proposed homes on Spruce and on Ash Street in the wetlands will become a problem for families that want their children to go to local schools. If a teacher is over capacity, children may have to be bussed to another school. This will affect our families and the education of our students.

Nathan Murdock, 7415 SW Spruce Street, Tigard, OR, said he lived in three different locations on the street for over 23 years. One reason he likes the street is that the houses have big lots. His property of one quarter- acre, gives an opportunity for kids to grow and be off of the streets. He has been involved in putting speed humps and stop signs put in. The new homes at the end of 74<sup>th</sup> Avenue park on Spruce because there is not enough parking. It is the same problem at Tigard Woods. To build row houses or any other tight-fitting homes will only create more problems. He commented that ODOT said they have no problem and the development should not cause any problems but he has seen many traffic problems as the area becomes denser. When 99W backs up cars use Spruce, Pine and Oak Streets in their neighborhood. It would be nice to have a business on the property that is daytime only with cars that clear out at the end of the day or a guarantee that only 6-7 homes with quarter-acre lots would be built.

Nancy Tracy, 7310 SW Pine Street, Tigard, OR 97223, said she supports the CPO's unanimous vote to maintain Site A as commercial, professional one-story zoning. She said she is very disturbed at what the city is doing. Changing a zone is not a frivolous thing. We are talking as if the zone has already been changed. She felt the city's action to effect a quick rezoning on Spruce Street and R-12 rezoning is just a little short of a hostile takeover. This 1.35 acre area annexed to Tigard in 2006 sits within the Metzger community but Metzger has been kept in the dark. There is so much traffic on Spruce Street that parents fear for their children's safety when boarding the school bus because there is so much commuter traffic. This land will never exist again to provide a park. South of Spruce Street Tigard has a lot of land that will be redeveloped for more intense housing. That will leave people without a space to call their own. A park would allow a lot of release. Children and adults need space to run, climb or jog. Once this area is buried under tons of concrete or asphalt, it will be gone forever. It is a miracle that it has survived to this point. It has more potential that just for putting a development on it. She said she hope more consideration will be give this because there is no lack of developable land.

e. Council Questions and Discussion

## **TIGARD CITY COUNCIL MEETING MINUTES – January 12, 2016**

Mayor Cook asked about the public notices that had the wrong date and time for this hearing. The hearing notice for this meeting listed the date as Tuesday, January 12, 2015. He apologized for putting in the wrong year. Otherwise the notice was correct.

Council President Snider asked about the other process issues. Associate Planner Pagenstecher responded that he cannot vouch for some of that but he knew that Mr. Long submitted a records request that was filled and all items asked for were delivered. He referred to testimony that holding a legislative public hearing rather than a quasi-judicial hearing abridged their rights in some way but the process is the same. They both get hearings at Planning Commission and Council. Mayor Cook asked about the records request missing pages and asked if all items were delivered. Associate Planner Pagenstecher said if it was missing he certainly could have asked. He had not heard previously from Mr. Long about that yet he made particular effort to reach Mr. Long and be available for any questions but he did not take advantage of that. Council President Snider asked about the 2432 telephone number. Mr. Pagenstecher read his copy of the public notice and said the telephone number is 2434 which is his number.

The sturdiness of the public notice signs was questioned by Councilor Woodard. Associate Planner Pagenstecher said in this case the signs were a casualty of the weather. He said the material used and methods of posting have been in use at the city for ten years. He said to his knowledge this is the first time it has been cited as a problem.

Councilor Goodhouse mentioned that the sign the city put up at the proposed Heritage Crossing site was also down and asked staff to look into that.

Mayor Cook proposed that due to the time, items remaining on the agenda, and possible missed postings or records request pages, the public hearing be left open to a date certain, with the continuation re-noticed and weather-resistant signs at the site reposted with this information. He asked council to ask staff any questions that they want answered at the continued public hearing.

Council President Snider suggested Assistant Community Development Director McGuire validate and address the process issues raised tonight. He said residents say they will appeal the legislative decision and he had questions for the city attorney on that. He asked staff if this property (Site A) has ever been considered for park property in any park master plan or rating process for park acquisition.

Councilor Woodard asked if the new homes on 74<sup>th</sup> Avenue are R-12 or a lower density. He asked for a plotting or other visual information on what the different residential zoning areas mean and if lower density had been considered. He expressed concern that he hears there is not enough parking in the neighborhood. He said he supported the zoning change on Site B but has questions on the use of the quasi-judicial process for two properties.

Councilor Henderson advised that the commercial property sign be taken down at Site A until it is zoned correctly. Mayor Cook agreed but said the city does not have an officer that drives around and checks signage unless there is a complaint. Council President Snider asked if real estate signs are controlled by the code and Associate Planner Pagenstecher replied that they do not have to go through the sign permit process.

## **TIGARD CITY COUNCIL MEETING MINUTES – January 12, 2016**

Councilor Woodard verified that Metzger Elementary is the school in that neighborhood and that any development would impact the school. Mayor Cook said that is not the city's issue; it would be up to the school district to handle.

City Manager Wine noted that council is looking at a potential business meeting combined with the CCDA meeting of February 2 and the next available meeting would be March 8. Mayor Cook asked staff what the noticing requirement is and Mr. Pagenstecher said a public hearing is continued to a date certain and no additional notice is required. Councilor Goodhouse said he and Councilor Woodard would be absent on March 8.

Councilor Goodhouse mentioned he liked to keep the zoning the same as the surrounding neighborhood. Council President Snider pointed out that R-25, R-4.5, CG and CP surround Site A and asked which one he considered the neighborhood zone.

Councilor Woodard moved to continue the public hearing to a date certain of February 2 and Council President Snider seconded the motion. Mayor Cook reiterated that the record would be kept open. He conducted a vote and the motion passed unanimously.

	Yes	No
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	

#### 8. CONSIDER AMENDMENT TO CITY MANAGER EMPLOYMENT CONTRACT

Human Resources Director Bennett gave the staff report for this item. She said following their annual evaluation of the city manager, council recommended an employment contract amendment.

Councilor Henderson moved for approval of Contract Amendment No. 6 to the city manager's employment contract. Councilor Goodhouse seconded the motion and Mayor Cook conducted a vote. The motion passed unanimously.

	Yes	No
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	

### **TIGARD CITY COUNCIL MEETING MINUTES – January 12, 2016**

9. LOCAL CONTRACT REVIEW BOARD: CONSIDERATION OF A CONTRACT AWARD TO MURRAY, SMITH AND ASSOCIATES FOR HUNZIKER PROJECT

Public Contracts Manager Barrett, City Engineer Faha, Economic Development Manager Purdy and Engineer Newbury were present for any questions on this item. Public Contracts Manager Barrett said this was discussed at the December 15 council workshop meeting and there is not much new information that was not covered then. More refined numbers were received for Phases 2 and 3 but those phases would receive further refinement and would come back for council consideration. This contract is for engineering services for Phase 1 of the Hunziker infrastructure project. Since the city was going to contract separately with Murray, Smith and Associates for the Red Rock Creek water line project staff proposes rolling that into this contract in order to alleviate administrative costs.

LCRB Member Snider moved for approval of the contract with Murray, Smith and Associates for the Hunziker project and LCRB Member Goodhouse seconded the motion. Chair Cook conducted a vote and announced that the motion passed unanimously.

	Yes	No
LCRB Chair Cook	✓	
LCRB Member Goodhouse	✓	
LCRB Member Henderson	✓	
LCRB Member Snider	✓	
LCRB Member Woodard	✓	

10. DISCUSS PROPOSED FY 2017 CITY COUNCIL BUDGET

Due to the time council agreed to discuss this at the next business meeting. Assistant City Manager Newton handed out to council a copy of their budget with recent changes circled including adding money for a reception and including \$10,000 for TYAC support. A copy has been added to the packet for this meeting.

11. EXECUTIVE SESSION. None scheduled.

12. NON-AGENDA ITEM – City Manager Wine said there will be a council outreach event at the Summerfield Clubhouse on January 28, 2016. She reminded council to wear their name badges. She noted that following the Community Attitude Survey staff also contracted with the vendor to put two focus groups together. Topics are what the barriers are for walking in Tigard and citizen willingness to pay for services and how they want to pay for them. Council may observe the focus groups Tuesday, January 19 at 5:30 and 7:30 p.m. in the Public Works Building. Council’s Thursday packet will have all the details.

**TIGARD CITY COUNCIL MEETING MINUTES – January 12, 2016**

13. ADJOURNMENT

At 10:31 p.m. Council President Snider moved for adjournment. Councilor Goodhouse seconded the motion. Mayor Cook conducted a vote and the motion passed unanimously.

	Yes	No
Mayor Cook	✓	
Councilor Goodhouse	✓	
Councilor Henderson	✓	
Council President Snider	✓	
Councilor Woodard	✓	

\_\_\_\_\_  
Carol A. Krager, City Recorder

Attest:

\_\_\_\_\_  
John L. Cook, Mayor

\_\_\_\_\_

Date

**AIS-2195**

**4.**

**Business Meeting**

**Meeting Date:** 02/09/2016

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

**Agenda Title:** Briefing on Community Development Cost of Service Study

**Submitted By:** Tom McGuire, Community Development

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

**Meeting Type:** Council Business Meeting - Main

**Public Hearing:** No

**Publication Date:**

**Information**

**ISSUE**

Community Development staff have been conducting a cost of service study in advance of updating the land use and permitting fee schedule. This briefing will present the Council with preliminary results of the study and indicate potential changes or adjustments to the fee schedule that may be proposed by staff to Council at the hearing on June 9. At that meeting Council will consider adoption of the fee schedule for FY2015/16.

**STAFF RECOMMENDATION / ACTION REQUEST**

This is a briefing for Council on the cost of service study and preliminary look at the fee schedule. Staff will discuss tentative recommendations with Council. The fee schedule is formally discussed and adopted in June.

**KEY FACTS AND INFORMATION SUMMARY**

The purpose of the cost of service study is to assess the fairness and accuracy of the current land use application fee structure and to analyze and explore policy options for setting the future land use fee structure. It has been at least six years since any previous study has been conducted to assess the land use fees, or to examine the proper level of cost recovery expected from the fees. Additionally, in recent years individual City Councilors have asked questions of staff about the cost of the fees and have indicated that they would like to have a discussion on how land use fees are determined.

Upon completing the initial run of the cost of service study, it appears the current fee schedule for planning-related land use reviews and permits is reasonably sized based on actual city costs. For the major reviews, the fees are at or close to full cost recovery. For lesser reviews, there appears to be some intention to subsidize these reviews and charge fees at 50 percent or less of full-cost recovery.

The current fee schedule does lack some refinement. This is particularly evident where there is a wide range of variability in the intensity of projects within one case type. In such cases, the fee was determined based on an averaging over a wide margin of costs to the city. Pre-application conferences are a good example - where a conference for a lesser review type could actually cost the city substantially less than the fee that is charged.

Staff will review the findings of the study with Council and be prepared to talk through the policy implications and discuss preliminary recommendations for fee schedule changes. The study and fee schedule policy are discussed in detail in the attached memorandum.

Additionally, staff would like to discuss with Council the idea of reducing fees for land use reviews in the Tigard Triangle, as part of the effort to create a lean code process in the triangle. We anticipate that some land use review requirements will go away with the adoption of the form-based code for the Triangle but some land use review types will still be required in certain situations. The lean code procedure concept is one where potential barriers to development such as process time and cost of fees are reduced. This not only provides some incentive for developers but would allow for smaller, more innovative developers and property owners to take part in the development process. Substantially reduced fees in the Triangle would be intended to facilitate more organic and innovative development ideas.

## **OTHER ALTERNATIVES**

Council could opt not to change anything.

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

Comprehensive Plan Goal 2.1 Policy 10

"The City shall institute fees and charges to ensure development pays for development related services and assumes the appropriate costs for impacts on the transportation and other public facility systems."

## **DATES OF PREVIOUS COUNCIL CONSIDERATION**

No previous dates.

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### **Fiscal Impact**

#### **Fiscal Information:**

Anything less than 100 percent cost recovery results in some subsidy of development review by the General Fund. Some of the recommendations for Council consideration would increase that amount of subsidy. This is particularly the case with any reduction in fees for land use review applications within the Tigard Triangle. A more accurate assessment of fiscal impact will be made later on in the process as Council makes detailed decisions on setting land use fees.

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## Attachments

Cost of Service Study

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# **Cost of Service Study Community Development Department January 2016**

## **Purpose and Need**

The purpose of this study is to assess the fairness and accuracy of the current land use application fee structure and to analyze and explore policy options for setting the future land use fee structure. It has been six years or more since any previous study has been conducted to assess the land use fees or to examine the proper level of cost recovery expected from the fees. Additionally, in recent years individual City Councilors have asked questions of staff about the cost of the fees and have indicated that they would like to have a discussion on how land use fees are determined.

## **Methodology**

Land use fees are determined from several sources of information and are not just a factor of a direct recovery of time and materials spent in reviewing land use applications.

Factors considered include:

- Staff time spent for review by planners, permit techs, supervisors, engineers, and finance and administrative staff;
- Comparison to similar fees charged by other jurisdictions;
- Overhead; and
- Council determined percentage of cost recovery.

### Tracking staff time

A basic analysis of the time spent by city staff on processing land use reviews was the first step in the analysis. By gathering information on the time spent by staff on each land use case type, the time can be multiplied by an average hourly rate for each staff person involved to determine the cost in staff time for reviewing each case type. Once the average staff cost per case type is determined, the overhead cost can be added to get an estimate of the average total cost to the city for processing each type of land use case.

Currently, the system the city uses for timesheets and payroll does not allow for tracking of time by project. So in order to determine an average of the time spent by staff for each land use case type, two methods were used. First, individual planners tracked their time on specific land use cases manually for one year. Second, individual time per case was estimated for each case type for the staff in the Engineering Division of the Public Works Department, the Permit Counter intake staff, and for senior and administrative review staff.

The planning staff that are primarily responsible for processing land use cases were instructed to track all of the time they spent on 16 different case types over the course of a year, from July 2013 to July 2014. The results were tabulated for each case type. Check-in meetings were held during the year to make sure the staff were all being consistent in the way that they were tracking their time. Adjustments were made as necessary.

During the time tracking period, the city was still experiencing the effects of the recession, so there was a lower number of cases than desired during the tracking period. The result being many of the case types did not have sufficient reliable information from which to extract good time data. Only those case types that had five or more individual cases tracked, and those that were completed within the review year were used for determining hours worked per case.

**Study Results**

The study results were somewhat disappointing due to the low overall number of land use cases processed during the year and the lack of a way to more accurately track time spent by each staff person, other than their having to track it manually. Additionally, even with multiple check-ins and discussion amongst the staff, there are still likely some differences in the way each staff person accounted for their time. Accordingly, staff also provided anecdotal estimates of the time it takes on average to complete each of the land use review types. The staff estimates were used to supplement the actual tracked time and provide a more reliable estimate for case types that had too few reviews to get an accurate time tracking.

Because of the low number of cases and spotty data, the study focuses on the seven land use review types that had the strongest data. The seven case types and the abbreviations used throughout the report to identify them are as follows:

- Conditional Use Review - CUP
- Minor Site Development Review - MMD
- Pre-application Conference - PRE
- Subdivision - SUB
- Site Development Review - SDR
- Home Occupation Permit - HOP
- Variance - VAR

The results of the combined tracked and estimated review times are shown in Table 1 for the seven case types tracked. Table 1 also shows the average hours worked, multiplied by the average Associate Planner hourly wage to determine the average cost for planner review.

**Table 1.**

Case type	Avg. hrs. per type	Associate Planner	Total
CUP	40	\$94.00	\$3,760.00
MMD	6	\$94.00	\$564.00
PRE	4	\$94.00	\$376.00
SUB	35	\$94.00	\$3,290.00
SDR	40	\$94.00	\$3,760.00
HOP	12	\$94.00	\$1,128.00
VAR	8	\$94.00	\$752.00

In addition to the cost of planner review time, the cost of other senior and administrative staff support was added into the total to determine the full cost to CD of processing these land use reviews. The cost of review time for staff in the Engineering Division of Public Works was also estimated and added to the overall cost. Table 2 displays these additional costs with the overall total, and provides a comparison to the current fee for each of the studied land use review types. Although City Council eliminated the Long Range Planning surcharge in 2015, the current fee reflects a total where the surcharge was annually added to the fee over many years. Currently, fees are increased each year based only on the Construction Cost Index.

**Table 2.**

<b>Case type</b>	<b>Associate Planner</b>	<b>SR. Admin.</b>	<b>Asst. Dir.</b>	<b>Engineer ing</b>	<b>Total</b>	<b>Current Fee</b>
CUP	\$3,760.00	\$126.00	\$616.00	\$2,821.44	\$7,323.44	\$6,558.00
MMD	\$564.00	n/a	\$154.00	\$869.20	\$1,587.20	\$718.00
PRE	\$376.00	n/a	\$77.00	\$1,225.76	\$1,678.76	\$718.00
SUB*	\$3,290.00	\$126.00	\$924.00	\$4,279.29	\$8,619.29	\$6,424.00 to \$8,890.00
SDR**	\$3,760.00	\$94.50	\$616.00	\$2,821.44	\$7,291.94	\$7,228.00
HOP	\$1,128.00	\$31.50	\$77.00	\$217.30	\$1,453.80	\$718.00
VAR	\$752.00	\$31.50	\$154.00	\$481.73	\$1,419.23	\$769.00

\* Current fee also requires \$93.00 per lot

\*\* Current fee is split with \$4735.00 for projects under \$1,000,000.00, and \$6/each additional \$10,000.00 over \$1M

### **Jurisdictional Comparisons**

A comparison of Tigard land use fees with other jurisdiction land use fees can be useful to get a sense of where Tigard fits in the region. Keep in mind that there are a lot of variables that factor in for why one jurisdiction may be different from another—such as differing cost recovery targets. Also, some of the review types may not compare directly. For example, a Tigard Site Development Review may not have a direct equivalent in another jurisdiction, which may use a different type of design review.

Nonetheless, a comparison is useful to provide a reality check and to inform cost recovery and policy decisions. Fifteen Oregon jurisdictions were evaluated. Table 3 shows the comparison for the seven land use case types studied between Tigard and six of the jurisdictions that most closely match Tigard’s population. (Attachment 1 contains the data for all 15 jurisdictions.)

**Table 3.**

Case type	Beaver- ton	Lake Oswego	Hillsboro	Oregon City	Gresham	Salem	Tigard
<b>CUP</b>	\$700.00 to \$2,922.00	\$5,091.00	\$2,625.00	\$3,706.00	\$891.00 to \$6,203.00	\$2,532.00	<b>\$718.00 to \$6,558.00</b>
<b>MMD</b>	\$1,842.00	\$151.00	\$315.00	\$808.00	\$359.00	\$503.50	<b>\$718.00</b>
<b>PRE</b>	\$245.00	\$341.00 to \$1,814.00	NC	\$538.00 to \$1,044.00	\$537.00 to \$1,509.00	\$419.50	<b>\$718.00</b>
<b>SUB</b>	\$4,276.00 + \$98.00 per lot	\$5,102.00 + \$222 per lot	\$2,100.00	\$4,042.00 + \$337.00 per lot	\$7,088.00 + \$359.00 per lot	\$6,783.00	<b>\$6,424.00 to \$8,890.00 + \$93.00 per lot</b>
<b>SDR</b>	\$4,051.00	\$985.00	\$5,775.00	\$53,728.0 0	\$8,558.00	\$2,454.00	<b>\$7,228.00</b>
<b>HOP</b>	\$516.00	NC*	NC	NA	\$1,687.00	NA	<b>\$718.00</b>
<b>VAR</b>	\$2,153.00	\$3,572.00 + \$460.00 each additional	\$1,785.00	\$2,440.00	\$5,318.00	\$2,528.50	<b>\$769.00</b>

NC - No charge

NA - No applicable/equivalent review

\* Business license fee only

The comparison to the other six jurisdictions shows Tigard to be somewhat on the high end generally. This holds true for other review types not included in the table. The fees vary a great deal from fee to fee and between jurisdictions. The fees for the other jurisdictions are established to also reflect the cost of processing the reviews in combination with other policy interests and cost recovery goals. The following section explores policy issues and considerations for Tigard.

### Policy Discussion

A principal policy consideration in setting land use application fees is percentage of cost recovery. Cost recovery is a targeted percentage of the actual cost of processing applications that is set to be recovered through fee revenue. Some jurisdictions such as the City of Portland set fees to recover 100 percent of the cost of processing applications and permits. There are pros and cons to any decision on setting percentage of cost recovery. Some factors that need to be considered include low income or reduced income subsidy, cost averaging, and incentives.

#### Low income or reduced income subsidy

Some jurisdictions reduce fees on certain applications that are often applied for by low or fixed income residents, such as adjustments, as a way to provide some relief to those populations. This is a pretty blunt instrument in this context however. Fee waiver processes are better used in this context and can be more targeted and likely more effective. One argument in favor of setting fees at some level below full cost recovery is that the land use review and permitting process provides public benefits that are being realized, and that subsidizing private development applications to some degree with general fund dollars provides public support for those public benefits.

The City of Tigard currently collects all planning fee revenue directly into the general fund, and the planning functions of the Community Development Department are fully funded through general

fund dollars. This analysis is only looking at the planning and land use related permit and application fees. The Building Division of Community Development is funded through a wholly separate and independent Building Fund supported through building permit fees. There is no equivalent separate fund made up of planning-related land use and permit fees.

Looking at the cost estimates for the land use review types shown in Table 2 and comparing them to the current fees charged shows that Tigard is likely subsidizing most fees with general fund dollars. The subdivision fee and site development review fee are the only ones close or at full cost recovery. The minor site development review, pre-application conference, and home occupation fees are at or below the 50 percent cost recovery level at 45, 43, and 49 percent respectively. Even at this level of cost recovery, CD staff have received complaints about the high level of fees for pre-applications and home occupation reviews.

### Cost averaging

One concern expressed by the public regarding the current fee schedule is that in some instances the cost of processing a wide variety of cases is averaged and the fee is based on that average. For review types with projects that vary widely in size and scope, this can lead to an expensive fee for relatively small projects. In particular, this occurs with pre-applications and minor site development review. This leads to situations where two applicants are paying the same fee of \$718.00 for a pre-application conference but one is proposing a 300-lot subdivision and planned development and the other is proposing a home occupation for a hair stylist. The home occupation pre-application conference takes considerably less time to prepare for and to conduct. Additionally, fewer staff from other city departments or outside agencies are involved in the home occupation conference than are involved in the subdivision conference. This is a legitimate issue that needs Council consideration.

### Incentives

State law under ORS 227.175 requires that a governing body “shall establish fees charged for processing permits at an amount no more than the actual or average cost of providing that service.” Even with this limitation in place, it is still possible to set fees in a way that provides some incentive or disincentive for certain applications. For example, some jurisdictions may charge the full cost for processing of applications for sensitive lands, wetlands, or floodplain development as a disincentive but charge less than full cost for pre-applications, planned developments, or accessory dwelling units as an incentive, or at least to lessen the disincentive, to encourage those types of development.

## **Recommendations**

After conducting the cost of service study, it appears the current fee schedule for planning-related land use reviews and permits is reasonably sized based on actual city costs. For the major reviews, the fees are at or close to full cost recovery. For lesser reviews, there appears to be some intention to subsidize these reviews and charge fees at 50 percent or less of full-cost recovery.

The current fee schedule does lack some refinement. This is particularly evident where there is a wide range of variability in the intensity of projects within one case type. In such cases the fee was determined based on an averaging over a wide margin of costs to the city. Pre-application conferences are a good example, where a conference for a lesser review type could actually cost the city substantially less than the fee that is charged.

Staff have reviewed the current fee schedule looking for opportunities for refinement centered on elements of the policy discussion above. Based on our review, the following changes are proposed to the Land Use Fee Schedule for Council consideration:

<b>Review Type</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Reasoning and Discussion</b>
<b>Accessory Residential Units</b>	\$351.00	\$250.00	Lower fee is proposed as an incentive. Accessory rental units are supportive of the Strategic Plan.
<b>Home Occupation Type II</b>	\$718.00	\$300.00	Lower fee is proposed as an incentive. Home occupations are supportive of the Strategic Plan.
<b>Minor Site Development Review</b>	\$718.00	\$300.00	This is one of the review types where the scale of development can vary widely and that broad span is averaged in the fee. Some very minor development proposals end up paying more than actual cost to meet the average cost for all development types.
<b>Planned Development</b>	\$9,286.00 for concept plan plus \$450.00 or \$2,771.00 and the full SUB or SDR fee	\$9,286.00 plus \$93.00 per lot	This change is proposed to reduce the overall cost for planned development (PD) review in an effort to provide some incentive to use the PD process. The PD process provides many public benefits, and allows for a more site specific design treatment for development. The current fee is one of the highest that the city charges and can act as a deterrent to developers to use the process.
<b>Pre-application Conferences</b>	\$718.00	\$718.00 for major cases \$300.00 for minor cases	This proposed change would create a lesser fee for pre-application conferences for minor land use cases, which would be defined as Type I or II reviews. This more accurately reflects the amount of staff effort necessary to prepare for and conduct the conference.
<b>Subdivisions</b>	\$6,424.00 to \$8,890.00 plus \$93.00 per lot	\$8,890.00 plus \$93.00 per lot	The fee schedule for subdivisions is needlessly complicated and tied to the PD fee. By separating the PD and subdivision fees we can clear up a lot of confusion and eliminate some disincentive for PD applications.

**AIS-2492**

**5.**

**Business Meeting**

**Meeting Date:** 02/09/2016

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

**Agenda Title:** Info. Public Hearing: FY 2016 Second Quarter Budget Supplemental

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

**Item Type:** Resolution  
Public Hearing -  
Informational

**Meeting Type:** Council  
Business  
Meeting -  
Main

**Public Hearing** Yes

**Newspaper Legal Ad Required?:**

**Public Hearing Publication** 01/12/2016

**Date in Newspaper:**

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**Information**

**ISSUE**

A second quarter supplemental amendment to the FY 2016 Adopted Budget is being requested. The purpose of the supplemental is to account for revenues and expenses that were unknown at the time of budget adoption. The amendment includes requested budget adjustments in city operations.

**STAFF RECOMMENDATION / ACTION REQUEST**

Approve the second quarter amendment to the FY 2016 Adopted Budget.

**KEY FACTS AND INFORMATION SUMMARY**

The second quarter supplemental includes recognition of revenues and expenses from the following:

**Police**

Recognition of revenues and expenses from grants and donations totalling \$33,138.

- Grant funding was received for police overtime for Oregon Impact missions conducted for DUII and pedestrian cross {\$13,390};
- Oregon Department of Transportation (ODOT) for extra construction zone patrols and seatbelt enforcement missions {\$13,635};
- Officer and administrative staff overtime for the Distracted Driving Program {\$1,940};
- A private donation for the purchase of ballistic vests for the city's two K-9's in the

amount of \$2,340.

- Additionally, a total of \$15,000 in donations in FY 2015 for the purchase of another police dog including one-time startup costs. Actual costs for the K-9 amounted to \$13,107. A carryforward is being requested in the amount of \$1,893 to fund specialized K-9 handler training.

### Transit Officer

- Council approved the intergovernmental agreement with TriMet for an additional 1.0 FTE within the Transit Police. The position will be funded by a reimbursement from TriMet in the amount of \$130,000 annually. The position will be staffed for approximately 3 months of this fiscal year and the prorated adjustment for this fiscal year is \$32,500.

### **Public Works**

Budget adjustments for operations totaling \$18,290.

- Street Maintenance Division-A request in the amount of \$1,275 is needed to reimburse the Gas Tax Fund for the creation of signage for the Lighter, Quicker, Cheaper projects. With this request, the amount remaining in the LQC program is approximately \$77,000.
- Administration-A request to recognize grant revenues and expenditures from the Oregon Military Department for Community Emergency Response Team (CERT) supplies totaling \$3,790.
- Parks Utility-A total of \$5,225 is requested to pay for the installation of playground equipment at Summerlake Park.
- Engineering-A request in the amount of \$8,000 is needed to pay for staff time used to comply with the Department of State Lands regulations for stream and wetland mitigation. Mitigation is required for the next 3-5 years on the sewer repair project that is downstream of 68th Parkway.

### **Capital Improvement Program-Bull Mountain Park**

- An additional appropriation in the amount of \$20,000 is being requested to be used as matching funds for a \$125,900 Metro grant obtained by the Friends of Bull Mountain Park to build a paved ADA pathway. This project was ranked a high priority among staff and the Parks and Recreation Advisory Board.

### **Policy & Administration**

Budget adjustments for operations totaling \$52,000.

- City Recorder/Records-A total of \$37,000 is needed to pay for the two charter amendments and one general obligation bond measure that were on the November 3, 2015 ballot.
- Financial Operations CIP Support-A request is being made to add .20 FTE to the Accountant position that is currently at .80 FTE. This request is needed in order to meet the workload demands. The primary driver of workload is the expanding need to assist with accounting and reporting of the city's Capital Improvement Program. The additional .20 FTE costs \$15,000 bringing the position to a full 1.0 FTE.

### **OTHER ALTERNATIVES**

Do not approve the second quarter amendment to the FY 2016 Adopted Budget.

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

**DATES OF PREVIOUS CONSIDERATION**

N/A

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**Fiscal Impact**

**Cost:** 127,763

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

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

**Additional Fiscal Notes:**

The total impact of this amendment will increase the FY 2016 Adopted Budget by \$127,763. Although the supplemental consists of increased requirements, they are offset by additional resources such as grants, and contingency. Exhibits A, and B contain the details of each budgetary item to the impacted fund(s) and the capital projects. Exhibit C summarizes the items by fund for all city funds.

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**Attachments**

Resolution

Exhibit A

Exhibit B

Exhibit C

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

A RESOLUTION TO AMEND THE FY 2016 ADOPTED BUDGET TO ACHIEVE THE FOLLOWING: RECOGNITION OF GRANT REVENUES AND EXPENSES ALONG WITH BUDGET ADJUSTMENTS IN PUBLIC WORKS, COMMUNITY SERVICES, POLICY & ADMINISTRATION, AND THE CAPITAL IMPROVEMENT PROGRAM.

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WHEREAS, the city acknowledges those items that were unknown at the time the FY 2016 Budget was adopted; and

WHEREAS, the city recognizes approximately \$127,763 of unanticipated requirements in operations and the capital improvement program; and

WHEREAS, the city acknowledges that the increase in unanticipated requirements is offset by transfers, and fund contingencies.

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

SECTION 1: The FY 2015-16 Budget is hereby amended as detailed in Exhibit A.

SECTION : This resolution is effective immediately upon passage.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2016.

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Mayor - City of Tigard

ATTEST:

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City Recorder - City of Tigard

**Q2PD01. Recognition of revenues and expenditures from grants, donations, and carryforwards.**

The city received a total of \$33,198 in grant revenues for the following:

- \*\$13,390 from Oregon Impact for extra DUII and pedestrian crossing missions;
- \*\$13,635 for the Oregon Dept.of Transportation for extra construction work zone patrols and seatbelt enforcement missions;
- \*\$2,340 is from the K9 Trust Account for the purchase of vests for the two K9's;
- \*\$1,893 in carryforward funds is needed to fund specialized K9 handler training; and \$1,940 of revenue from the Distracted Driver Program is being recognized to be used to pay for officer and administrative overtime in operating the program.

As a result, intergovernmental, charges for services, miscellaneous, and beginning fund balance revenues will increase by \$33,198 in General Fund with an equal increase in Community Services program expenditures.

		Q1 Revised Budget	Amendment	Q2 Revised Budget
<b>General Fund</b>				
<b>Resources</b>	<b>Beginning Fund Balance</b>	\$ 10,779,593	\$ 1,893	\$ 10,781,486
	Property Taxes	\$ 14,330,765		\$ 14,330,765
	Franchise Fees	\$ 5,909,165		\$ 5,909,165
	Licenses & Permits	\$ 1,352,420		\$ 1,352,420
	Intergovernmental	\$ 5,442,785	\$ 27,025	\$ 5,469,810
	Charges for Services	\$ 3,039,908	\$ 1,940	\$ 3,041,848
	Fines & Forfeitures	\$ 873,006		\$ 873,006
	Interest Earnings	\$ 103,722		\$ 103,722
	Miscellaneous	\$ 56,432	\$ 2,340	\$ 58,772
	Other Financing Sources	\$ -		\$ -
	Transfers In from Other Funds	\$ 57,750		\$ 57,750
	<b>Total Resources</b>	<b>\$ 41,945,546</b>	<b>\$ 33,198</b>	<b>\$ 41,978,744</b>
<b>Requirements</b>				
	Community Development	\$ 4,043,179		\$ 4,043,179
	Community Services	\$ 22,294,039	\$ 33,198	\$ 22,327,237
	Policy and Administration	\$ 906,662		\$ 906,662
	Public Works	\$ 4,256,072		\$ 4,256,072
	<b>Program Expenditures Total</b>	<b>\$ 31,499,952</b>	<b>\$ 33,198</b>	<b>\$ 31,533,150</b>
	Debt Service	\$ -		\$ -
	Loans	\$ -		\$ -
	Work-In-Progress	\$ -		\$ -
	Transfers to Other Funds	\$ 3,504,936		\$ 3,504,936
	Contingency	\$ 978,868		\$ 978,868
	<b>Total Budget</b>	<b>\$ 35,983,756</b>	<b>\$ 33,198</b>	<b>\$ 36,016,954</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 5,961,790</b>	<b>\$ -</b>	<b>\$ 5,961,790</b>
	<b>Total Requirements</b>	<b>\$ 41,945,546</b>	<b>\$ 33,198</b>	<b>\$ 41,978,744</b>

**Q2PD02. Transit Officer**

TriMet has approved an additional 1.0 FTE in Transit Police for the city. This position is expected to be filled by March 2016. Therefore, a prorated amount of \$32,500 is required to pay for the position this fiscal year. The new position will be budgeting in FY 2017 at approximately \$130,000 for the full fiscal year. As a result, intergovernmental revenues in General Fund will increase by \$32,500 with an equal increase in Community Services program expenditures.

		Q1 Revised Budget	Amendment	Q2 Revised Budget
<b>General Fund</b>				
<b>Resources</b>	<b>Beginning Fund Balance</b>	\$ 10,779,593		\$ 10,779,593
	Property Taxes	\$ 14,330,765		\$ 14,330,765
	Franchise Fees	\$ 5,909,165		\$ 5,909,165
	Licenses & Permits	\$ 1,352,420		\$ 1,352,420
	Intergovernmental	\$ 5,442,785	\$ 32,500	\$ 5,475,285
	Charges for Services	\$ 3,039,908		\$ 3,039,908
	Fines & Forfeitures	\$ 873,006		\$ 873,006
	Interest Earnings	\$ 103,722		\$ 103,722
	Miscellaneous	\$ 56,432		\$ 56,432
	Other Financing Sources	\$ -		\$ -
	Transfers In from Other Funds	\$ 57,750		\$ 57,750
	<b>Total Resources</b>	<b>\$ 41,945,546</b>	<b>\$ 32,500</b>	<b>\$ 41,978,046</b>
<b>Requirements</b>				
	Community Development	\$ 4,043,179		\$ 4,043,179
	Community Services	\$ 22,294,039	\$ 32,500	\$ 22,326,539
	Policy and Administration	\$ 906,662		\$ 906,662
	Public Works	\$ 4,256,072		\$ 4,256,072
	<b>Program Expenditures Total</b>	<b>\$ 31,499,952</b>	<b>\$ 32,500</b>	<b>\$ 31,532,452</b>
	Debt Service	\$ -		\$ -
	Loans	\$ -		\$ -
	Work-In-Progress	\$ -		\$ -
	Transfers to Other Funds	\$ 3,504,936		\$ 3,504,936
	Contingency	\$ 978,868		\$ 978,868
	<b>Total Budget</b>	<b>\$ 35,983,756</b>	<b>\$ 32,500</b>	<b>\$ 36,016,256</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 5,961,790</b>	<b>\$ -</b>	<b>\$ 5,961,790</b>
	<b>Total Requirements</b>	<b>\$ 41,945,546</b>	<b>\$ 32,500</b>	<b>\$ 41,978,046</b>

**Q2PW01. Signage for Lighter, Quicker, Cheaper projects.**

A request to reimburse the Gas Tax Fund for the creation of signage for the city's LQC projects. This action will result in a decrease of General Fund contingency in the amount of \$1,275 with an increase in transfers. Public works program expenditures will increase by \$1,275.

<u>Fund 1 of 2</u>		<b>Q1</b>		<b>Q2</b>	
		<b>Revised</b>		<b>Revised</b>	
<b>General Fund</b>		<b>Budget</b>	<b>Amendment</b>	<b>Budget</b>	
<b>Resources</b>	<b>Beginning Fund Balance</b>	<b>\$ 10,779,593</b>		<b>\$ 10,779,593</b>	
	Property Taxes	\$ 14,330,765		\$ 14,330,765	
	Franchise Fees	\$ 5,909,165		\$ 5,909,165	
	Licenses & Permits	\$ 1,352,420		\$ 1,352,420	
	Intergovernmental	\$ 5,442,785		\$ 5,442,785	
	Charges for Services	\$ 3,039,908		\$ 3,039,908	
	Fines & Forfeitures	\$ 873,006		\$ 873,006	
	Interest Earnings	\$ 103,722		\$ 103,722	
	Miscellaneous	\$ 56,432		\$ 56,432	
	Other Financing Sources	\$ -		\$ -	
	Transfers In from Other Funds	\$ 57,750		\$ 57,750	
	<b>Total Resources</b>	<b>\$ 41,945,546</b>	<b>\$ -</b>	<b>\$ 41,945,546</b>	
<b>Requirements</b>					
	Community Development	\$ 4,043,179		\$ 4,043,179	
	Community Services	\$ 22,294,039		\$ 22,294,039	
	Policy and Administration	\$ 906,662		\$ 906,662	
	Public Works	\$ 4,256,072		\$ 4,256,072	
	<b>Program Expenditures Total</b>	<b>\$ 31,499,952</b>	<b>\$ -</b>	<b>\$ 31,499,952</b>	
	Debt Service	\$ -		\$ -	
	Loans	\$ -		\$ -	
	Work-In-Progress	\$ -		\$ -	
	Transfers to Other Funds	\$ 3,504,936	\$ 1,275	\$ 3,506,211	
	Contingency	\$ 978,868	\$ (1,275)	\$ 977,593	
	<b>Total Budget</b>	<b>\$ 35,983,756</b>	<b>\$ -</b>	<b>\$ 35,983,756</b>	
	<b>Reserve For Future Expenditure</b>	<b>\$ 5,961,790</b>	<b>\$ -</b>	<b>\$ 5,961,790</b>	
	<b>Total Requirements</b>	<b>\$ 41,945,546</b>	<b>\$ -</b>	<b>\$ 41,945,546</b>	

**Q2PW01. Signage for Lighter, Quicker, Cheaper projects.**

A request to reimburse the Gas Tax Fund for the creation of signage for the city's LQC projects. This action will result in a decrease of General Fund contingency in the amount of \$1,275 with an increase in transfers. Public works program expenditures will increase by \$1,275.

<b>Fund 2 of 2</b>		<b>Q1</b>		<b>Q2</b>
		<b>Revised</b>	<b>Amendment</b>	<b>Revised</b>
<b>Gas Tax Fund</b>		<b>Budget</b>		<b>Budget</b>
<b>Resources</b>	<b>Beginning Fund Balance</b>	<b>\$ 1,028,122</b>		<b>\$ 1,028,122</b>
	Property Taxes	\$ -		\$ -
	Franchise Fees	\$ -		\$ -
	Licenses & Permits	\$ 5,872		\$ 5,872
	Intergovernmental	\$ 3,070,117		\$ 3,070,117
	Charges for Services	\$ -		\$ -
	Fines & Forfeitures	\$ -		\$ -
	Interest Earnings	\$ 55,732		\$ 55,732
	Miscellaneous	\$ 62,818		\$ 62,818
	Other Financing Sources	\$ -		\$ -
	Transfers In from Other Funds	\$ 135,000	\$ 1,275	\$ 136,275
	<b>Total Resources</b>	<b>\$ 4,357,661</b>	<b>\$ 1,275</b>	<b>\$ 4,358,936</b>
<b>Requirements</b>				
	Community Development	\$ -		\$ -
	Community Services	\$ -		\$ -
	Policy and Administration	\$ -		\$ -
	Public Works	\$ 2,201,046	\$ 1,275	\$ 2,202,321
	<b>Program Expenditures Total</b>	<b>\$ 2,201,046</b>	<b>\$ 1,275</b>	<b>\$ 2,202,321</b>
	Debt Service	\$ 592,425		\$ 592,425
	Loans	\$ -		\$ -
	Work-In-Progress	\$ -		\$ -
	Transfers to Other Funds	\$ 552,639		\$ 552,639
	Contingency	\$ 200,000		\$ 200,000
	<b>Total Budget</b>	<b>\$ 3,546,110</b>	<b>\$ 1,275</b>	<b>\$ 3,547,385</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 811,551</b>	<b>\$ -</b>	<b>\$ 811,551</b>
	<b>Total Requirements</b>	<b>\$ 4,357,661</b>	<b>\$ 1,275</b>	<b>\$ 4,358,936</b>

**Q2PW02. Recognition of grant revenues and expenditures.**

A request to recognize \$3,790 of grant revenues and expenditures from the Oregon Military Department for Community Emergency Response Team (CERT) supplies. This action will result in an increase in General Fund intergovernmental revenues by \$3,790 with an equal increase in Public Works program expenditures.

		Q1 Revised Budget	Amendment	Q2 Revised Budget
<b>General Fund</b>				
<b>Resources</b>	<b>Beginning Fund Balance</b>	\$ 10,779,593		\$ 10,779,593
	Property Taxes	\$ 14,330,765		\$ 14,330,765
	Franchise Fees	\$ 5,909,165		\$ 5,909,165
	Licenses & Permits	\$ 1,352,420		\$ 1,352,420
	Intergovernmental	\$ 5,442,785	\$ 3,790	\$ 5,446,575
	Charges for Services	\$ 3,039,908		\$ 3,039,908
	Fines & Forfeitures	\$ 873,006		\$ 873,006
	Interest Earnings	\$ 103,722		\$ 103,722
	Miscellaneous	\$ 56,432		\$ 56,432
	Other Financing Sources	\$ -		\$ -
	Transfers In from Other Funds	\$ 57,750		\$ 57,750
	<b>Total Resources</b>	<b>\$ 41,945,546</b>	<b>\$ 3,790</b>	<b>\$ 41,949,336</b>
<b>Requirements</b>				
	Community Development	\$ 4,043,179		\$ 4,043,179
	Community Services	\$ 22,294,039		\$ 22,294,039
	Policy and Administration	\$ 906,662		\$ 906,662
	Public Works	\$ 4,256,072	\$ 3,790	\$ 4,259,862
	<b>Program Expenditures Total</b>	<b>\$ 31,499,952</b>	<b>\$ 3,790</b>	<b>\$ 31,503,742</b>
	Debt Service	\$ -		\$ -
	Loans	\$ -		\$ -
	Work-In-Progress	\$ -		\$ -
	Transfers to Other Funds	\$ 3,504,936		\$ 3,504,936
	Contingency	\$ 978,868		\$ 978,868
	<b>Total Budget</b>	<b>\$ 35,983,756</b>	<b>\$ 3,790</b>	<b>\$ 35,987,546</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 5,961,790</b>	<b>\$ -</b>	<b>\$ 5,961,790</b>
	<b>Total Requirements</b>	<b>\$ 41,945,546</b>	<b>\$ 3,790</b>	<b>\$ 41,949,336</b>

**Q2PW03. Playground equipment installation**

A request is being made in the amount of \$5,225 for the installation of playground equipment at Summerlake Park. This action will decrease contingency in Parks Utility by \$5,225 with an equal increase in Public Works program expenditures. The equipment will be purchased with revenue obtained from surplus in the General Fund. Revenue from General Fund supports the Parks Utility Fund which will support the use of contingency.

		Adopted	Amendment	Q2
		Budget		Revised
				Budget
<b>Parks Utility</b>				
<b>Resources</b>	<b>Beginning Fund Balance</b>	\$ -		\$ -
	Property Taxes	\$ -		\$ -
	Franchise Fees	\$ -		\$ -
	Licenses & Permits	\$ -		\$ -
	Intergovernmental	\$ -		\$ -
	Charges for Services	\$ -		\$ -
	Fines & Forfeitures	\$ -		\$ -
	Interest Earnings	\$ -		\$ -
	Miscellaneous	\$ -		\$ -
	Other Financing Sources	\$ -		\$ -
	Transfers In from Other Funds	\$ 2,250,000		\$ 2,250,000
	<b>Total Resources</b>	<b>\$ 2,250,000</b>	<b>\$ -</b>	<b>\$ 2,250,000</b>
<b>Requirements</b>				
	Community Development	\$ -		\$ -
	Community Services	\$ -		\$ -
	Policy and Administration	\$ -		\$ -
	Public Works	\$ 2,203,414	\$ 5,225	\$ 2,208,639
	<b>Program Expenditures Total</b>	<b>\$ 2,203,414</b>	<b>\$ 5,225</b>	<b>\$ 2,208,639</b>
	Debt Service	\$ -		\$ -
	Loans	\$ -		\$ -
	Work-In-Progress	\$ -		\$ -
	Transfers to Other Funds	\$ -		\$ -
	Contingency	\$ 40,000	\$ (5,225)	\$ 34,775
	<b>Total Budget</b>	<b>\$ 2,243,414</b>	<b>\$ -</b>	<b>\$ 2,243,414</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 6,586</b>	<b>\$ -</b>	<b>\$ 6,586</b>
	<b>Total Requirements</b>	<b>\$ 2,250,000</b>	<b>\$ -</b>	<b>\$ 2,250,000</b>

**Q2PW04. Mitigation Site Maintenance**

A total of \$8,000 is being requested to pay for staff time related to the Department of State Lands mandate for the city to comply with wetland and stream mitigation requirements that were triggered by a sewer repair project downstream of 68th and Parkway that the city will have to perform for the next 3 to 5 years. As a result, contingency within the Sanitary Sewer Fund will decrease by \$8,000 with an increase in transfers. Public Works program expenditures in the General Fund will increase by \$8,000.

<u>Fund 1 of 2</u>		<b>Q1</b>		<b>Q2</b>	
		<b>Revised</b>	<b>Amendment</b>	<b>Revised</b>	
		<b>Budget</b>		<b>Budget</b>	
<b>Sanitary Sewer Fund</b>					
<b>Resources</b>	<b>Beginning Fund Balance</b>	\$ 3,595,376		\$ 3,595,376	
	Property Taxes	\$ -		\$ -	
	Franchise Fees	\$ -		\$ -	
	Licenses & Permits	\$ 16,549		\$ 16,549	
	Intergovernmental	\$ 221,770		\$ 221,770	
	Charges for Services	\$ 1,590,932		\$ 1,590,932	
	Fines & Forfeitures	\$ -		\$ -	
	Interest Earnings	\$ 100,333		\$ 100,333	
	Miscellaneous	\$ 143,091		\$ 143,091	
	Other Financing Sources	\$ -		\$ -	
	Transfers In from Other Funds	\$ -		\$ -	
	<b>Total Resources</b>	<b>\$ 5,668,051</b>	<b>\$ -</b>	<b>\$ 5,668,051</b>	
<b>Requirements</b>					
	Community Development	\$ -		\$ -	
	Community Services	\$ -		\$ -	
	Policy and Administration	\$ -		\$ -	
	Public Works	\$ 1,960,087		\$ 1,960,087	
	<b>Program Expenditures Total</b>	<b>\$ 1,960,087</b>	<b>\$ -</b>	<b>\$ 1,960,087</b>	
	Debt Service	\$ -		\$ -	
	Loans	\$ -		\$ -	
	Work-In-Progress	\$ 984,693		\$ 984,693	
	Transfers to Other Funds	\$ 85,434	\$ 8,000	\$ 93,434	
	Contingency	\$ 400,000	\$ (8,000)	\$ 392,000	
	<b>Total Budget</b>	<b>\$ 3,430,214</b>	<b>\$ -</b>	<b>\$ 3,430,214</b>	
	<b>Reserve For Future Expenditure</b>	<b>\$ 2,237,837</b>	<b>\$ -</b>	<b>\$ 2,237,837</b>	
	<b>Total Requirements</b>	<b>\$ 5,668,051</b>	<b>\$ -</b>	<b>\$ 5,668,051</b>	

**Q2PW04. Mitigation Site Maintenance**

A total of \$8,000 is being requested to pay for staff time related to the Department of State Lands mandate for the city to comply with wetland and stream mitigation requirements that were triggered by a sewer repair project downstream of 68th and Parkway that the city will have to perform for the next 3 to 5 years.

As a result, contingency within the Sanitary Sewer Fund will decrease by \$8,000 with an increase in transfers. Public Works program expenditures in the General Fund will increase by \$8,000.

**Fund 2 of 2**

	<b>Q1 Revised Budget</b>	<b>Amendment</b>	<b>Q2 Revised Budget</b>
<b>General Fund</b>			
<b>Resources</b>	<b>Beginning Fund Balance</b>	<b>\$ 10,779,593</b>	<b>\$ 10,779,593</b>
Property Taxes	\$ 14,330,765		\$ 14,330,765
Franchise Fees	\$ 5,909,165		\$ 5,909,165
Licenses & Permits	\$ 1,352,420		\$ 1,352,420
Intergovernmental	\$ 5,442,785		\$ 5,442,785
Charges for Services	\$ 3,039,908		\$ 3,039,908
Fines & Forfeitures	\$ 873,006		\$ 873,006
Interest Earnings	\$ 103,722		\$ 103,722
Miscellaneous	\$ 56,432		\$ 56,432
Other Financing Sources	\$ -		\$ -
Transfers In from Other Funds	\$ 57,750	\$ 8,000	\$ 65,750
<b>Total Resources</b>	<b>\$ 41,945,546</b>	<b>\$ 8,000</b>	<b>\$ 41,953,546</b>
<b>Requirements</b>			
Community Development	\$ 4,043,179		\$ 4,043,179
Community Services	\$ 22,294,039		\$ 22,294,039
Policy and Administration	\$ 906,662		\$ 906,662
Public Works	\$ 4,256,072	\$ 8,000	\$ 4,264,072
<b>Program Expenditures Total</b>	<b>\$ 31,499,952</b>	<b>\$ 8,000</b>	<b>\$ 31,507,952</b>
Debt Service	\$ -		\$ -
Loans	\$ -		\$ -
Work-In-Progress	\$ -		\$ -
Transfers to Other Funds	\$ 3,504,936		\$ 3,504,936
Contingency	\$ 978,868		\$ 978,868
<b>Total Budget</b>	<b>\$ 35,983,756</b>	<b>\$ 8,000</b>	<b>\$ 35,991,756</b>
<b>Reserve For Future Expenditure</b>	<b>\$ 5,961,790</b>	<b>\$ -</b>	<b>\$ 5,961,790</b>
<b>Total Requirements</b>	<b>\$ 41,945,546</b>	<b>\$ 8,000</b>	<b>\$ 41,953,546</b>

**Q2PW05. Capital Improvement Program-Bull Mountain Park**

A request in the amount of \$20,000 is needed to secure grant funding from Metro as the city's match for totaling \$125,900. The money will be used to pay for the construction of park pathway that meets the American with Disabilities Act standards. The Friends of Bull Mountain Park have been integral in securing the majority of the funding in grants and private donations for park improvements. This project was ranked a high priority by staff and the Park & Recreation Advisory Board. With this action, contingency in Parks SDC's will decrease by \$20,000. Transfers will increase with a \$20,000 increase in capital program expenditures in the Parks Capital Fund.

<b>Fund 1 of 2</b>		<b>Adopted Budget</b>		<b>Amendment</b>		<b>Q2 Revised Budget</b>	
<b>Parks SDC Fund</b>							
<b>Resources</b>	<b>Beginning Fund Balance</b>	<b>\$ 1,000,054</b>				<b>\$ 1,000,054</b>	
	Property Taxes	\$ -				\$ -	
	Franchise Fees	\$ -				\$ -	
	Licenses & Permits	\$ 478,027				\$ 478,027	
	Intergovernmental	\$ -				\$ -	
	Charges for Services	\$ -				\$ -	
	Fines & Forfeitures	\$ -				\$ -	
	Interest Earnings	\$ 19,782				\$ 19,782	
	Miscellaneous	\$ -				\$ -	
	Other Financing Sources	\$ -				\$ -	
	Transfers In from Other Funds	\$ -				\$ -	
	<b>Total Resources</b>	<b>\$ 1,497,863</b>	<b>\$ -</b>			<b>\$ 1,497,863</b>	
<b>Requirements</b>							
	Community Development	\$ -				\$ -	
	Community Services	\$ -				\$ -	
	Policy and Administration	\$ -				\$ -	
	Public Works	\$ -				\$ -	
	<b>Program Expenditures Total</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>	
	Debt Service	\$ -				\$ -	
	Loans	\$ -				\$ -	
	Work-In-Progress	\$ 6,800				\$ 6,800	
	Transfers to Other Funds	\$ 1,180,414	\$ 20,000			\$ 1,200,414	
	Contingency	\$ 100,000	\$ (20,000)			\$ 80,000	
	<b>Total Budget</b>	<b>\$ 1,287,214</b>	<b>\$ -</b>			<b>\$ 1,287,214</b>	
	<b>Reserve For Future Expenditure</b>	<b>\$ 210,649</b>	<b>\$ -</b>			<b>\$ 210,649</b>	
	<b>Total Requirements</b>	<b>\$ 1,497,863</b>	<b>\$ -</b>			<b>\$ 1,497,863</b>	

**Q2PW05. Capital Improvement Program-Bull Mountain Park**

A request in the amount of \$20,000 is needed to secure grant funding from Metro as the city's match for totaling \$125,900. The money will be used to pay for the construction of park pathway that meets the American with Disabilities Act standards. The Friends of Bull Mountain Park have been integral in securing the majority of the funding in grants and private donations for park improvements. This project was ranked a high priority by staff and the Park & Recreation Advisory Board. With this action, contingency in Parks SDC's will decrease by \$20,000. Transfers will increase with a \$20,000 increase in capital program expenditures in the Parks Capital Fund.

<b>Fund 2 of 2</b>		<b>Q1</b>		<b>Q2</b>	
		<b>Revised</b>		<b>Revised</b>	
		<b>Budget</b>		<b>Budget</b>	
		<b>Amendment</b>			
<b>Parks Capital Fund</b>					
<b>Resources</b>	<b>Beginning Fund Balance</b>	<b>\$ 298,740</b>		<b>\$ 298,740</b>	
	Property Taxes	\$ -		\$ -	
	Franchise Fees	\$ -		\$ -	
	Licenses & Permits	\$ -		\$ -	
	Intergovernmental	\$ -		\$ -	
	Charges for Services	\$ -		\$ -	
	Fines & Forfeitures	\$ -		\$ -	
	Interest Earnings	\$ 3,015		\$ 3,015	
	Miscellaneous	\$ -		\$ -	
	Other Financing Sources	\$ -		\$ -	
	Transfers In from Other Funds	\$ 3,666,561	\$ 20,000	\$ 3,686,561	
	<b>Total Resources</b>	<b>\$ 3,968,316</b>	<b>\$ 20,000</b>	<b>\$ 3,988,316</b>	
<b>Requirements</b>					
	Community Development	\$ -		\$ -	
	Community Services	\$ -		\$ -	
	Policy and Administration	\$ -		\$ -	
	Public Works	\$ -		\$ -	
	<b>Program Expenditures Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
	Debt Service	\$ -		\$ -	
	Loans	\$ -		\$ -	
	Work-In-Progress	\$ 3,666,561	\$ 20,000	\$ 3,686,561	
	Transfers to Other Funds	\$ 123,932		\$ 123,932	
	Contingency	\$ -		\$ -	
	<b>Total Budget</b>	<b>\$ 3,790,493</b>	<b>\$ 20,000</b>	<b>\$ 3,810,493</b>	
	<b>Reserve For Future Expenditure</b>	<b>\$ 177,823</b>	<b>\$ -</b>	<b>\$ 177,823</b>	
	<b>Total Requirements</b>	<b>\$ 3,968,316</b>	<b>\$ 20,000</b>	<b>\$ 3,988,316</b>	

**Q2CS01. Elections Costs**

A request in the amount of \$37,000 is being made for election costs associated with two charter amendments and one General Obligation bond measure on the November 3, 2015 ballot. In addition, this request will pay for the legal notices related to three measures. This action will decrease General Fund contingency by \$37,000 with an increase in transfers. Policy and Administration program expenditures will increase by \$37,000.

<b>Fund 1 of 2</b>		<b>Q1</b>		<b>Q2</b>
		<b>Revised</b>		<b>Revised</b>
		<b>Budget</b>	<b>Amendment</b>	<b>Budget</b>
<b>General Fund</b>				
<b>Resources</b>	<b>Beginning Fund Balance</b>	<b>\$ 10,779,593</b>		<b>\$ 10,779,593</b>
	Property Taxes	\$ 14,330,765		\$ 14,330,765
	Franchise Fees	\$ 5,909,165		\$ 5,909,165
	Licenses & Permits	\$ 1,352,420		\$ 1,352,420
	Intergovernmental	\$ 5,442,785		\$ 5,442,785
	Charges for Services	\$ 3,039,908		\$ 3,039,908
	Fines & Forfeitures	\$ 873,006		\$ 873,006
	Interest Earnings	\$ 103,722		\$ 103,722
	Miscellaneous	\$ 56,432		\$ 56,432
	Other Financing Sources	\$ -		\$ -
	Transfers In from Other Funds	\$ 57,750		\$ 57,750
	<b>Total Resources</b>	<b>\$ 41,945,546</b>	<b>\$ -</b>	<b>\$ 41,945,546</b>
<b>Requirements</b>				
	Community Development	\$ 4,043,179		\$ 4,043,179
	Community Services	\$ 22,294,039		\$ 22,294,039
	Policy and Administration	\$ 906,662		\$ 906,662
	Public Works	\$ 4,256,072		\$ 4,256,072
	<b>Program Expenditures Total</b>	<b>\$ 31,499,952</b>	<b>\$ -</b>	<b>\$ 31,499,952</b>
	Debt Service	\$ -		\$ -
	Loans	\$ -		\$ -
	Work-In-Progress	\$ -		\$ -
	Transfers to Other Funds	\$ 3,504,936	\$ 37,000	\$ 3,541,936
	Contingency	\$ 978,868	\$ (37,000)	\$ 941,868
	<b>Total Budget</b>	<b>\$ 35,983,756</b>	<b>\$ -</b>	<b>\$ 35,983,756</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 5,961,790</b>	<b>\$ -</b>	<b>\$ 5,961,790</b>
	<b>Total Requirements</b>	<b>\$ 41,945,546</b>	<b>\$ -</b>	<b>\$ 41,945,546</b>

**Q2CS01. Elections Costs**

A request in the amount of \$37,000 is being made for election costs associated with two charter amendments and one General Obligation bond measure on the November 3, 2015 ballot. In addition, this request will pay for the legal notices related to three measures. This action will decrease General Fund contingency by \$37,000 with an increase in transfers. Policy and Administration program expenditures will increase by \$37,000.

<u>Fund 2 of 2</u>		<b>Q1</b>		<b>Q2</b>
		<b>Revised</b>		<b>Revised</b>
		<b>Budget</b>	<b>Amendment</b>	<b>Budget</b>
<b>Central Service Fund</b>				
<b>Resources</b>	<b>Beginning Fund Balance</b>	<b>\$ 387,372</b>		<b>\$ 387,372</b>
	Property Taxes	\$ -		\$ -
	Franchise Fees	\$ -		\$ -
	Licenses & Permits	\$ 33,872		\$ 33,872
	Intergovernmental	\$ -		\$ -
	Charges for Services	\$ 6,986,481		\$ 6,986,481
	Fines & Forfeitures	\$ -		\$ -
	Interest Earnings	\$ 22,593		\$ 22,593
	Miscellaneous	\$ 19,900		\$ 19,900
	Other Financing Sources	\$ -		\$ -
	Transfers In from Other Funds	\$ 733,824	\$ 37,000	\$ 770,824
	<b>Total Resources</b>	<b>\$ 8,184,042</b>	<b>\$ 37,000</b>	<b>\$ 8,221,042</b>
<b>Requirements</b>				
	Community Development	\$ -		\$ -
	Community Services	\$ -		\$ -
	Policy and Administration	\$ 7,849,297	\$ 37,000	\$ 7,886,297
	Public Works	\$ -		\$ -
	<b>Program Expenditures Total</b>	<b>\$ 7,849,297</b>	<b>\$ 37,000</b>	<b>\$ 7,886,297</b>
	Debt Service	\$ -		\$ -
	Loans	\$ -		\$ -
	Work-In-Progress	\$ -		\$ -
	Transfers to Other Funds	\$ -		\$ -
	Contingency	\$ 125,000		\$ 125,000
	<b>Total Budget</b>	<b>\$ 7,974,297</b>	<b>\$ 37,000</b>	<b>\$ 8,011,297</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 209,745</b>	<b>\$ -</b>	<b>\$ 209,745</b>
	<b>Total Requirements</b>	<b>\$ 8,184,042</b>	<b>\$ 37,000</b>	<b>\$ 8,221,042</b>

**Q2FIS01. Capital Improvement Program Support**

An additional appropriation of \$15,000 is being made to increase the Accountant position by .20 FTE. The position is currently budgeted at .80 FTE. The added .20 FTE to this position will assist in meeting increased workload demands in accounting and reporting including the Capital Improvement Program. With the added .20 FTE, this position will become a fulltime equivalent of 1.0. This action will decrease contingency in the Central Service Fund by \$15,000 with an equal increase in Policy and Administration program expenditures.

		Q1 Revised Budget	Amendment	Q2 Revised Budget
<b>Central Service Fund</b>				
<b>Resources</b>	<b>Beginning Fund Balance</b>	\$ 387,372		\$ 387,372
	Property Taxes	\$ -		\$ -
	Franchise Fees	\$ -		\$ -
	Licenses & Permits	\$ 33,872		\$ 33,872
	Intergovernmental	\$ -		\$ -
	Charges for Services	\$ 6,986,481		\$ 6,986,481
	Fines & Forfeitures	\$ -		\$ -
	Interest Earnings	\$ 22,593		\$ 22,593
	Miscellaneous	\$ 19,900		\$ 19,900
	Other Financing Sources	\$ -		\$ -
	Transfers In from Other Funds	\$ 733,824		\$ 733,824
	<b>Total Resources</b>	<b>\$ 8,184,042</b>	<b>\$ -</b>	<b>\$ 8,184,042</b>
<b>Requirements</b>				
	Community Development	\$ -		\$ -
	Community Services	\$ -		\$ -
	Policy and Administration	\$ 7,849,297	\$ 15,000	\$ 7,864,297
	Public Works	\$ -		\$ -
	<b>Program Expenditures Total</b>	<b>\$ 7,849,297</b>	<b>\$ 15,000</b>	<b>\$ 7,864,297</b>
	Debt Service	\$ -		\$ -
	Loans	\$ -		\$ -
	Work-In-Progress	\$ -		\$ -
	Transfers to Other Funds	\$ -		\$ -
	Contingency	\$ 125,000	\$ (15,000)	\$ 110,000
	<b>Total Budget</b>	<b>\$ 7,974,297</b>	<b>\$ -</b>	<b>\$ 7,974,297</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 209,745</b>	<b>\$ -</b>	<b>\$ 209,745</b>
	<b>Total Requirements</b>	<b>\$ 8,184,042</b>	<b>\$ -</b>	<b>\$ 8,184,042</b>

# FY 2015-16 Second Quarter Amendment

Exhibit B

**Project # TBD** **Bull Mountain Park**  
 Design and construction of a paved ADA accessible trail through Bull Mountain Park from Woodshire Lane to Alpine Crest Way. Additional fund request will help to serve as a match for the Friend of Bull Mountain Park Nature in Neighborhood's grant from Metro.

	Original Budget FY 2016	This Change	Revised Budget FY 2016	Projected 2017	Project Total
<b>Internal Expenses</b>					
Design and Engineering	-	-	-	-	-
Project Management	-	-	-	15,000	15,000
Construction Management	-	-	-	-	-
<b>Total</b>	-	-	-	15,000	15,000
<b>External Expenses</b>					
Public Involvement	-	-	-	-	-
Land/Right of Way Acquisition	-	-	-	-	-
Design and Engineering	-	20,000	20,000	-	20,000
Construction	-	-	-	50,000	50,000
Contingency	-	-	-	15,000	15,000
<b>Total</b>	-	20,000	20,000	65,000	85,000
<b>Total Project Expense</b>	-	20,000	20,000	80,000	100,000
<b>Revenue Funding Source</b>					
Park SDC	-	20,000	20,000	80,000	100,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Total Project Revenues</b>	-	20,000	20,000	80,000	100,000

Affected City Funds Resources	Adopted Budget	Amendment	Revised Budget
<b>Beginning Fund Balance</b>	<b>\$ 17,089,257</b>	<b>\$ 1,893</b>	<b>\$ 17,091,150</b>
Property Taxes	\$ 14,330,765	\$ -	\$ 14,330,765
Franchise Fees	\$ 5,909,165	\$ -	\$ 5,909,165
Special Assessments	\$ -	\$ -	\$ -
Licenses & Permits	\$ 1,886,740	\$ -	\$ 1,886,740
Intergovernmental	\$ 8,734,672	\$ 63,315	\$ 8,797,987
Charges for Services	\$ 11,617,321	\$ 1,940	\$ 11,619,261
Fines & Forfeitures	\$ 873,006	\$ -	\$ 873,006
Interest Earnings	\$ 305,177	\$ -	\$ 305,177
Miscellaneous	\$ 282,241	\$ 2,340	\$ 284,581
Other Financing Sources	\$ -	\$ -	\$ -
Transfers In from Other Funds	\$ 6,843,135	\$ 58,275	\$ 6,901,410
<b>Total Resources</b>	<b>\$ 67,871,479</b>	<b>\$ 127,763</b>	<b>\$ 67,999,242</b>
<b>Requirements</b>			
Community Development	\$ 4,043,179	\$ -	\$ 4,043,179
Community Services	\$ 22,294,039	\$ 65,698	\$ 22,359,737
Policy & Administration	\$ 8,755,959	\$ 52,000	\$ 8,807,959
Public Works	\$ 10,620,619	\$ 10,290	\$ 10,630,909
<b>Program Expenditures Total</b>	<b>\$ 45,713,796</b>	<b>\$ 127,988</b>	<b>\$ 45,841,784</b>
Debt Service	\$ 592,425	\$ -	\$ 592,425
Loans	\$ -	\$ -	\$ -
Work-In-Progress	\$ 4,658,054	\$ 20,000	\$ 4,678,054
Transfers to Other Funds	\$ 5,447,355	\$ 66,275	\$ 5,513,630
Contingency	\$ 1,843,868	\$ (86,500)	\$ 1,757,368
<b>Total Budget</b>	<b>\$ 58,255,498</b>	<b>\$ 127,763</b>	<b>\$ 58,383,261</b>
<b>Reserve For Future Expenditure</b>	<b>\$ 9,615,981</b>	<b>\$ -</b>	<b>\$ 9,615,981</b>
<b>Total Requirements</b>	<b>\$ 67,871,479</b>	<b>\$ 127,763</b>	<b>\$ 67,999,242</b>

Reference Budget Items: Q2PD01, Q2PD02, Q2PW01, Q2PW02, Q2CS01

General Fund		Q1		Q2
		Revised Budget	Amendment	Revised Budget
<b>Resources</b>	<b>Beginning Fund Balance</b>	<b>\$ 10,779,593</b>	<b>\$ 1,893</b>	<b>\$ 10,781,486</b>
	Property Taxes	\$ 14,330,765	\$ -	\$ 14,330,765
	Franchise Fees	\$ 5,909,165	\$ -	\$ 5,909,165
	Licenses & Permits	\$ 1,352,420	\$ -	\$ 1,352,420
	Intergovernmental	\$ 5,442,785	\$ 63,315	\$ 5,506,100
	Charges for Services	\$ 3,039,908	\$ 1,940	\$ 3,041,848
	Fines & Forfeitures	\$ 873,006	\$ -	\$ 873,006
	Interest Earnings	\$ 103,722	\$ -	\$ 103,722
	Miscellaneous	\$ 56,432	\$ 2,340	\$ 58,772
	Other Financing Sources	\$ -	\$ -	\$ -
	Transfers In from Other Funds	\$ 57,750	\$ -	\$ 57,750
	<b>Total Resources</b>	<b>\$ 41,945,546</b>	<b>\$ 69,488</b>	<b>\$ 42,015,034</b>
<b>Requirements</b>	Community Development	\$ 4,043,179	\$ -	\$ 4,043,179
	Community Services	\$ 22,294,039	\$ 65,698	\$ 22,359,737
	Policy and Administration	\$ 906,662	\$ -	\$ 906,662
	Public Works	\$ 4,256,072	\$ 3,790	\$ 4,259,862
	<b>Program Expenditures Total</b>	<b>\$ 31,499,952</b>	<b>\$ 69,488</b>	<b>\$ 31,569,440</b>
	Debt Service	\$ -	\$ -	\$ -
	Loans	\$ -	\$ -	\$ -
	Work-In-Progress	\$ -	\$ -	\$ -
	Transfers to Other Funds	\$ 3,504,936	\$ 38,275	\$ 3,543,211
	Contingency	\$ 978,868	\$ (38,275)	\$ 940,593
	<b>Total Budget</b>	<b>\$ 35,983,756</b>	<b>\$ 69,488</b>	<b>\$ 36,053,244</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 5,961,790</b>	<b>\$ -</b>	<b>\$ 5,961,790</b>
	<b>Total Requirements</b>	<b>\$ 41,945,546</b>	<b>\$ 69,488</b>	<b>\$ 42,015,034</b>

FY 2016 Second Quarter Supplemental  
Summary of Budget Changes

Reference Budget Items: Q1CS01, Q1FIS01

	Q1 Revised Budget	Amendment	Q2 Revised Budget
<b>Central Service Fund</b>			
<b>Resources</b>			
<b>Beginning Fund Balance</b>	\$ 387,372	\$ -	\$ 387,372
Property Taxes	\$ -	\$ -	\$ -
Franchise Fees	\$ -	\$ -	\$ -
Licenses & Permits	\$ 33,872	\$ -	\$ 33,872
Intergovernmental	\$ -	\$ -	\$ -
Charges for Services	\$ 6,986,481	\$ -	\$ 6,986,481
Fines & Forfeitures	\$ -	\$ -	\$ -
Interest Earnings	\$ 22,593	\$ -	\$ 22,593
Miscellaneous	\$ 19,900	\$ -	\$ 19,900
Other Financing Sources	\$ -	\$ -	\$ -
Transfers In from Other Funds	\$ 733,824	\$ 37,000	\$ 770,824
<b>Total Resources</b>	<b>\$ 8,184,042</b>	<b>\$ 37,000</b>	<b>\$ 8,221,042</b>
<b>Requirements</b>			
Community Development	\$ -	\$ -	\$ -
Community Services	\$ -	\$ -	\$ -
Policy and Administration	\$ 7,849,297	\$ 52,000	\$ 7,901,297
Public Works	\$ -	\$ -	\$ -
<b>Program Expenditures Total</b>	<b>\$ 7,849,297</b>	<b>\$ 52,000</b>	<b>\$ 7,901,297</b>
Debt Service	\$ -	\$ -	\$ -
Loans	\$ -	\$ -	\$ -
Work-In-Progress	\$ -	\$ -	\$ -
Transfers to Other Funds	\$ -	\$ -	\$ -
Contingency	\$ 125,000	\$ (15,000)	\$ 110,000
<b>Total Budget</b>	<b>\$ 7,974,297</b>	<b>\$ 37,000</b>	<b>\$ 8,011,297</b>
<b>Reserve For Future Expenditure</b>	<b>\$ 209,745</b>	<b>\$ -</b>	<b>\$ 209,745</b>
<b>Total Requirements</b>	<b>\$ 8,184,042</b>	<b>\$ 37,000</b>	<b>\$ 8,221,042</b>

FY 2016 Second Quarter Supplemental  
Summary of Budget Changes

Reference Budget Items: Q2PW01

		Q1		Q2
		Revised	Amendment	Revised
		Budget		Budget
<b>Gas Tax Fund</b>				
<b>Resources</b>	<b>Beginning Fund Balance</b>	<b>\$ 1,028,122</b>	<b>\$ -</b>	<b>\$ 1,028,122</b>
	Property Taxes	\$ -	\$ -	\$ -
	Franchise Fees	\$ -	\$ -	\$ -
	Licenses & Permits	\$ 5,872	\$ -	\$ 5,872
	Intergovernmental	\$ 3,070,117	\$ -	\$ 3,070,117
	Charges for Services	\$ -	\$ -	\$ -
	Fines & Forfeitures	\$ -	\$ -	\$ -
	Interest Earnings	\$ 55,732	\$ -	\$ 55,732
	Miscellaneous	\$ 62,818	\$ -	\$ 62,818
	Other Financing Sources	\$ -	\$ -	\$ -
	Transfers In from Other Funds	\$ 135,000	\$ 1,275	\$ 136,275
	<b>Total Resources</b>	<b>\$ 4,357,661</b>	<b>\$ 1,275</b>	<b>\$ 4,358,936</b>
<b>Requirements</b>				
	Community Development	\$ -	\$ -	\$ -
	Community Services	\$ -	\$ -	\$ -
	Policy and Administration	\$ -	\$ -	\$ -
	Public Works	\$ 2,201,046	\$ 1,275	\$ 2,202,321
	<b>Program Expenditures Total</b>	<b>\$ 2,201,046</b>	<b>\$ 1,275</b>	<b>\$ 2,202,321</b>
	Debt Service	\$ 592,425	\$ -	\$ 592,425
	Loans	\$ -	\$ -	\$ -
	Work-In-Progress	\$ -	\$ -	\$ -
	Transfers to Other Funds	\$ 552,639	\$ -	\$ 552,639
	Contingency	\$ 200,000	\$ -	\$ 200,000
	<b>Total Budget</b>	<b>\$ 3,546,110</b>	<b>\$ 1,275</b>	<b>\$ 3,547,385</b>
	<b>Reserve For Future Expenditure</b>	<b>\$ 811,551</b>	<b>\$ -</b>	<b>\$ 811,551</b>
	<b>Total Requirements</b>	<b>\$ 4,357,661</b>	<b>\$ 1,275</b>	<b>\$ 4,358,936</b>

FY 2016 Second Quarter Supplemental  
Summary of Budget Changes

Reference Budget Items: Q2PW04

	Q1 Revised Budget	Amendment	Q2 Revised Budget
<b>Sanitary Sewer Fund</b>			
<b>Resources</b>			
<b>Beginning Fund Balance</b>	\$ 3,595,376	\$ -	\$ 3,595,376
Property Taxes	\$ -	\$ -	\$ -
Franchise Fees	\$ -	\$ -	\$ -
Licenses & Permits	\$ 16,549	\$ -	\$ 16,549
Intergovernmental	\$ 221,770	\$ -	\$ 221,770
Charges for Services	\$ 1,590,932	\$ -	\$ 1,590,932
Fines & Forfeitures	\$ -	\$ -	\$ -
Interest Earnings	\$ 100,333	\$ -	\$ 100,333
Miscellaneous	\$ 143,091	\$ -	\$ 143,091
Other Financing Sources	\$ -	\$ -	\$ -
Transfers In from Other Funds	\$ -	\$ -	\$ -
<b>Total Resources</b>	<b>\$ 5,668,051</b>	<b>\$ -</b>	<b>\$ 5,668,051</b>
<b>Requirements</b>			
Community Development	\$ -	\$ -	\$ -
Community Services	\$ -	\$ -	\$ -
Policy and Administration	\$ -	\$ -	\$ -
Public Works	\$ 1,960,087	\$ -	\$ 1,960,087
<b>Program Expenditures Total</b>	<b>\$ 1,960,087</b>	<b>\$ -</b>	<b>\$ 1,960,087</b>
Debt Service	\$ -	\$ -	\$ -
Loans	\$ -	\$ -	\$ -
Work-In-Progress	\$ 984,693	\$ -	\$ 984,693
Transfers to Other Funds	\$ 85,434	\$ 8,000	\$ 93,434
Contingency	\$ 400,000	\$ (8,000)	\$ 392,000
<b>Total Budget</b>	<b>\$ 3,430,214</b>	<b>\$ -</b>	<b>\$ 3,430,214</b>
<b>Reserve For Future Expenditure</b>	<b>\$ 2,237,837</b>	<b>\$ -</b>	<b>\$ 2,237,837</b>
<b>Total Requirements</b>	<b>\$ 5,668,051</b>	<b>\$ -</b>	<b>\$ 5,668,051</b>

FY 2016 Second Quarter Supplemental  
Summary of Budget Changes

Reference Budget Items: Q2PW05

Parks SDC Fund Resources	Adopted		Q2
	Budget	Amendment	Revised Budget
<b>Beginning Fund Balance</b>	<b>\$ 1,000,054</b>	<b>\$ -</b>	<b>\$ 1,000,054</b>
Property Taxes	\$ -	\$ -	\$ -
Franchise Fees	\$ -	\$ -	\$ -
Special Assessments	\$ -	\$ -	\$ -
Licenses & Permits	\$ 478,027	\$ -	\$ 478,027
Intergovernmental	\$ -	\$ -	\$ -
Charges for Services	\$ -	\$ -	\$ -
Fines & Forfeitures	\$ -	\$ -	\$ -
Interest Earnings	\$ 19,782	\$ -	\$ 19,782
Miscellaneous	\$ -	\$ -	\$ -
Other Financing Sources	\$ -	\$ -	\$ -
Transfers In from Other Funds	\$ -	\$ -	\$ -
<b>Total Resources</b>	<b>\$ 1,497,863</b>	<b>\$ -</b>	<b>\$ 1,497,863</b>
<b>Requirements</b>			
Community Development	\$ -	\$ -	\$ -
Community Services	\$ -	\$ -	\$ -
Policy and Administration	\$ -	\$ -	\$ -
Public Works	\$ -	\$ -	\$ -
<b>Program Expenditures Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Debt Service	\$ -	\$ -	\$ -
Loans	\$ -	\$ -	\$ -
Work-In-Progress	\$ 6,800	\$ -	\$ 6,800
Transfers to Other Funds	\$ 1,180,414	\$ 20,000	\$ 1,200,414
Contingency	\$ 100,000	\$ (20,000)	\$ 80,000
<b>Total Budget</b>	<b>\$ 1,287,214</b>	<b>\$ -</b>	<b>\$ 1,287,214</b>
<b>Reserve For Future Expenditure</b>	<b>\$ 210,649</b>	<b>\$ -</b>	<b>\$ 210,649</b>
<b>Total Requirements</b>	<b>\$ 1,497,863</b>	<b>\$ -</b>	<b>\$ 1,497,863</b>

FY 2016 Second Quarter Supplemental  
Summary of Budget Changes

Reference Budget Items: Q2PW05

	Q1		Q2	
	Revised Budget	Amendment	Revised Budget	
<b>Parks Capital Fund</b>				
<b>Resources</b>				
<b>Beginning Fund Balance</b>	<b>\$ 298,740</b>	<b>\$ -</b>	<b>\$ 298,740</b>	
Property Taxes	\$ -	\$ -	\$ -	
Franchise Fees	\$ -	\$ -	\$ -	
Special Assessments	\$ -	\$ -	\$ -	
Licenses & Permits	\$ -	\$ -	\$ -	
Intergovernmental	\$ -	\$ -	\$ -	
Charges for Services	\$ -	\$ -	\$ -	
Fines & Forfeitures	\$ -	\$ -	\$ -	
Interest Earnings	\$ 3,015	\$ -	\$ 3,015	
Miscellaneous	\$ -	\$ -	\$ -	
Other Financing Sources	\$ -	\$ -	\$ -	
Transfers In from Other Funds	\$ 3,666,561	\$ 20,000	\$ 3,686,561	
<b>Total Resources</b>	<b>\$ 3,968,316</b>	<b>\$ 20,000</b>	<b>\$ 3,988,316</b>	
<b>Requirements</b>				
Community Development	\$ -	\$ -	\$ -	
Community Services	\$ -	\$ -	\$ -	
Policy and Administration	\$ -	\$ -	\$ -	
Public Works	\$ -	\$ -	\$ -	
<b>Program Expenditures Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Debt Service	\$ -	\$ -	\$ -	
Loans	\$ -	\$ -	\$ -	
Work-In-Progress	\$ 3,666,561	\$ 20,000	\$ 3,686,561	
Transfers to Other Funds	\$ 123,932	\$ -	\$ 123,932	
Contingency	\$ -	\$ -	\$ -	
<b>Total Budget</b>	<b>\$ 3,790,493</b>	<b>\$ 20,000</b>	<b>\$ 3,810,493</b>	
<b>Reserve For Future Expenditure</b>	<b>\$ 177,823</b>	<b>\$ -</b>	<b>\$ 177,823</b>	
<b>Total Requirements</b>	<b>\$ 3,968,316</b>	<b>\$ 20,000</b>	<b>\$ 3,988,316</b>	

FY 2016 Second Quarter Supplemental  
Summary of Budget Changes

Reference Budget Items: Q2PW03

	Adopted Budget	Amendment	Revised Budget
<b>Parks Utility Fund</b>			
<b>Resources</b>			
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ -
Property Taxes	\$ -	\$ -	\$ -
Franchise Fees	\$ -	\$ -	\$ -
Special Assessments	\$ -	\$ -	\$ -
Licenses & Permits	\$ -	\$ -	\$ -
Intergovernmental	\$ -	\$ -	\$ -
Charges for Services	\$ -	\$ -	\$ -
Fines & Forfeitures	\$ -	\$ -	\$ -
Interest Earnings	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -
Other Financing Sources	\$ -	\$ -	\$ -
Transfers In from Other Funds	\$ 2,250,000	\$ -	\$ 2,250,000
<b>Total Resources</b>	<b>\$ 2,250,000</b>	<b>\$ -</b>	<b>\$ 2,250,000</b>
<b>Requirements</b>			
Community Development	\$ -	\$ -	\$ -
Community Services	\$ -	\$ -	\$ -
Policy and Administration	\$ -	\$ -	\$ -
Public Works	\$ 2,203,414	\$ 5,225	\$ 2,208,639
<b>Program Expenditures Total</b>	<b>\$ 2,203,414</b>	<b>\$ 5,225</b>	<b>\$ 2,208,639</b>
Debt Service	\$ -	\$ -	\$ -
Loans	\$ -	\$ -	\$ -
Work-In-Progress	\$ -	\$ -	\$ -
Transfers to Other Funds	\$ -	\$ -	\$ -
Contingency	\$ 40,000	\$ (5,225)	\$ 34,775
<b>Total Budget</b>	<b>\$ 2,243,414</b>	<b>\$ -</b>	<b>\$ 2,243,414</b>
<b>Reserve For Future Expenditure</b>	<b>\$ 6,586</b>	<b>\$ -</b>	<b>\$ 6,586</b>
<b>Total Requirements</b>	<b>\$ 2,250,000</b>	<b>\$ -</b>	<b>\$ 2,250,000</b>

**AIS-2562**

**6.**

**Business Meeting**

**Meeting Date:** 02/09/2016

**Length (in minutes):** 60 Minutes

**Agenda Title:** Consideration of Park Maintenance Fee

**Submitted By:** Carol Krager, Central Services

**Item Type:** Ordinance Resolution

**Meeting Type:** Council Business Meeting - Main

**Public Hearing** No

**Newspaper Legal Ad Required?:**

**Public Hearing Publication**

**Date in Newspaper:**

**Information**

**ISSUE**

Continued Public Hearing on Park Maintenance Fee, establishing Tigard Municipal Code 3.75 Park Maintenance Fee and amending the Master Fees and Charges

**STAFF RECOMMENDATION / ACTION REQUEST**

Staff requests Council consider adoption of an ordinance to establish TMC 3.75 Park Maintenance Fee and the resolution to amend the Master Fees and Charges Schedule.

**KEY FACTS AND INFORMATION SUMMARY**

During the Budget Committee meetings, the committee considered the course of Tigard's General Fund and the services it supports: Police, Library, Community Building, and Parks. The General Fund revenues grow approximately 3.5% annually, while expenses grow 4.0% annually. Tigard has taken actions in prior years to limit cost growth and has added incremental revenues. The Budget Committee decided to take a different direction with the Fiscal Year 2016 budget; moving Parks to a separate fund modeled after a utility. The Committee chose parks because of the needs to maintain and operate current park lands compounded by the need to develop and maintain the parks purchased with the \$17 million Park Bond that has expanded Tigard's park acreage by 30 percent. The direction in the FY 2016 budget was to fund all park services using a fee that will be paid as part of the utility bill and then prioritize the General Fund resources that used to fund existing parks maintenance and operations during the FY 2017 budget process.

Staff presented initial policy issues to Council on October 20, 2015 and November 17, 2015.

At the November 17, 2015 Workshop, Council instructed staff to bring the Park Maintenance Fee (PMF) forward for consideration in a public hearing. The fee is limited in scope to the current level of parks maintenance, operations, and recreation plus identified deferred maintenance needs. Council determined that they would consider expanding park funding to needed capital and additional recreation purposes at a later date and possibly fund those via a special option property tax levy.

Based on Council feedback during the workshops, on January 12, 2016, staff presented an ordinance and resolutions to establish the Park Maintenance Fee (PMF) which included the following policy directions from Council:

- Keep fee structure simple
- Fee paid by residential and non-residential customers
- Fee based on scenarios #1 (current level of services) & #2 (deferred maintenance) only
- Use annual average cost for the deferred maintenance scenario to level out the resulting fee amount
- Use annual inflation factor as outlined in the rate consultant's report
- Include program for low income fee assistance

Staff presented the complete fee and program at a public hearing on January 12, 2016.

Council considered the program and continued the hearing. Based on the hearing actions on January 12, 2016, staff is bringing forward documents for Council approval that will result in the following:

- A Park Maintenance Fee of \$3.75 per Equivalent Dwelling Unit per month
- Revenues from the PMF of approximately \$1,014,000 per year
- The fee will pay for:
  - \$500,000 of the current \$2.2 million in current maintenance and operations (Scenario #1), and
  - the entire \$514,000 of deferred maintenance annually (Scenario #2)
- By funding the \$500,000 of current maintenance and operations (Scenario #1), the General Fund that previously supported that expenditure will now support:
  - Approximately \$100,000 of the over \$250,000 needed to fund the opening of the Library on Thursdays with limited services. The remaining funding for the Thursday openings comes from the Washington County Cooperative Library Service operating levy passed in November 2015.
  - Approximately \$400,000 of General Fund intended to bolster reserves and aid a financially sustainable General Fund. This will not be programmed for expenditures.
- By limiting the PMF to \$3.75, there are no additional General Fund resources freed up to be programmed during the FY2017 Budget process.
- The PMF is indexed at 4.26% annually, starting July 1, 2017
- The PMF can be adjusted as decisions are made that lead to additional parks maintenance and operations services, such as purchasing additional park land and developing existing park land. Staff will need to present the additional cost for Council consideration.

- The PMF has a program that will reduce the fee by half for qualifying low income households

Attached to this Agenda Item are the following documents:

1. Ordinance Establishing TMC 3.75 Park Maintenance Fee
2. Exhibit A to the Ordinance - TMC 3.75 Draft
3. Resolution to Amend the Master Fees and Charges Schedule to include the PMF
4. Exhibit A to the Resolution outlining the PMF and changes to the Master Fees and Charges Schedule
5. The rate consultants report on "Tigard Parks Maintenance Fee Report to Council for January 12, 2016 Public Hearing"

### **OTHER ALTERNATIVES**

Council can choose to return parks maintenance and operations to the General Fund and not enhance park services.

Council can choose to pass a fee that is more than \$3.75 per EDU per month, enabling the direction of the Budget Committee to free up General Fund that previously supported parks. The available resource would then be allocated during the FY 2017 Budget process.

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

Strategic Plan Goal #4 - *Fund the vision while maintaining core services.*

### **DATES OF PREVIOUS CONSIDERATION**

Budget Committee Meetings on:

- April 20, 2015
- April 27, 2015
- May 4, 2015
- December 15, 2015

Council Meetings on:

- October 20, 2015 Workshop
- November 17, 2015 Workshop
- January 12, 2016 Hearing

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### **Attachments**

Ordinance

TMC 3.75

Resolution

Resolution Exhibit A - Park Maintenance Fee

Rate Consultant's Report



CITY OF TIGARD, OREGON  
TIGARD CITY COUNCIL  
ORDINANCE NO. 16-

AN ORDINANCE AMENDING THE TIGARD MUNICIPAL CODE TO ESTABLISH A PARK MAINTENANCE FEE

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WHEREAS, Park maintenance and operations funding from the General Fund is limited; and

WHEREAS, Tigard has been unable to maintain park service levels for existing park land; and

WHEREAS, Tigard has added park land without an adequate revenue source to maintain and operate the parks; and

WHEREAS, Tigard has determined to fund a portion of parks maintenance and operations through a Park Maintenance Fee; and

WHEREAS, The amount of the fee will pay for a portion of the existing level of parks maintenance, operations, and recreation; and

WHEREAS, The fee will also pay for parks maintenance and operations services that have been deferred due to limited resources; and

WHEREAS, The fee will be paid by residential and non-residential utility customers within the City of Tigard; and

WHEREAS, The fee will be adjusted annually to account for inflation and any new maintenance costs caused by changes in parks such as additional parks or newly developed parks or new or expanded parks operations; and

WHEREAS, Council may establish a program to provide assistance to lower income utility bill payers to be paid from Park Maintenance Fee revenues.

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

SECTION 1: Chapter 3.75 of the Tigard Municipal Code is hereby created as provided in Exhibit A.

SECTION 2: This ordinance shall be effective 30 days after its passage by the council, signature by the mayor, and posting by the city recorder.

PASSED: By \_\_\_\_\_ vote of all council members present after being read by number and title only, this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Carol A. Krager, City Recorder

APPROVED: By Tigard City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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John L. Cook, Mayor

Approved as to form:

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City Attorney

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Date

**Chapter 3.75 PARK MAINTENANCE FEE**

**Sections:**

- 3.75.010 Creation and Purpose**
- 3.75.020 Definitions**
- 3.75.030 Administrative Officers Designated**
- 3.75.040 Park Maintenance Fees Allocated to the Park Maintenance Fund**
- 3.75.050 Determination of Park Maintenance Fee**
- 3.75.060 Determination of Amount, Billing and Collection of Fee**
- 3.75.070 Waiver of Fees in Case of Vacancy**
- 3.75.080 Administrative Provisions and Appeals**
- 3.75.090 Administrative Policies**
- 3.75.100 Penalty**
- 3.75.110 Severability**

**3.75.010 Creation and Purpose**

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

**3.75.020 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. Equivalent Dwelling Unit. Equivalent Dwelling Units (EDUs) are the basis for equally apportioning annual Park Maintenance Fee revenue requirements among customer groups.

D. Finance Director. The finance and information services director or designee.

E. 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.

F. 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.

G. 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.

Exhibit A

H. 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.

I. Park Maintenance. Any action to operate and maintain city parks, including, but not limited to repair, renewal, replacement, reconstruction, minor improvements, programing, recreation and other park activities. Park maintenance does not include the capital development, construction or acquisition of new parks or undeveloped parks.

**3.75.030 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 park

maintenance programs for the maintenance of city parks and, subject to city budget committee review and city council approval, allocation and expenditure of budget resources for park 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.

**3.75.040 Park Maintenance Fees Allocated to the Park Maintenance Fund**

A. All park maintenance fees received shall be deposited to the park maintenance fund or other fund for the purpose of operation and maintenance of the city park system. The park maintenance fund shall be used for park maintenance. Other revenue sources may also be used for park maintenance. Amounts in the park maintenance fund may be invested by the finance director in accordance with state law. Earnings from such investments shall be dedicated to the park maintenance fee fund.

B. The park maintenance 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 park maintenance program.

**3.75.050 Determination of Park Maintenance Fee**

A. For residential and non-residential property, the fee shall be charged on a per equivalent dwelling unit (EDU) basis. For single family and multifamily accounts, each occupied unit within the residential property is one EDU. The calculation of an EDU for commercial and industrial accounts will be defined in the Master Fees and Charges Schedule.

Exhibit A

B. The park maintenance fee rates shall be established by council resolution and shall be calculated based on all or a part of:

1. The city’s projected five-year maintenance forecast plan for operations and maintenance of the city’s park system; and

2. Any new maintenance costs incurred during the five-year program. New costs include, but are not limited to, maintenance of additional park land, new park development of existing park land, and new or expanded programing and operations. These will be addressed annually based on estimates from the public works director.

C. The park maintenance fee rate shall be annually adjusted to account for new costs (as identified in 3.75.050.B.2) and according to an annual index as defined in the Master Fees and Charges, effective the first billing cycle following July 1<sup>st</sup> of each year, starting July 1, 2017.

D. Council may establish a program to reduce the park maintenance fee for lower income utility payers. The program may be administered by city staff or a qualified non-profit. The program may be defined in the city’s Master Fees and Charges Schedule.

E. The program shall be reviewed annually as part of the city’s budget process.

**3.75.060 Determination of Amount, Billing and Collection of Fee**

A. The park maintenance fee shall be billed to and collected from the responsible party for each occupied unit. Billings shall be included as part of the utility 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.

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

C. An account is delinquent if the park 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.

**3.75.070 Waiver of Fees in Case of Vacancy**

A. Pursuant to subsection F of this section, when any developed property within the city becomes vacant, upon written application and approval by the finance director, the park maintenance fee shall thereafter not be billed and shall not be a charge against the property.

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 park maintenance fee shall be waived for the duration of the vacancy as described in subsection F of this section.

Exhibit A

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 park 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 park 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 park 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, C, D and F of this section shall be final. (Ord. 10-08 §1, 2010; Ord. 10-01 §2)

**3.75.080 Administrative Provisions and Appeals**

A. The responsible party for an occupied unit may request reconsideration of the amount of

the fee by submission of a written application to the finance director. The application shall be submitted in sufficient detail to enable the finance director to render a decision.

B. To address the submitted request, the city may follow the procedures for utility charge adjustments set forth in Section 12.03.040.

**3.75.090 Administrative Policies**

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

1. Parks 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 park maintenance fee.

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

4. 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 park maintenance fees.

5. 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 and the finance director are authorized and directed to review the operation of this chapter and, where appropriate, recommend changes thereto in the

## Exhibit A

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.

### **3.75.100 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 park maintenance fee constitutes a separate violation.

### **3.75.110 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 park 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. ■

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

A RESOLUTION AMENDING THE MASTER FEES AND CHARGES SCHEDULE TO ADD THE PARK MAINTENANCE FEE

---

WHEREAS, Tigard Municipal Code 3.75 Park Maintenance Fee was adopted on February 2, 2016; and

WHEREAS, The amount of the fee will pay for a portion of the existing level of parks maintenance, operations, and recreation; and

WHEREAS, The fee will also pay for parks maintenance and operations services that have been deferred due to limited resources; and

WHEREAS, The fee will be paid by residential and non-residential utility customers within the City of Tigard; and

WHEREAS, The fee will be adjusted annually to account for inflation and any new maintenance costs created by changes such as additional parks or newly developed parks or new or expanded parks operations; and

WHEREAS, Council may establish a program to aide lower income utility bill payers to be paid from Park Maintenance Fee revenues.

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

SECTION 1: The Master Fees and Charges Schedule adopted with Resolution 15-31 is hereby amended per Exhibit A.

SECTION 2: This resolution shall be effective 30 days after its passage by the council, signature by the mayor, and posting by the city recorder.

PASSED: This \_\_\_\_\_ day of \_\_\_\_\_ 2016.

---

Mayor - City of Tigard

ATTEST:



Department	Revenue Source	Fee or Charge	Authority	Effective Date
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**PUBLIC WORKS - PARKS**

**Park Maintenance Fee (TMC 3.70)**

Monthly Residential Rate - Single and Multi-Family	\$3.75 / equivalent dwelling unit	4/1/2016
Monthly Non-Residential Rate	\$3.75 / equivalent dwelling unit <sup>1 &amp; 2</sup>	4/1/2016
Reduction for Qualified Low Income Single Family	50%	4/1/2016

Notes:

1 Commercial EDU Calculation (rounded to nearest whole EDU):  
 (Billed Parking Stalls from Street Maintenance Fee \* 0.76 Jobs Per Stall)/15 EDU Factor = EDUs

2 Industrial EDU Calculation (rounded to nearest whole EDU):  
 (Billed Parking Stalls from Street Maintenance Fee \* 1.19 Jobs Per Stall)/15 EDU Factor = EDUs

Calculation of the annual Park Maintenance Fee Index (from FCS Group report "Tigard Parks Maintenance Fee: Report to Council for January 12, 2016 Public Hearing")

Cost Center	Annual Rate	Weight
Personnel	4.80%	0.60
Services/Utilities	3.00%	0.25
Materials/Internal Services	4.20%	0.15
<b>Annual Index (Weighted Average)</b>	<b>4.26%</b>	

TMC 3.75.050.D authorizes the establishment of a program to reduce the Park Maintenance Fee for low income individuals responsible for paying the utility bill.

The reduction will last for 12 billing cycles after which the fee reduction will end or the responsible party can reapply

To Qualify for the reduction, the responsible party:

- 1 Must be the individual(s) on the utility bill
- 2 Provide documented proof of income such as most recent tax statement or W-2.
- 3 Have an income at, or below, 50% of the Median Income for Oregon as set by the US Department of Housing and Urban Development (HUD).

City of Tigard



Tigard Parks Maintenance Fee  
Report to Council for  
January 12, 2016 public hearing

Prepared by FCS GROUP  
In association with  
Conservation Technix, Inc.

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## SECTION I: INTRODUCTION

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The City of Tigard (City) Parks Division maintains, operates, and owns 548 acres of park land which provides citizens with recreational opportunities, maintains environmentally sensitive lands, and meets or exceeds all regulatory standards. In addition to maintaining park land, the public works department is tasked with the maintenance of trails, planning new facilities, and running recreational activities for citizens of all ages.

As Tigard's population and employment grow, the need for recreational opportunities increase as well. The latest voter approved parks bond has enabled the city to acquire a substantial amount of land it intends to develop into community assets but those dollars cannot be used to develop that land into usable parks. Meanwhile, necessary maintenance of existing parks has been deferred in the face of Tigard's constrained general fund.

This report evaluates the utility rate revenue requirement to enable the City's parks fund to meet its ongoing operating and capital expenses and establishes a basis for a local charge to assist in funding any revenue deficiencies. In addition, this report provides a series of scenarios which analyze the revenue requirements in the case that certain parks priorities are fully funded (e.g., addressing deferred maintenance, developing city-owned park land, funding recreational programs, etc.) and what a parks utility fee designed to address those needs would cost citizens and businesses in Tigard.

The purpose of the Tigard Parks Maintenance Fee (PMF) is to provide a reliable source of revenue for ongoing parks operations and maintenance. The reasons for a PMF include:

- ◆ Maintenance is more expensive the longer it is deferred
- ◆ Other financing mechanisms (e.g., system development charges) help construct capital assets but cannot be used for operations
- ◆ Expenditures have been increasing in all city operations putting undue pressure on the General Fund as a limited resource with many demands
- ◆ Over the last 15 years, park land has grown 66% while staffing to maintain parks has increased 12% in Tigard.

## SECTION II: RATE STUDY METHODOLOGY

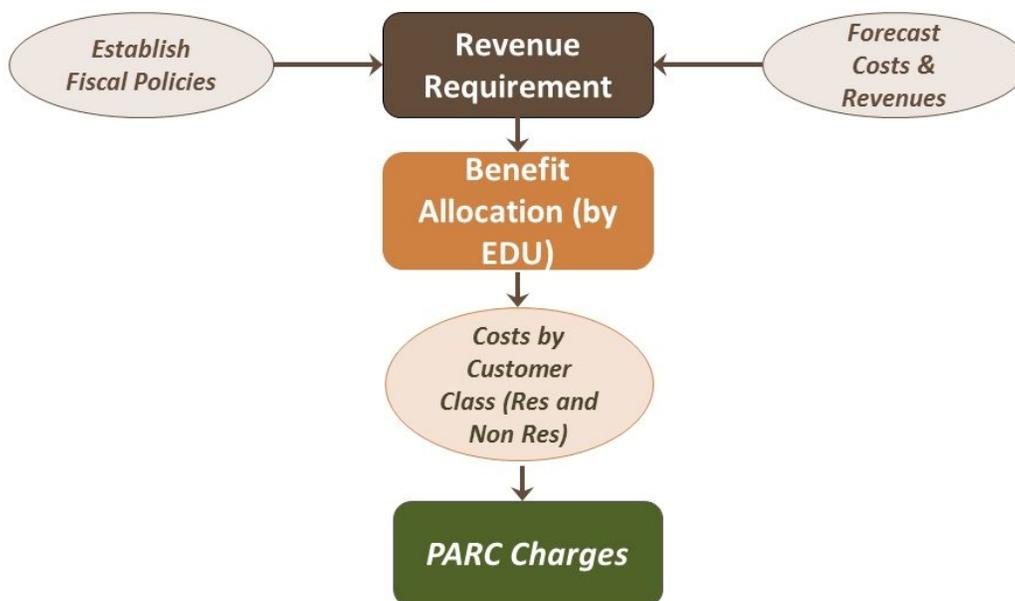
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### A. RATE SETTING PRINCIPLES AND METHODOLOGY

The methods used to establish user rates are based on principles that are generally accepted and widely followed throughout the industry. These principles are designed to produce rates that equitably recover costs from residents and businesses by setting the appropriate level of revenue to be collected from ratepayers, and establishing a rate structure to equitably collect those revenues.

**Exhibit 2.1** illustrates the overview of the methodology used in this rate study process.

Exhibit 2.1: Overview of the Rate Study Process



### B. FISCAL POLICIES

The stewardship of public funds is one of the greatest responsibilities given to the officials and the managers of the City. Therefore, the establishment and maintenance of wise fiscal policies enables City officials to protect public interest and ensure public trust. This study incorporates fiscal policies observed by the City to ensure that current policies are maintained, including reserve levels, capital/system replacement funding and debt service coverage.

## C. REVENUE REQUIREMENT

The revenue requirement analysis will form the basis for a long-range financial plan and multi-year rate management strategy for the parks system. It also enables the City to establish a rate structure which will fully recover the total cost of operating the parks system: capital improvement, capital replacement, operations, maintenance, general administration, fiscal policy attainment, cash reserve management, and expanded programs. Linking rate levels to a financial plan such as this helps to enable not only sound financial performance for the City's parks fund, but also a clear and reasonable relationship between the costs imposed on utility customers and the costs incurred to provide service.

A revenue requirement analysis includes the following core elements to form a complete portrayal of the parks utility's financial obligations.

- ◆ Operating Forecast. Identifies future annual non-capital costs associated with the operation, maintenance, and administration of the system.
- ◆ Deferred Maintenance. Measures the value of asset replacement and current required maintenance activities necessary to maintain adequate parks facilities condition.
- ◆ Capital Funding Plan. Defines a strategy for funding the City's capital improvement program, including an analysis of available resources from system development charges, debt financing, and any special resources that may be readily available (grants, outside contributions, etc.). Identifies if additional funding sources are needed.
- ◆ Revenue Sufficiency Testing. Evaluates the sufficiency of revenues in meeting all financial obligations, including any coverage requirements associated with long-term debt.
- ◆ Rate Strategy Development. Designs a forward-looking strategy for establishing rates to fully fund financial obligations on an annual basis over the projection period.

## D. RATE DESIGN

The principal consideration of rate design is for the rate structure to generate sufficient revenues for the system which are reasonably commensurate with the cost of providing service. The pricing structure is largely dictated by the objectives of the system. Most rate structures consist of a combination of fixed and variable charges. Fixed charges typically attempt to cover system costs that do not vary with usage. Variable charges typically serve two functions, equitably recovering variable costs and encouraging customers to use the system efficiently. In this case, variable costs associated with the parks utility fee are based upon the services and materials the city chooses to fund through the utility fee.

## SECTION III: REVENUE REQUIREMENT

---

### A. INTRODUCTION

A revenue requirement analysis forms the basis for a long-range financial plan and multi-year rate management strategy. The analysis is developed by completing an operating forecast that identifies current and future annual operating costs, deferred maintenance costs, and a capital funding plan that defines a strategy for funding the capital improvement needs of the City not being addressed by SDCs, funding for additional recreational activities and programs.

### B. OPERATING FORECAST

The purpose of the operating forecast is to determine at what level the potential rates and charges are sufficient to recover the costs the City incurs to operate and maintain the parks system. The fiscal year (FY) 2015-16 budget provided the primary basis for developing a multi-year forecast for FY 2016-17 through FY 2025-26 expenses. The complete 10-year forecasts are included in the **Technical Appendix**. The ensuing discussion highlights the key assumptions used to develop the parks operating forecast.

#### B.1 Non-User Revenue

Historically, parks funding in Tigard has been dependent upon general fund transfers, parks SDCs, voter-approved bonds, and grants. A summary of key non-user fee revenue assumptions includes:

- ◆ **General Fund Transfers:** General fund transfers provide Tigard's parks with the majority of needed operations and maintenance dollars. It is assumed that these transfers will cease if the parks utility fee is implemented.
- ◆ **SDCs:** SDC fund transfers provide Tigard's parks with the majority of the capital costs necessary for development of new park land or purchase of other assets. These incomes were generally not included in the modeling of this fee.
- ◆ **Voter-Approved Parks Bond:** Residents of Tigard agreed to an increase in their property taxes in order to provide Tigard with money to purchase new parks land. Given that this income stream is finite, bond proceeds were not included in the model.

#### B.2 Expenditure Projections

- ◆ Salaries were budgeted at \$904,416 in FY 2015-16 and were anticipated to grow at 4% annually.
- ◆ Benefits were budgeted at \$374,149 in FY 2015-16 and were anticipated to grow at 6.67% annually.
- ◆ Materials and services were budgeted at \$605,432 and costs were anticipated to grow at 3% annually.

- ◆ Capital Outlay expenses were budgeted at \$49,000 in FY 2015-16 and capital outlay expenses were expected to grow at 4.5% annually.
- ◆ Payments for Citywide Support Services were budgeted at \$270,417 in FY 2015-16 and annual transfers out were expected to grow at 4.1% annually.

It should be noted that recreation program expenses at current levels include a portion of the annual salary, benefits and services budgets. The PMF analysis includes a sensitivity analysis removing the recreation expenditures from the overall budget. In FY 2016, the recreation spending is \$177,410 (\$70,000 salary, \$30,798 benefits and \$76,612 in professional services). If recreation expenses are not included in the PMF revenue requirement, they would likely continue to be funded by the city’s General Fund and User Fees.

Each PMF fee development scenario contains a unique set of parameters with cost and fee assumptions. Discussion of each scenario is included in Section III.D. Detailed tables of scenario-based cost assumptions can be found in **Appendix D** and further cost estimate detail can be found in **Appendix E**.

### B.3 Existing User Fees

Tigard’s parks generate funds when users reserve areas, pay to participate in recreational sports leagues, or to enter designated facilities. City staff indicated the fees would defray \$70,000 of the total department expenditures. We assume that user fee revenue increases by 3 percent per year for the 10-year planning horizon. **Exhibit 3.1** shows the forecasted budget expenditures based on the FY 2015-16 budget including the user fee revenue reduction.

**Exhibit 3.1: Parks Utility Fee Scenarios**

Adopted Budget: 10-Year Projections	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21
<b>Salaries</b>	\$ 940,593	\$ 978,216	\$ 1,017,345	\$ 1,058,039	\$ 1,100,360
<b>Benefits</b>	399,105	425,725	454,121	484,411	516,721
<b>Materials and services</b>	623,595	642,303	661,572	681,419	701,862
<b>Capital outlay</b>	51,205	53,509	55,917	58,433	61,063
<b>Transfers</b>	281,504	293,046	305,061	317,568	330,588
<b>Less: Existing User Fees</b>	(70,000)	(72,100)	(74,263)	(76,491)	(78,786)
<b>Total expenditures</b>	<u>\$ 2,226,001</u>	<u>\$ 2,320,699</u>	<u>\$ 2,419,753</u>	<u>\$ 2,523,379</u>	<u>\$ 2,631,809</u>

## C. CAPITAL FUNDING PLAN

The adopted Tigard parks and trails capital improvement plan includes \$13 million in total costs in the 7-year projection period (**Appendix E2**). Costs represented in this plan are based on inflated dollars to the year of construction. Representative projects include:

- ◆ **Fanno Creek Remeander:** A \$1,147,000 project intended to reduce erosion impacts by lengthening the channel and decreasing the slope of the stream bed. This project will also require the realignment of a portion of the Fanno Creek Regional Trail.
- ◆ **Dirksen Nature Park:** A \$3.8 million project which will maintain 35 acres of natural area while also renovating an existing educational building on the site as well as improving trail connections throughout the property, among other improvements.
- ◆ **Tree Canopy Replacement Program:** A \$600,000 project which intends to replace lost tree canopy along stream corridors, school grounds, highways, and other areas.

- ◆ **Park Land Acquisition:** A \$890,000 dollar effort to identify and purchase park land with funds coming from Tigard's citizen approved parks bond.
- ◆ **Downtown Land Acquisition:** A \$1.3 million effort to identify and purchase park land exclusively within downtown Tigard with funds coming from Tigard's citizen approved parks bond.
- ◆ **Tigard Street Trail and Public Space:** An \$45,000 trail project which is intended to connect SW Tiedeman Avenue to downtown Tigard and Tigard Transit Center by converting a disused rail spur.
- ◆ **Damaged Tree Replacement Program:** A \$300,000 effort to increase the quality and quantity of large trees and tree canopy.
- ◆ **Fanno Creek Trail Connection:** A \$4.8 million project which intends to close numerous gaps on the Fanno Creek Regional Trail present within the city of Tigard.

The capital funding strategy envisions funding these projects through a mix of available cash balances including grants, System Development Charges, and transfers from other funds.

## D. SUMMARY OF REVENUE REQUIREMENT

The operating forecast components of operations and maintenance (O&M) expenses, debt service, and system reinvestment come together to form the multi-year revenue requirement. The revenue requirement compares the overall revenue available to the parks system to the expenses and evaluates the sufficiency of rates on an annual basis.

Seven scenarios were developed to evaluate the potential for Tigard's parks utility fee to support various revenue requirements:

### D.1 Scenario 1: Funding Parks at Existing Levels

**Appendix A1** displays the results of the revenue requirement analysis of scenario 1. In this scenario, the parks utility fee assumes the parks costs which in the past were paid for using general fund transfers. This scenario assumes that no increase in parks funding occurs, meaning that deferral in needed maintenance continues and no funding is added to expand recreational programs or add capital projects as part of the PMF. Revenue requirements gradually and steadily increase as residential and employment growth increase. The revenue requirement for scenario 1 increases from \$2,226,001 in FY 2016-17 to \$3,254,938 in FY 2025-26.

As noted previously, the PMF analysis includes a sensitivity analysis removing the recreation expenditures from the overall budget. In FY 2016, the recreation spending is \$177,410. Hence, if recreation expenses are not included in the PMF revenue requirement, the annual revenue requirement for scenario 1 would be lower by approximately \$180,000 dollars.

### D.2 Scenario 2: Funding Deferred Maintenance

**Appendix A2** displays the results of the revenue requirement analysis of scenario 2. In this scenario, the parks utility fee pays for deferred maintenance costs. This includes equipment and vehicle repair and replacement, repairs to trails, and other maintenance activities. The revenue requirement associated with scenario 2 fluctuates annually based upon the replacement timeline for assets. The initial year of the revenue requirement also addresses previously deferred maintenance whereas the following years address deferred maintenance requirements in that specific year. The revenue requirement for scenario 2 ranges from a high of \$1,179,539 in FY 2016-17 to a low of \$244,343 in FY 2025-26.

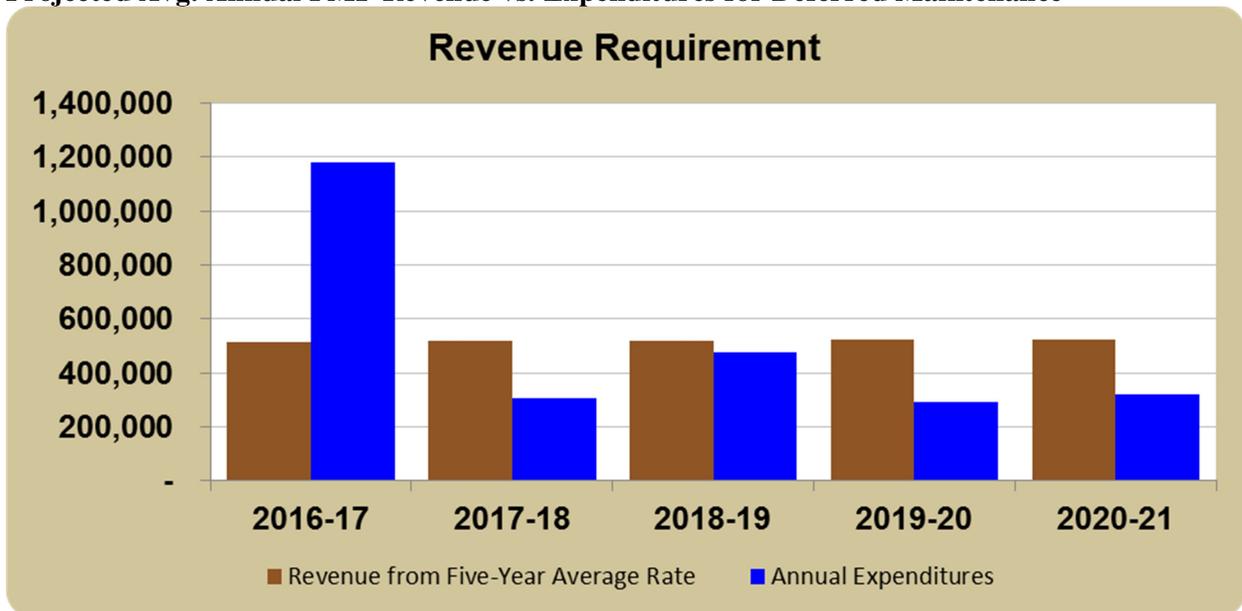
Cost estimates for this scenario can be found in **Appendix D1** while further detail regarding the cost assumptions associated with this revenue requirement can be found in **Appendix E1**.

As shown in the following Exhibit, expenditures in this scenario are highly variable. To correctly account for expenditures in the utility rate and ensure low rate volatility, it is recommended that the city utilize a five-year average PMF rate. The annual revenue compared to annual expenditures for this scenario is shown in **Exhibit 3.2**. Since this approach will likely result in 1 or 2 years with inadequate fund balances to cover planned deferred maintenance, the city may need to transfer (borrow) funds from other city funds to cover temporary imbalances until reserves build up over time.

The five-year (smoothed) revenue requirement for scenario 2 would result in an initial revenue requirement of approximately \$514,000, as noted in **Appendix A2-B**, which is also part of the recommended PMF rate scenario.

**Exhibit 3.2:**

**Projected Avg. Annual PMF Revenue vs. Expenditures for Deferred Maintenance**



**D.3 Scenario 3: Fully Funding CIP**

**Appendix A3** displays the results of the revenue requirement analysis of scenario 3. In this scenario, the parks utility fee pays for the costs of all CIP-related transfers from the Urban Forestry Fund and transfers from the Transportation CIP Fund which are currently expected to fund capital projects. This scenario would reduce parks-related transfers from city accounts while identifying financing necessary to complete anticipated CIP projects (**Appendix E2**). This would also ensure such projects were funded with guaranteed funds rather than assuming funds from SDCs or other sources will be available. The revenue requirement fluctuates through the first five years and then gradually increases over the last five years. This fluctuation is due to the CIP calling for uneven expenses year to year since its costs are associated with the purchase and construction of facilities.

The revenue requirement for scenario 3 begins at \$857,500 in FY 2016-17, fluctuates in the next four years from \$0 to \$1,174,500, and then averages around \$600,000 in the last five years. An annual cost breakdown of this scenario can be found in **Appendix D2** while further detail regarding the cost assumptions associated with this revenue requirement can be found in **Appendix E2**.

## D.4 Scenario 4: Develop Current Lands

**Appendix A4** displays the results of the revenue requirement analysis of scenario 4. In this scenario, the parks utility fee pays for the capital and O&M costs associated with the development of new park land purchased using Tigard's voter approved parks bond. This would allow the city to build parks quicker with more stable funding sources than is currently possible. This scenario's revenue requirement increases over the 10-year planning horizon with costs growing at a faster rate each fiscal year. This is due to rapidly increasing operations and maintenance costs associated with bringing additional facilities on-line. The revenue requirement for scenario 4 increases from \$203,624 in FY 2016-17 to \$452,008 in FY 2025-26. An annual cost breakdown of this scenario can be found in **Appendix D3** while further detail regarding the cost assumptions associated with this revenue requirement can be found in **Appendix E3**.

## D.5 Scenario 5: Develop New Lands

**Appendix A5** displays the results of the revenue requirement analysis of scenario 4. In this scenario, the parks utility fee pays for the currently budgeted parks expenditures and adds the cost of the purchase, development, and O&M of new park land which has not yet been acquired through Tigard's voter approved parks bond. This would allow the city to expand their parks inventory, continuing to build in anticipation of a growing population and employment base. The revenue requirement for scenario 5 increases steadily as operations and maintenance expenses associated with opening new facilities grow. The revenue requirement for scenario 5 increases from \$84,687 in FY 2016-17 to \$486,452 in FY 2025-26. An annual cost breakdown of this scenario can be found in **Appendix D4** while further detail regarding the cost assumptions associated with this revenue requirement can be found in **Appendix E3**.

## D.6 Scenario 6: Funding New Recreational Programs

**Appendix A6** displays the results of the revenue requirement analysis of scenario 6. In this scenario, the parks utility fee pays for the cost of implementing programs identified as council priorities. Among those activities, scenario 6 assumes that one full time recreation employee will be hired in FY 2016-17 and another will be hired in FY 2018-19. Additionally, a recreation guide will be published and made available along with the implementation of an online reservation system for park facility rental. It is anticipated that the reservation system and recreation guide will generate additional revenue for the parks department in the form of participation fees, user fees, and rental fees. Finally, the city will also provide grants and scholarships so that low-income citizens can participate in the newly realized activities. The revenue requirement for this scenario increases steadily from \$153,076 in FY 2016-17 to \$617,733 in FY 2020-21 then, averages \$420,000 in the final five years. An annual cost breakdown of this scenario can be found in **Appendix D5**.

## D.7 Scenario 7: Funding Special Community Assets

**Appendix A7** displays the results of the revenue requirement analysis of scenario 7. In this scenario, the parks utility fee pays for the cost of implementing an arts and culture program through which the city of Tigard would purchase and display artwork throughout the city. In addition, scenario 7 would fund the construction of stormwater facilities in city parks. The revenue requirement for scenario 7 increases along with employment and residential growth because the programs funded by this scenario do not fluctuate in cost based on the year being considered. The revenue requirement increases from \$201,627 in FY 2016-17 to \$248,192 in FY 2025-26. An annual cost breakdown of this scenario can be found in **Appendix D6** while further detail regarding the cost assumptions associated with this revenue requirement can be found in **Appendix E4**.

## SECTION IV: RATE DESIGN

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### A. INTRODUCTION

The principal objective of the rate design stage is to develop parks utility rate structures that collect the appropriate level of revenue. The City currently does not assess local charges for parks utility service. In order to fund the activities identified in the revenue requirement section above, it is recommended that a local charge be formed.

### B. PARKS UTILITY FUNDING

The existing parks funding mechanisms in Tigard are grouped into two purposes: those funds dedicated to capital purchases and those funds dedicated to maintenance for parks. Capital funds have historically come from SDC revenues, transfers from capital funds and grants. Meanwhile, the majority of operations expenses have come from transfers from the city's general fund.

### C. CUSTOMER CHARGES

#### **Equivalent Dwelling Units**

Equivalent Dwelling Units (EDUs) are the basis for allocating annual PARC revenue requirements to customer groups. EDUs, by definition, equate to a one unit of customer demand (usage) of parks and recreation investment within the City of Tigard, whereas one unit is equivalent to the amount of parks and recreation investment needed to support one single family residential dwelling unit.

The methodology for determining EDUs takes into account most current (FY 2015-16) customer data that is maintained and updated periodically by the city as part of its street maintenance fee program. Supplemental data depicting building occupancy (using COSTAR quarterly reports for the Tigard subarea), employment (using confidential Oregon Employment Department data and local business interviews), and dwelling units (using city staff estimates) is compiled using sources noted in **the table below**.

Non-residential EDU conversion factors are derived from the adopted Tigard Parks and Trails SDC Methodology Report (adopted in 2015), with an EDU conversion factor that equates 1 dwelling unit to 15 jobs. Hence, the PMF methodology estimates employment for each commercial and industrial customer and divides it by 15 to calculate non-residential EDUs.

Single family residential EDUs are calculated for each customer using the following formula:

$$\text{Customer Accounts} \times 0.992 \text{ Occupancy Rate} = \text{EDUs}$$

Multifamily residential EDUs are calculated for each customer using the following formula:

$$\mathbf{Dwelling\ Units} \times \mathbf{.942\ Occupancy\ Rate} = \mathbf{EDUs}$$

Commercial EDUs are calculated using the following formula:

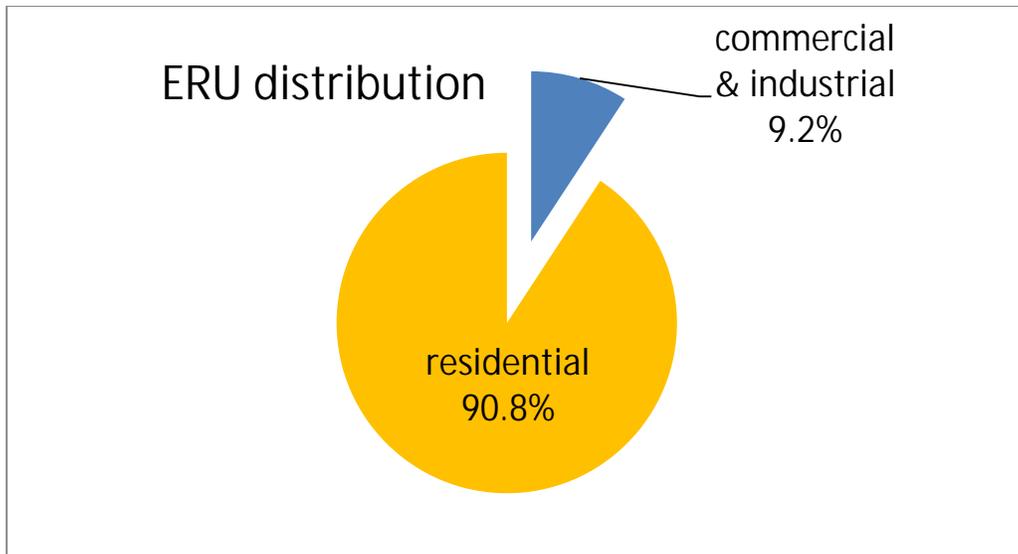
$$\frac{[\mathbf{Parking\ Stalls} \times \mathbf{0.76\ Jobs\ Per\ Stall} \times \mathbf{.995\ Occupancy\ Rate}]}{\mathbf{15\ (EDU\ factor)}} = \mathbf{EDUs}$$

Industrial EDUs are calculated using the following formula:

$$\frac{[\mathbf{Parking\ Stalls} \times \mathbf{1.19\ Jobs\ Per\ Stall} \times \mathbf{1.0\ Occupancy\ Rate}]}{\mathbf{15\ (EDU\ factor)}} = \mathbf{EDUs}$$

As indicated in the **Exhibit 4.1**, the resulting distribution of EDUs, when combined by general customer type equates to a distribution of 90.8% to residential customers and 9.2% to non-residential (commercial and industrial) customers.

Exhibit 4.1: Distribution of Citywide EDUs



An annual EDU growth factor of 0.45% is assumed based on historic customer growth trends in Tigard’s customer utility accounts. A summary of EDU calculations and projections can be found in **Appendix B**.

### Customer Charges

The City shall charge each customer within the City of Tigard based on actual customer account information which is updated annually. Any occupied residential dwelling, multifamily and commercial or industrial customer is to be charged as follows:

**Occupied single family** residential PMF rates are calculated for each customer using the following formula:

$$\mathbf{Dwelling\ Unit} \times \mathbf{monthly\ PMFRate\ per\ EDU} = \mathbf{Monthly\ charge}$$

**Occupied multifamily** customer PARC rates are calculated using the following formula:

$$\text{Dwelling Units} \times \text{monthly PMF Rate per EDU} = \text{Monthly charge}$$

**Occupied commercial** customer PARC rates are calculated using the following formula:

$$\frac{[\text{Parking Stalls} \times 0.76 \text{ Jobs Per Stall}]}{15 (\text{EDU factor})} \times \text{monthly PMF per EDU} = \text{Monthly charge}$$

**Occupied industrial** customer PARC rates are calculated using the following formula:

$$\frac{[\text{Parking Stalls} \times 1.19 \text{ Jobs Per Stall}]}{15 (\text{EDU factor})} \times \text{monthly PMF per EDU} = \text{Monthly charge}$$

## D. PARKS UTILITY FEE SCENARIOS ANALYSIS

Each of the scenarios and their associated revenue requirement were analyzed to determine potential utility fees for the citizens and businesses of Tigard. An analysis of each scenario resulted in draft PMF rate calculations that were summarized and presented to the City at a Tigard City Council Work Session. The results of each scenario are shown in their respective appendices.

**Exhibit 4.2: Parks Utility Fee Scenarios**

Scenario Comparison	Annual Revenue per EDU FY 2016-17 (Year 1)	Initial Five Year Rate <sup>1</sup>	Equivalent Property Tax	
			Annual Mil rate, FY 2016-17	Annual Avg. Cost on \$240k home
1. Adopted Budget	\$98.17	\$8.18	0.4056	\$97.35
2. Deferred Maintenance	\$22.69	\$1.89	0.2149	\$51.59
3. Fully Fund CIP Projects	\$37.82	\$1.94	0.1563	\$37.50
4. Develop and Operate Current Lands	\$8.98	\$0.92	0.0371	\$8.91
5. Develop and Operate New Lands	\$3.73	\$0.59	0.0154	\$3.70
6. Develop Recreation Programs	\$6.75	\$1.39	0.0279	\$6.69
7. Special Community Assets	\$8.89	\$0.79	0.0367	\$8.82
<b>Total</b>	<b>\$187.03</b>	<b>\$15.70</b>	<b>0.8940</b>	<b>\$214.56</b>

\*Residential and Non-Residential EDUs are Charged the same amount per EDU.

<sup>1</sup>Note that five year rate may cause a revenue deficiency in the first years, if expenditures in early years are higher than later years.

\*\* Total Assessed Value in City of Tigard: \$5,838,019,224

\*\* Average Home Assessed Value:: \$240,000

\*\* Average annual collection factor: 94%

Source: Compiled by FCS GROUP.

## D. RECOMMENDED RATE SCENARIO

The recommended initial PMF rate is intended to address the current budgeted funding requirements for parks and deferred parks maintenance costs. Using the detailed assumptions provided in the Appendix, the annual revenue requirement over the next five years (FY 2016-17 to FY 2020-21) is projected to include \$2,226,001 in parks budget and \$514,457 in deferred maintenance for a total initial year revenue requirement of \$2,720,458.

In order to smooth out the PMF rates, it is recommended that the initial fee be based on the projected parks budget and the five year average revenue requirement for deferred maintenance. The resulting figure will be allocated among the customer groups. It is further recommended that the annual escalation rate be applied starting in year two. An annual escalation of 4.26% is recommended using the assumptions shown in **Exhibit 4.3**.

**Exhibit 4.3: PMF Escalation Rates**

Parks Utility Rate Indices Years 1-5		
Year of Implementation	Annual Rate	Weights
Personnel	4.80%	0.6
Services/Utilities	3.00%	0.25
Materials/Internal Services	4.20%	0.15
<b>Weighted Average</b>	<b>4.26%</b>	

Source: City of Tigard and FCS GROUP; based on estimated expenditures.

The resulting Tigard PMF rates are shown below in **Exhibit 4.4**. Initial monthly PMF rates would be \$10.07 per customer, and increase by approximately 4 percent annually. This charge should be sufficient to generate an annual average revenue amount of \$2,740,458 in FY 2016-17 and \$3,239,691 in FY 2020-21.

Exhibit 4.4: Tigard PMF Rates for Recommended Scenario: Parks Budget plus Deferred Maintenance

Average Revenue Requirement with 5-Year Smoothing of Deferred Maintenance	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21
<b>Parks Budget</b>	\$ 2,226,001	\$ 2,320,699	\$ 2,419,753	\$ 2,523,379	\$ 2,631,809
<b>Deferred Maintenance*</b>	\$ 514,457	\$ 536,372	\$ 559,222	\$ 583,045	\$ 607,883
<b>Total expenditures</b>	<b>\$ 2,740,458</b>	<b>\$ 2,857,072</b>	<b>\$ 2,978,975</b>	<b>\$ 3,106,424</b>	<b>\$ 3,239,691</b>
<b>Allocated costs</b>					
<b>Residential allocation</b>	\$ 2,487,186	\$ 2,593,022	\$ 2,703,659	\$ 2,819,330	\$ 2,940,280
<b>Non-residential allocation</b>	253,272	264,049	275,316	287,094	299,411
<b>Total expenditures</b>	<b>\$ 2,740,458</b>	<b>\$ 2,857,072</b>	<b>\$ 2,978,975</b>	<b>\$ 3,106,424</b>	<b>\$ 3,239,691</b>
<b>EDUs: 5-Year Projections</b>					
<b>Residential</b>	20,579	20,672	20,765	20,858	20,952
<b>Non-Residential</b>	2,096	2,105	2,114	2,124	2,134
<b>Total</b>	<b>22,675</b>	<b>22,777</b>	<b>22,879</b>	<b>22,982</b>	<b>23,086</b>
<b>Rate Calculation: 5-Year Projections (nominal dollars)</b>					
<b>Required annual revenue per EDU</b>					
<b>Residential</b>	\$ 120.86	\$ 125.44	\$ 130.20	\$ 135.17	\$ 140.33
<b>Non-residential</b>	\$ 120.86	\$ 125.44	\$ 130.20	\$ 135.17	\$ 140.33
<b>Monthly rate per EDU</b>					
<b>Residential</b>	<b>\$ 10.07</b>	<b>\$ 10.45</b>	<b>\$ 10.85</b>	<b>\$ 11.26</b>	<b>\$ 11.69</b>
<b>Non-residential</b>	<b>\$ 10.07</b>	<b>\$ 10.45</b>	<b>\$ 10.85</b>	<b>\$ 11.26</b>	<b>\$ 11.69</b>

\* assumes escalation rate of 4.26% on deferred maintenance avg. revenue requirement.

In the sensitivity analysis, the PMF is adjusted downwards to reflect a policy that the fee be used exclusively for parks maintenance only. In this scenario, the annual revenue requirement is reduced by \$184,563 to exclude the annual amount of funds currently expended on recreation facilities and programs. This results in a 74 cent per month per EDU reduction. Hence, the initial PMF would be \$9.33 instead of \$10.07, and subsequent year rates would comport with such a reduction in charges.

## SECTION V: RATE POLICIES

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Parks revenues at current levels are not sufficient to fund ongoing maintenance needs, much less identified parks priorities and the development of parks on city-owned land. Seven scenarios were evaluated for the parks system based on services and activities that Tigard has identified as priorities for the parks department.

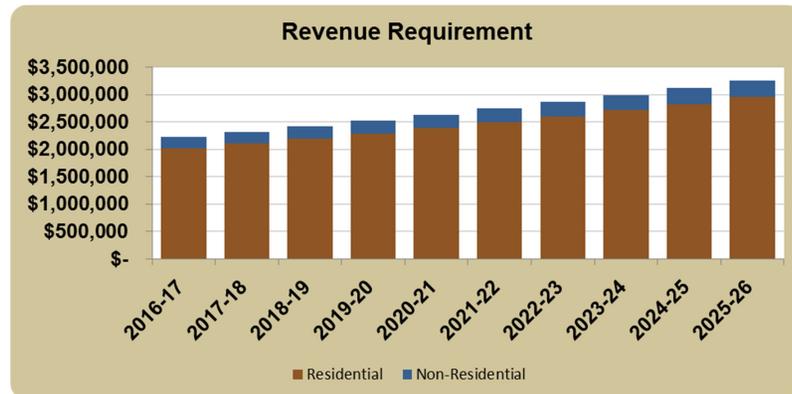
Recommendations of this study include:

- ◆ The recommended initial PMF rate would be set at a level to fund the existing annual parks budget and identified deferred parks maintenance.
- ◆ The Parks Fund should establish a minimum operating reserve that equates to 90-days of expenditures.
- ◆ The City should provide a rate policy that establishes an annual reserve for low income assistance. Based on experience by the City of Tigard with its water rates, an initial annual reserve fund balance of \$25,000 should be established. The city would utilize this fund to provide assistance to individuals and families within the City of Tigard if they meet the certain income parameters. Eligibility is to be determined by St. Vincent de Paul (city partner) using the U.S. Department of Housing and Urban Development income criteria for utility assistance. Once this fund is established, a share of each year's PMF revenue should be transferred into it to maintain a minimum beginning year fund balance of \$25,000.
- ◆ As the City considers acquiring or developing new land for future parks, it shall consider potential impacts on PMF expenditures and revenue requirements, and accordingly make annual adjustments to the PMF rates.
- ◆ The City should adopt a rate policy that establishes an annual escalation rate based on city cost experience or at an annual rate of at least 4 percent.
- ◆ The City shall revisit the study findings during the budget cycle to check that the assumptions used are still appropriate and that no significant changes have occurred that would alter the results of the rate methodology. The City should continue to monitor the financial status of the parks utility, adjusting the parks utility fee rate strategy as needed.

# TECHNICAL APPENDIX

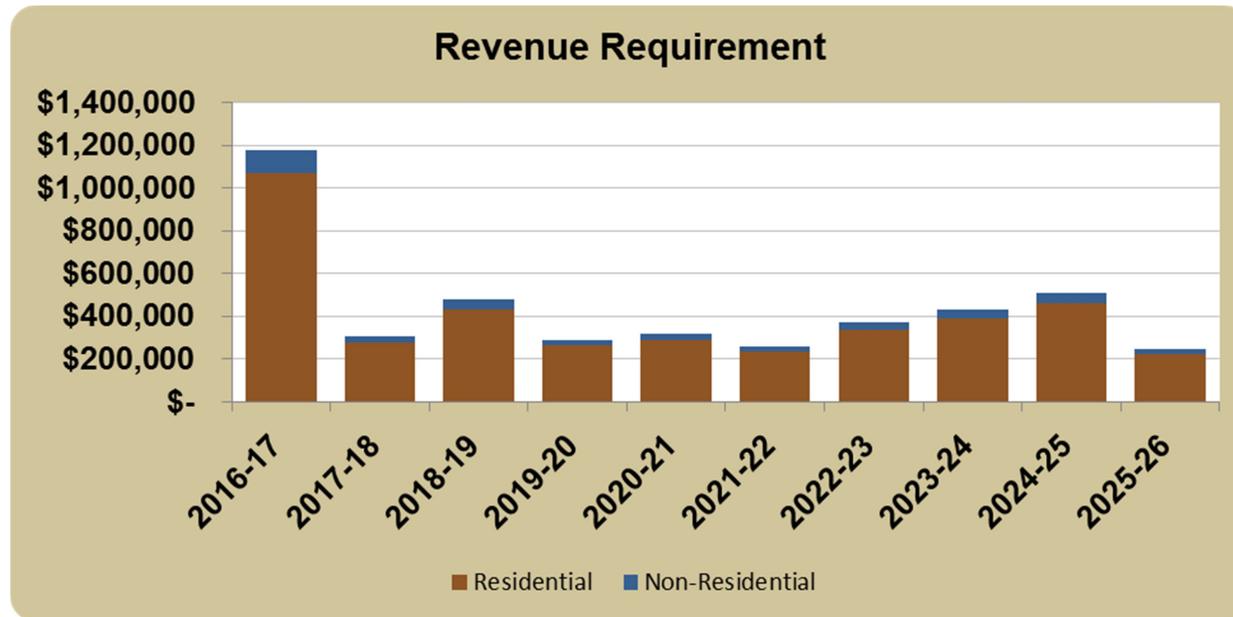
## APPENDIX A: REVENUE REQUIREMENTS

### Appendix A1: Scenario 1 (Adopted Budget) Revenue Requirement



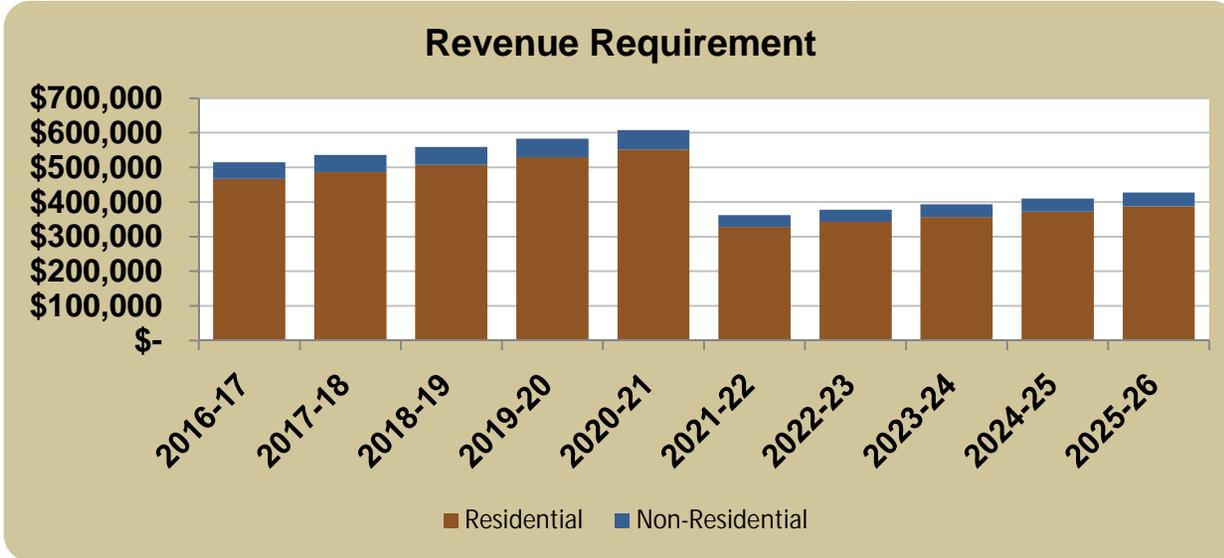
Revenue Requirement: 10-Year Projections	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26
<b>Adjusted cost scenario:</b>										
Adopted Budget	\$ 2,226,001	\$ 2,320,699	\$ 2,419,753	\$ 2,523,379	\$ 2,631,809	\$ 2,745,283	\$ 2,864,056	\$ 2,988,398	\$ 3,118,592	\$ 3,254,938
Manual adjustments	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>\$ 2,226,001</b>	<b>\$ 2,320,699</b>	<b>\$ 2,419,753</b>	<b>\$ 2,523,379</b>	<b>\$ 2,631,809</b>	<b>\$ 2,745,283</b>	<b>\$ 2,864,056</b>	<b>\$ 2,988,398</b>	<b>\$ 3,118,592</b>	<b>\$ 3,254,938</b>
<b>Allocated costs</b>										
Residential allocation	\$ 2,020,275	\$ 2,106,221	\$ 2,196,120	\$ 2,290,170	\$ 2,388,578	\$ 2,491,565	\$ 2,599,361	\$ 2,712,212	\$ 2,830,373	\$ 2,954,118
Non-residential allocation	205,726	214,478	223,632	233,210	243,231	253,718	264,695	276,186	288,219	300,820
<b>Total expenditures</b>	<b>\$ 2,226,001</b>	<b>\$ 2,320,699</b>	<b>\$ 2,419,753</b>	<b>\$ 2,523,379</b>	<b>\$ 2,631,809</b>	<b>\$ 2,745,283</b>	<b>\$ 2,864,056</b>	<b>\$ 2,988,398</b>	<b>\$ 3,118,592</b>	<b>\$ 3,254,938</b>

**Appendix A2-A: Scenario 2 (Deferred Maintenance) Revenue Requirement**



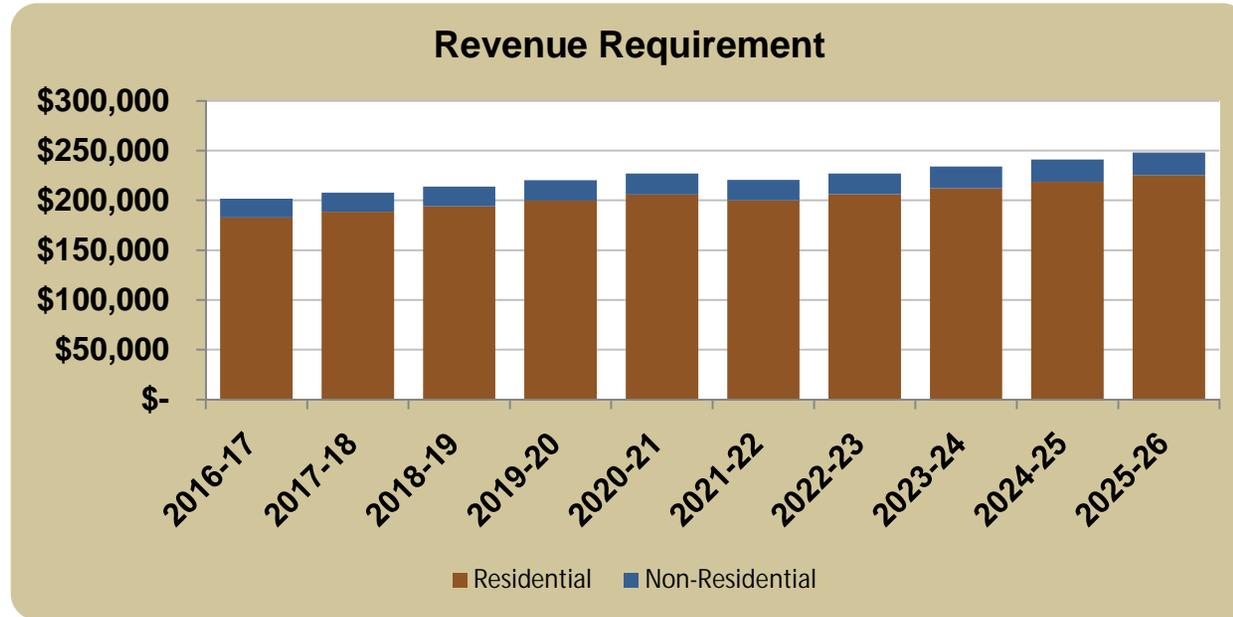
<b>Revenue Requirement: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Adjusted cost scenario:</b>										
Deferred Maintenance	\$ 1,179,539	\$ 306,463	\$ 476,641	\$ 290,388	\$ 319,251	\$ 255,309	\$ 370,340	\$ 431,111	\$ 508,687	\$ 244,343
Manual adjustments	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>\$ 1,179,539</b>	<b>\$ 306,463</b>	<b>\$ 476,641</b>	<b>\$ 290,388</b>	<b>\$ 319,251</b>	<b>\$ 255,309</b>	<b>\$ 370,340</b>	<b>\$ 431,111</b>	<b>\$ 508,687</b>	<b>\$ 244,343</b>
<b>Allocated costs</b>										
Residential allocation	\$ 1,070,527	\$ 278,140	\$ 432,590	\$ 263,551	\$ 289,746	\$ 231,714	\$ 336,113	\$ 391,268	\$ 461,675	\$ 221,761
Non-residential allocation	109,013	28,323	44,051	26,838	29,505	23,596	34,227	39,843	47,013	22,582
<b>Total expenditures</b>	<b>\$ 1,179,539</b>	<b>\$ 306,463</b>	<b>\$ 476,641</b>	<b>\$ 290,388</b>	<b>\$ 319,251</b>	<b>\$ 255,309</b>	<b>\$ 370,340</b>	<b>\$ 431,111</b>	<b>\$ 508,687</b>	<b>\$ 244,343</b>

**Appendix A2-B: Scenario 2 (Deferred Maintenance) Revenue Requirement with five year smoothing**



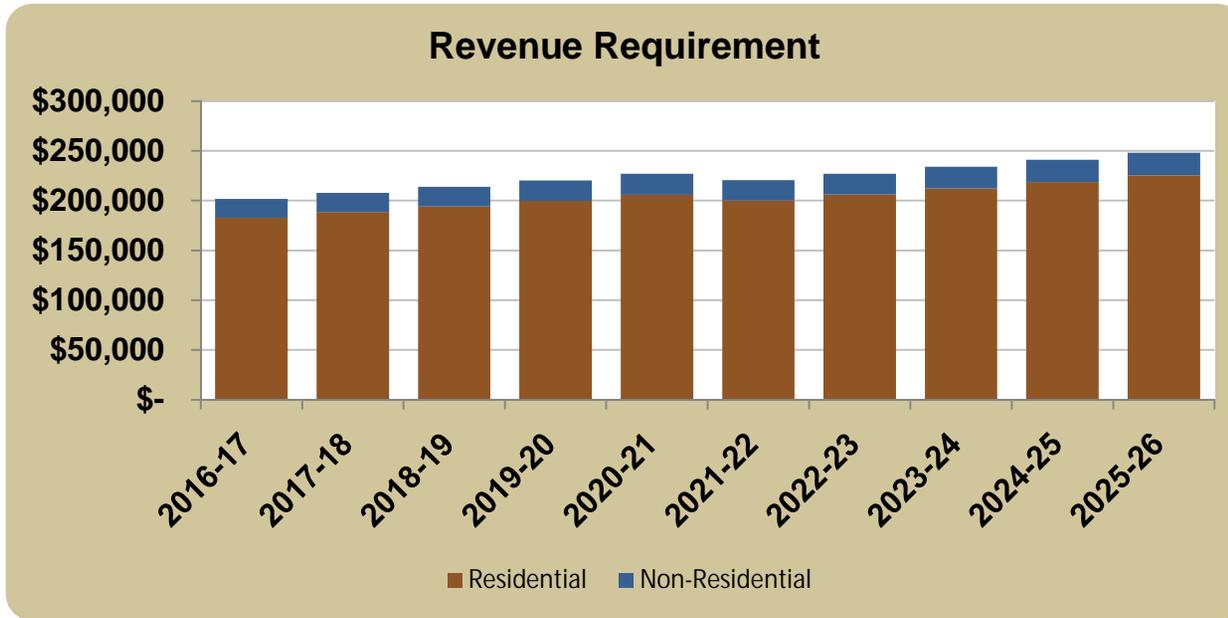
<b>Revenue Requirement: 10-Year Projections</b>	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26
<b>Adjusted cost scenario:</b>										
Deferred Maintenance	\$ 514,457	\$ 536,372	\$ 559,222	\$ 583,045	\$ 607,883	\$ 361,958	\$ 377,378	\$ 393,454	\$ 410,215	\$ 427,690
Manual adjustments	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>\$ 514,457</b>	<b>\$ 536,372</b>	<b>\$ 559,222</b>	<b>\$ 583,045</b>	<b>\$ 607,883</b>	<b>\$ 361,958</b>	<b>\$ 377,378</b>	<b>\$ 393,454</b>	<b>\$ 410,215</b>	<b>\$ 427,690</b>
<b>Allocated costs</b>										
Residential allocation	\$ 466,911	\$ 486,801	\$ 507,539	\$ 529,160	\$ 551,702	\$ 328,506	\$ 342,500	\$ 357,091	\$ 372,303	\$ 388,163
Non-residential allocation	47,546	49,571	51,683	53,885	56,180	33,452	34,877	36,363	37,912	39,527
<b>Total expenditures</b>	<b>\$ 514,457</b>	<b>\$ 536,372</b>	<b>\$ 559,222</b>	<b>\$ 583,045</b>	<b>\$ 607,883</b>	<b>\$ 361,958</b>	<b>\$ 377,378</b>	<b>\$ 393,454</b>	<b>\$ 410,215</b>	<b>\$ 427,690</b>

**Appendix A3: Scenario 3 (Fully Fund CIP Projects) Revenue Requirement**



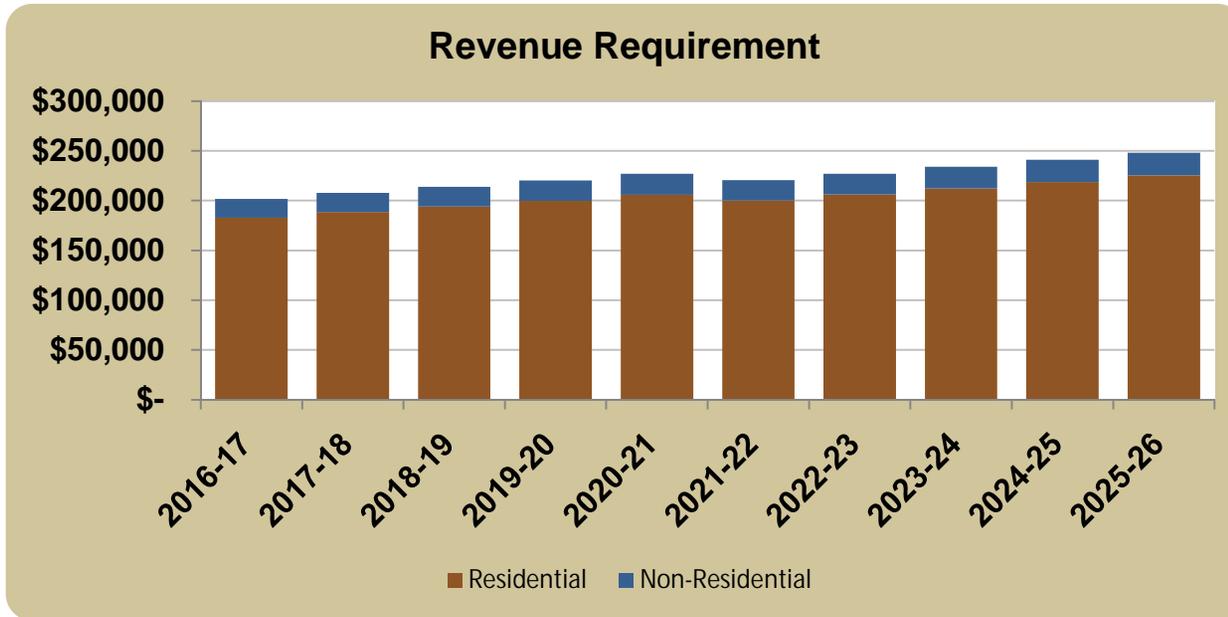
<b>Revenue Requirement: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Adjusted cost scenario:</b>										
Fully Fund CIP Projects	\$ 857,500	\$ 604,150	\$ 1,174,500	\$ -	\$ -	\$ 550,955	\$ 575,748	\$ 601,657	\$ 628,732	\$ 657,025
Manual adjustments	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>\$ 857,500</b>	<b>\$ 604,150</b>	<b>\$ 1,174,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,955</b>	<b>\$ 575,748</b>	<b>\$ 601,657</b>	<b>\$ 628,732</b>	<b>\$ 657,025</b>
<b>Allocated costs</b>										
Residential allocation	\$ 778,250	\$ 548,315	\$ 1,065,953	\$ -	\$ -	\$ 500,036	\$ 522,538	\$ 546,052	\$ 570,624	\$ 596,303
Non-residential allocation	79,250	55,835	108,547	-	-	50,919	53,210	55,605	58,107	60,722
<b>Total expenditures</b>	<b>\$ 857,500</b>	<b>\$ 604,150</b>	<b>\$ 1,174,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,955</b>	<b>\$ 575,748</b>	<b>\$ 601,657</b>	<b>\$ 628,732</b>	<b>\$ 657,025</b>

**Appendix A4: Scenario 4 (Develop Current Land) Revenue Requirement**



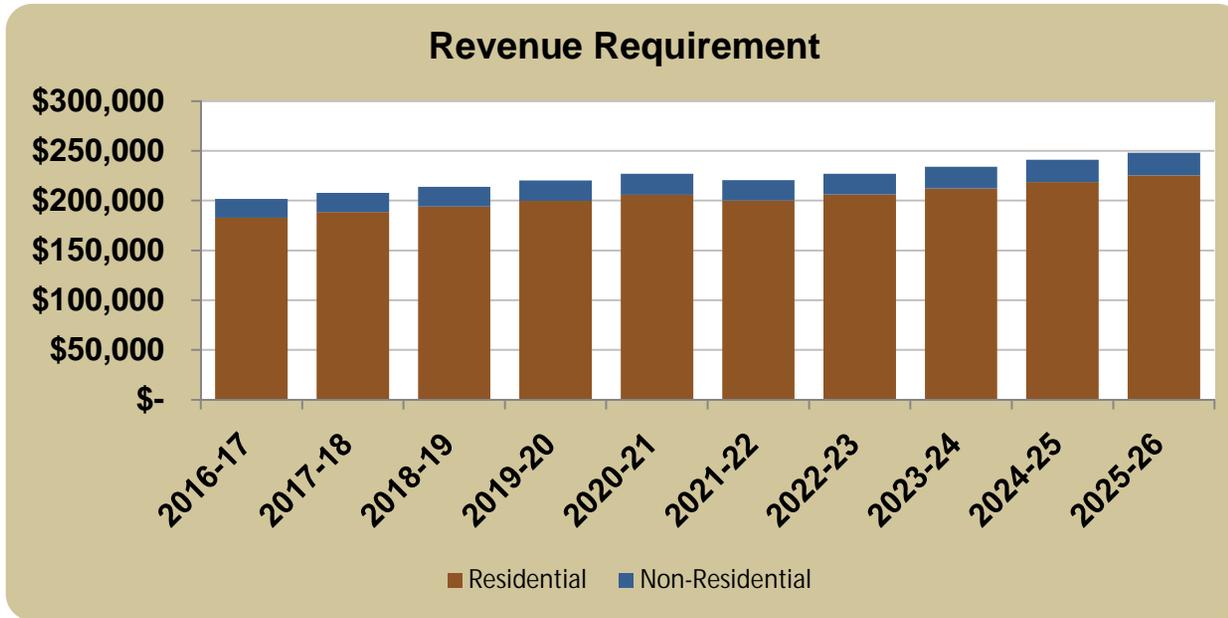
<b>Revenue Requirement: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Adjusted cost scenario:</b>										
Develop Current Land	\$ 203,624	\$ 225,903	\$ 249,379	\$ 274,105	\$ 300,136	\$ 327,532	\$ 356,353	\$ 386,662	\$ 418,524	\$ 452,008
Manual adjustments	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>\$ 203,624</b>	<b>\$ 225,903</b>	<b>\$ 249,379</b>	<b>\$ 274,105</b>	<b>\$ 300,136</b>	<b>\$ 327,532</b>	<b>\$ 356,353</b>	<b>\$ 386,662</b>	<b>\$ 418,524</b>	<b>\$ 452,008</b>
<b>Allocated costs</b>										
Residential allocation	\$ 184,805	\$ 205,025	\$ 226,331	\$ 248,772	\$ 272,398	\$ 297,262	\$ 323,419	\$ 350,927	\$ 379,844	\$ 410,234
Non-residential allocation	18,819	20,878	23,047	25,333	27,738	30,270	32,934	35,735	38,680	41,774
<b>Total expenditures</b>	<b>\$ 203,624</b>	<b>\$ 225,903</b>	<b>\$ 249,379</b>	<b>\$ 274,105</b>	<b>\$ 300,136</b>	<b>\$ 327,532</b>	<b>\$ 356,353</b>	<b>\$ 386,662</b>	<b>\$ 418,524</b>	<b>\$ 452,008</b>

**Appendix A5: Scenario 5 (Develop New Land) Revenue Requirement**



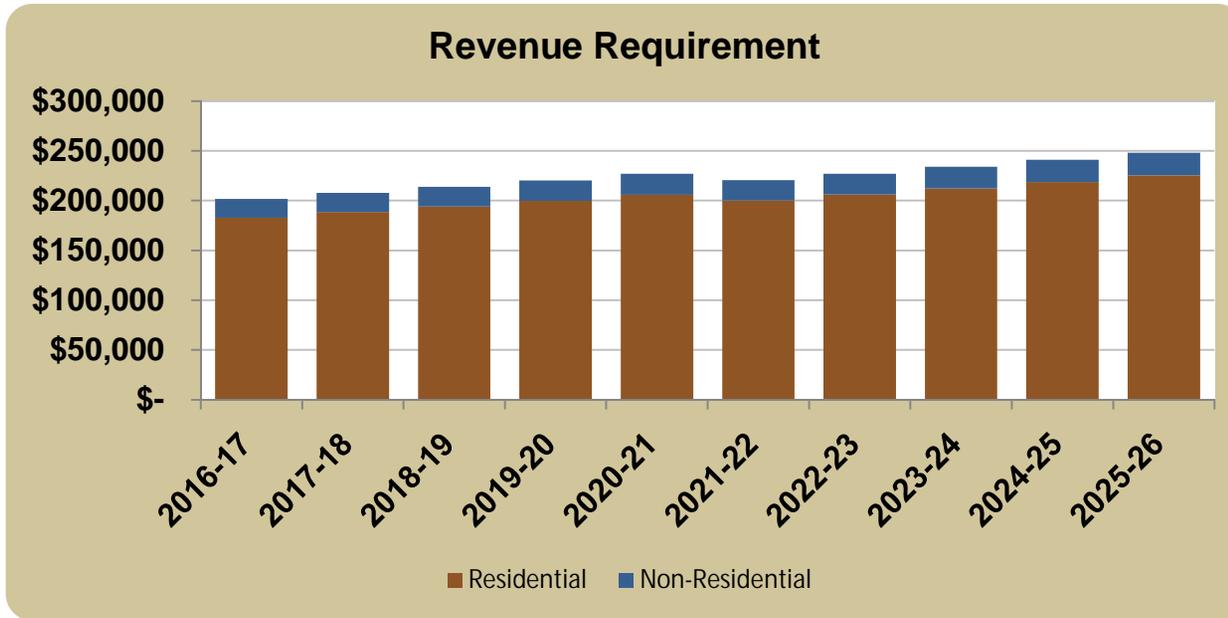
<b>Revenue Requirement: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Adjusted cost scenario:</b>										
Develop New Land	\$ 84,687	\$ 120,155	\$ 157,687	\$ 197,376	\$ 239,316	\$ 283,610	\$ 330,360	\$ 379,674	\$ 431,666	\$ 486,452
Manual adjustments	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>\$ 84,687</b>	<b>\$ 120,155</b>	<b>\$ 157,687</b>	<b>\$ 197,376</b>	<b>\$ 239,316</b>	<b>\$ 283,610</b>	<b>\$ 330,360</b>	<b>\$ 379,674</b>	<b>\$ 431,666</b>	<b>\$ 486,452</b>
<b>Allocated costs</b>										
Residential allocation	\$ 76,861	\$ 109,051	\$ 143,114	\$ 179,134	\$ 217,199	\$ 257,399	\$ 299,828	\$ 344,585	\$ 391,772	\$ 441,494
Non-residential allocation	7,827	11,105	14,573	18,241	22,118	26,211	30,532	35,089	39,894	44,958
<b>Total expenditures</b>	<b>\$ 84,687</b>	<b>\$ 120,155</b>	<b>\$ 157,687</b>	<b>\$ 197,376</b>	<b>\$ 239,316</b>	<b>\$ 283,610</b>	<b>\$ 330,360</b>	<b>\$ 379,674</b>	<b>\$ 431,666</b>	<b>\$ 486,452</b>

**Appendix A6: Scenario 6 (Recreational Programs) Revenue Requirement**



<b>Revenue Requirement: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Adjusted cost scenario:</b>										
Recreational Programs	\$ 153,076	\$ 182,040	\$ 425,845	\$ 519,180	\$ 617,733	\$ 392,478	\$ 405,820	\$ 419,522	\$ 433,592	\$ 448,024
Manual adjustments	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>\$ 153,076</b>	<b>\$ 182,040</b>	<b>\$ 425,845</b>	<b>\$ 519,180</b>	<b>\$ 617,733</b>	<b>\$ 392,478</b>	<b>\$ 405,820</b>	<b>\$ 419,522</b>	<b>\$ 433,592</b>	<b>\$ 448,024</b>
<b>Allocated costs</b>										
Residential allocation	\$ 138,929	\$ 165,216	\$ 386,488	\$ 471,198	\$ 560,643	\$ 356,205	\$ 368,314	\$ 380,750	\$ 393,519	\$ 406,618
Non-residential allocation	14,147	16,824	39,356	47,982	57,091	36,273	37,506	38,772	40,072	41,406
<b>Total expenditures</b>	<b>\$ 153,076</b>	<b>\$ 182,040</b>	<b>\$ 425,845</b>	<b>\$ 519,180</b>	<b>\$ 617,733</b>	<b>\$ 392,478</b>	<b>\$ 405,820</b>	<b>\$ 419,522</b>	<b>\$ 433,592</b>	<b>\$ 448,024</b>

**Appendix A7: Scenario 7 (Special Community Assets) Revenue Requirement**



<b>Revenue Requirement: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Adjusted cost scenario:</b>										
Special Community Assets	\$ 201,627	\$ 207,676	\$ 213,906	\$ 220,323	\$ 226,933	\$ 220,515	\$ 227,131	\$ 233,945	\$ 240,963	\$ 248,192
Manual adjustments	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>\$ 201,627</b>	<b>\$ 207,676</b>	<b>\$ 213,906</b>	<b>\$ 220,323</b>	<b>\$ 226,933</b>	<b>\$ 220,515</b>	<b>\$ 227,131</b>	<b>\$ 233,945</b>	<b>\$ 240,963</b>	<b>\$ 248,192</b>
<b>Allocated costs</b>										
Residential allocation	\$ 182,992	\$ 188,482	\$ 194,137	\$ 199,961	\$ 205,960	\$ 200,136	\$ 206,140	\$ 212,324	\$ 218,694	\$ 225,254
Non-residential allocation	18,634	19,193	19,769	20,362	20,973	20,380	20,991	21,621	22,270	22,938
<b>Total expenditures</b>	<b>\$ 201,627</b>	<b>\$ 207,676</b>	<b>\$ 213,906</b>	<b>\$ 220,323</b>	<b>\$ 226,933</b>	<b>\$ 220,515</b>	<b>\$ 227,131</b>	<b>\$ 233,945</b>	<b>\$ 240,963</b>	<b>\$ 248,192</b>

## APPENDIX B: EQUIVALENT DWELLING UNIT CALCULATIONS AND PROJECTIONS

### Appendix B1: Parks EDU Assumptions and Customer Statistics, City of Tigard (FY 2015-16)

Customer Group	Accounts <sup>1</sup>	Parking Stalls <sup>1</sup>	Jobs Per Stall <sup>2</sup>	DUs per Stall <sup>3</sup>	Occupancy Factor <sup>1</sup>	EDU Factor <sup>4</sup>	EDUs <sup>4</sup>
Commercial	916	40,309	0.76		0.995	15	2,029
Industrial	13	718	1.19		1.000	15	57
Multifamily	587	7,433		1.05	0.942	1.0	7,373
Single Family	13,222	13,222		1.00	0.992	1.0	13,114
<b>TOTAL</b>							
<b>Commercial &amp; Industrial</b>	929						<b>2,086</b>
<b>Residential</b>	13,809						<b>20,487</b>

Notes

<sup>1</sup> Derived from City of Tigard, Street Maintenance Fee customer data.

<sup>2</sup> Calculated based on current estimated jobs (Oregon Employment Department and local business survey data for Tigard).

<sup>3</sup> Calculated based on current estimated dwellings (American Community Survey, 2013 data for City of Tigard)

<sup>4</sup> EDU = equivalent dwelling unit. **Note:** Non-residential ERUs calculated by dividing the number of jobs in Tigard (40,746 based on data gathered for the parks SDC methodology) by a conversion factor of 15 employees per EDU (based on calculations in the Tigard Parks and Trails SDC Methodology Report, 2015).

Compiled by FCS GROUP.

### Appendix B2: 10-Year EDU Projections (All Scenarios)

EDUs: 10-Year Projections	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26
Residential, single-family	13,173	13,232	13,292	13,352	13,412	13,472	13,533	13,594	13,655	13,716
Residential, multi-family	7,406	7,440	7,473	7,507	7,540	7,574	7,608	7,643	7,677	7,712
Non-residential, commercial	2,038	2,048	2,057	2,066	2,075	2,085	2,094	2,103	2,113	2,122
Non-residential, industrial	57	58	58	58	58	59	59	59	59	60
<b>Total</b>	<b>22,675</b>	<b>22,777</b>	<b>22,879</b>	<b>22,982</b>	<b>23,086</b>	<b>23,190</b>	<b>23,294</b>	<b>23,399</b>	<b>23,504</b>	<b>23,610</b>

## APPENDIX C: 10-YEAR RATE PROJECTION

### Appendix C1: 10-Year Rate Projections

Rate Calculation: 10-Year Projections	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26
<b>Required annual revenue per EDU</b>										
Residential	\$ 98.17	\$ 101.89	\$ 105.76	\$ 109.80	\$ 114.00	\$ 118.38	\$ 122.95	\$ 127.72	\$ 132.68	\$ 137.86
Non-residential	\$ 98.17	\$ 101.89	\$ 105.76	\$ 109.80	\$ 114.00	\$ 118.38	\$ 122.95	\$ 127.72	\$ 132.68	\$ 137.86
<b>Monthly rate per EDU</b>										
Residential	\$ 8.18	\$ 8.49	\$ 8.81	\$ 9.15	\$ 9.50	\$ 9.87	\$ 10.25	\$ 10.64	\$ 11.06	\$ 11.49
Non-residential	\$ 8.18	\$ 8.49	\$ 8.81	\$ 9.15	\$ 9.50	\$ 9.87	\$ 10.25	\$ 10.64	\$ 11.06	\$ 11.49
<b>Two-year monthly rate per EDU</b>										
Residential	\$ 8.35	\$ 8.35	\$ 9.00	\$ 9.00	\$ 9.70	\$ 9.70	\$ 10.47	\$ 10.47	\$ 11.30	\$ 11.30
Non-residential	\$ 8.35	\$ 8.35	\$ 9.00	\$ 9.00	\$ 9.70	\$ 9.70	\$ 10.47	\$ 10.47	\$ 11.30	\$ 11.30
<b>Five-year monthly rate per EDU</b>										
Residential	\$ 8.91	\$ 8.91	\$ 8.91	\$ 8.91	\$ 8.91	\$ 10.76	\$ 10.76	\$ 10.76	\$ 10.76	\$ 10.76
Non-residential	\$ 8.91	\$ 8.91	\$ 8.91	\$ 8.91	\$ 8.91	\$ 10.76	\$ 10.76	\$ 10.76	\$ 10.76	\$ 10.76
<b>Ten-year monthly rate per EDU</b>										
Residential	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96
Non-residential	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96	\$ 9.96

### Appendix C2: Scenario 2 (Deferred Maintenance) 10-Year Rate Projections

Rate Calculation: 10-Year Projections	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26
<b>Required annual revenue per EDU</b>										
Residential	\$ 52.02	\$ 13.46	\$ 20.83	\$ 12.64	\$ 13.83	\$ 11.01	\$ 15.90	\$ 18.42	\$ 21.64	\$ 10.35
Non-residential	\$ 52.02	\$ 13.46	\$ 20.83	\$ 12.64	\$ 13.83	\$ 11.01	\$ 15.90	\$ 18.42	\$ 21.64	\$ 10.35
<b>Monthly rate per EDU</b>										
Residential	\$ 4.33	\$ 1.12	\$ 1.74	\$ 1.05	\$ 1.15	\$ 0.92	\$ 1.32	\$ 1.54	\$ 1.80	\$ 0.86
Non-residential	\$ 4.33	\$ 1.12	\$ 1.74	\$ 1.05	\$ 1.15	\$ 0.92	\$ 1.32	\$ 1.54	\$ 1.80	\$ 0.86
<b>Two-year monthly rate per EDU</b>										
Residential	\$ 2.73	\$ 2.73	\$ 1.40	\$ 1.40	\$ 1.04	\$ 1.04	\$ 1.43	\$ 1.43	\$ 1.33	\$ 1.33
Non-residential	\$ 2.73	\$ 2.73	\$ 1.40	\$ 1.40	\$ 1.04	\$ 1.04	\$ 1.43	\$ 1.43	\$ 1.33	\$ 1.33
<b>Five-year monthly rate per EDU</b>										
Residential	\$ 1.89	\$ 1.89	\$ 1.89	\$ 1.89	\$ 1.89	\$ 1.30	\$ 1.30	\$ 1.30	\$ 1.30	\$ 1.30
Non-residential	\$ 1.89	\$ 1.89	\$ 1.89	\$ 1.89	\$ 1.89	\$ 1.30	\$ 1.30	\$ 1.30	\$ 1.30	\$ 1.30
<b>Ten-year monthly rate per EDU</b>										
Residential	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61
Non-residential	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61	\$ 1.61

**Appendix C3: Scenario 3 (Fully Fund CIP Projects) 10-Year Rate Projections**

<b>Rate Calculation: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Required annual revenue per EDU</b>										
Residential	\$ 37.82	\$ 26.52	\$ 51.33	\$ -	\$ -	\$ 23.76	\$ 24.72	\$ 25.71	\$ 26.75	\$ 27.83
Non-residential	\$ 37.82	\$ 26.52	\$ 51.33	\$ -	\$ -	\$ 23.76	\$ 24.72	\$ 25.71	\$ 26.75	\$ 27.83
<b>Monthly rate per EDU</b>										
Residential	\$ 3.15	\$ 2.21	\$ 4.28	\$ -	\$ -	\$ 1.98	\$ 2.06	\$ 2.14	\$ 2.23	\$ 2.32
Non-residential	\$ 3.15	\$ 2.21	\$ 4.28	\$ -	\$ -	\$ 1.98	\$ 2.06	\$ 2.14	\$ 2.23	\$ 2.32
<b>Two-year monthly rate per EDU</b>										
Residential	\$ 2.69	\$ 2.69	\$ 2.14	\$ 2.14	\$ 0.99	\$ 0.99	\$ 2.11	\$ 2.11	\$ 2.28	\$ 2.28
Non-residential	\$ 2.69	\$ 2.69	\$ 2.14	\$ 2.14	\$ 0.99	\$ 0.99	\$ 2.11	\$ 2.11	\$ 2.28	\$ 2.28
<b>Five-year monthly rate per EDU</b>										
Residential	\$ 1.94	\$ 1.94	\$ 1.94	\$ 1.94	\$ 1.94	\$ 2.17	\$ 2.17	\$ 2.17	\$ 2.17	\$ 2.17
Non-residential	\$ 1.94	\$ 1.94	\$ 1.94	\$ 1.94	\$ 1.94	\$ 2.17	\$ 2.17	\$ 2.17	\$ 2.17	\$ 2.17
<b>Ten-year monthly rate per EDU</b>										
Residential	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08
Non-residential	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08	\$ 2.08

**Appendix C4: Scenario 4 (Develop Current Land) 10-Year Rate Projections**

<b>Rate Calculation: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Required annual revenue per EDU</b>										
Residential	\$ 8.98	\$ 9.92	\$ 10.90	\$ 11.93	\$ 13.00	\$ 14.12	\$ 15.30	\$ 16.52	\$ 17.81	\$ 19.14
Non-residential	\$ 8.98	\$ 9.92	\$ 10.90	\$ 11.93	\$ 13.00	\$ 14.12	\$ 15.30	\$ 16.52	\$ 17.81	\$ 19.14
<b>Monthly rate per EDU</b>										
Residential	\$ 0.75	\$ 0.83	\$ 0.91	\$ 0.99	\$ 1.08	\$ 1.18	\$ 1.27	\$ 1.38	\$ 1.48	\$ 1.60
Non-residential	\$ 0.75	\$ 0.83	\$ 0.91	\$ 0.99	\$ 1.08	\$ 1.18	\$ 1.27	\$ 1.38	\$ 1.48	\$ 1.60
<b>Two-year monthly rate per EDU</b>										
Residential	\$ 0.79	\$ 0.79	\$ 0.95	\$ 0.95	\$ 1.13	\$ 1.13	\$ 1.33	\$ 1.33	\$ 1.54	\$ 1.54
Non-residential	\$ 0.79	\$ 0.79	\$ 0.95	\$ 0.95	\$ 1.13	\$ 1.13	\$ 1.33	\$ 1.33	\$ 1.54	\$ 1.54
<b>Five-year monthly rate per EDU</b>										
Residential	\$ 0.92	\$ 0.92	\$ 0.92	\$ 0.92	\$ 0.92	\$ 1.40	\$ 1.40	\$ 1.40	\$ 1.40	\$ 1.40
Non-residential	\$ 0.92	\$ 0.92	\$ 0.92	\$ 0.92	\$ 0.92	\$ 1.40	\$ 1.40	\$ 1.40	\$ 1.40	\$ 1.40
<b>Ten-year monthly rate per EDU</b>										
Residential	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17
Non-residential	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17	\$ 1.17

**Appendix C5: Scenario 5 (Develop New Land) 10-Year Rate Projections**

<b>Rate Calculation: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Required annual revenue per EDU</b>										
Residential	\$ 3.73	\$ 5.28	\$ 6.89	\$ 8.59	\$ 10.37	\$ 12.23	\$ 14.18	\$ 16.23	\$ 18.37	\$ 20.60
Non-residential	\$ 3.73	\$ 5.28	\$ 6.89	\$ 8.59	\$ 10.37	\$ 12.23	\$ 14.18	\$ 16.23	\$ 18.37	\$ 20.60
<b>Monthly rate per EDU</b>										
Residential	\$ 0.31	\$ 0.44	\$ 0.57	\$ 0.72	\$ 0.86	\$ 1.02	\$ 1.18	\$ 1.35	\$ 1.53	\$ 1.72
Non-residential	\$ 0.31	\$ 0.44	\$ 0.57	\$ 0.72	\$ 0.86	\$ 1.02	\$ 1.18	\$ 1.35	\$ 1.53	\$ 1.72
<b>Two-year monthly rate per EDU</b>										
Residential	\$ 0.38	\$ 0.38	\$ 0.65	\$ 0.65	\$ 0.94	\$ 0.94	\$ 1.27	\$ 1.27	\$ 1.63	\$ 1.63
Non-residential	\$ 0.38	\$ 0.38	\$ 0.65	\$ 0.65	\$ 0.94	\$ 0.94	\$ 1.27	\$ 1.27	\$ 1.63	\$ 1.63
<b>Five-year monthly rate per EDU</b>										
Residential	\$ 0.59	\$ 0.59	\$ 0.59	\$ 0.59	\$ 0.59	\$ 1.37	\$ 1.37	\$ 1.37	\$ 1.37	\$ 1.37
Non-residential	\$ 0.59	\$ 0.59	\$ 0.59	\$ 0.59	\$ 0.59	\$ 1.37	\$ 1.37	\$ 1.37	\$ 1.37	\$ 1.37
<b>Ten-year monthly rate per EDU</b>										
Residential	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Non-residential	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00

**Appendix C6: Scenario 6 (Recreational Programs) 10-Year Rate Projections**

<b>Rate Calculation: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Required annual revenue per EDU</b>										
Residential	\$ 6.75	\$ 7.99	\$ 18.61	\$ 22.59	\$ 26.76	\$ 16.92	\$ 17.42	\$ 17.93	\$ 18.45	\$ 18.98
Non-residential	\$ 6.75	\$ 7.99	\$ 18.61	\$ 22.59	\$ 26.76	\$ 16.92	\$ 17.42	\$ 17.93	\$ 18.45	\$ 18.98
<b>Monthly rate per EDU</b>										
Residential	\$ 0.56	\$ 0.67	\$ 1.55	\$ 1.88	\$ 2.23	\$ 1.41	\$ 1.45	\$ 1.49	\$ 1.54	\$ 1.58
Non-residential	\$ 0.56	\$ 0.67	\$ 1.55	\$ 1.88	\$ 2.23	\$ 1.41	\$ 1.45	\$ 1.49	\$ 1.54	\$ 1.58
<b>Two-year monthly rate per EDU</b>										
Residential	\$ 0.62	\$ 0.62	\$ 1.72	\$ 1.72	\$ 1.82	\$ 1.82	\$ 1.48	\$ 1.48	\$ 1.56	\$ 1.56
Non-residential	\$ 0.62	\$ 0.62	\$ 1.72	\$ 1.72	\$ 1.82	\$ 1.82	\$ 1.48	\$ 1.48	\$ 1.56	\$ 1.56
<b>Five-year monthly rate per EDU</b>										
Residential	\$ 1.39	\$ 1.39	\$ 1.39	\$ 1.39	\$ 1.39	\$ 1.51	\$ 1.51	\$ 1.51	\$ 1.51	\$ 1.51
Non-residential	\$ 1.39	\$ 1.39	\$ 1.39	\$ 1.39	\$ 1.39	\$ 1.51	\$ 1.51	\$ 1.51	\$ 1.51	\$ 1.51
<b>Ten-year monthly rate per EDU</b>										
Residential	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47
Non-residential	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47	\$ 1.47

**Appendix C7: Scenario 7 (Special Community Assets) 10-Year Rate Projections**

<b>Rate Calculation: 10-Year Projections</b>	<b>Fiscal Year 2016-17</b>	<b>Fiscal Year 2017-18</b>	<b>Fiscal Year 2018-19</b>	<b>Fiscal Year 2019-20</b>	<b>Fiscal Year 2020-21</b>	<b>Fiscal Year 2021-22</b>	<b>Fiscal Year 2022-23</b>	<b>Fiscal Year 2023-24</b>	<b>Fiscal Year 2024-25</b>	<b>Fiscal Year 2025-26</b>
<b>Required annual revenue per EDU</b>										
Residential	\$ 8.89	\$ 9.12	\$ 9.35	\$ 9.59	\$ 9.83	\$ 9.51	\$ 9.75	\$ 10.00	\$ 10.25	\$ 10.51
Non-residential	\$ 8.89	\$ 9.12	\$ 9.35	\$ 9.59	\$ 9.83	\$ 9.51	\$ 9.75	\$ 10.00	\$ 10.25	\$ 10.51
<b>Monthly rate per EDU</b>										
Residential	\$ 0.74	\$ 0.76	\$ 0.78	\$ 0.80	\$ 0.82	\$ 0.79	\$ 0.81	\$ 0.83	\$ 0.85	\$ 0.88
Non-residential	\$ 0.74	\$ 0.76	\$ 0.78	\$ 0.80	\$ 0.82	\$ 0.79	\$ 0.81	\$ 0.83	\$ 0.85	\$ 0.88
<b>Two-year monthly rate per EDU</b>										
Residential	\$ 0.75	\$ 0.75	\$ 0.79	\$ 0.79	\$ 0.81	\$ 0.81	\$ 0.82	\$ 0.82	\$ 0.87	\$ 0.87
Non-residential	\$ 0.75	\$ 0.75	\$ 0.79	\$ 0.79	\$ 0.81	\$ 0.81	\$ 0.82	\$ 0.82	\$ 0.87	\$ 0.87
<b>Five-year monthly rate per EDU</b>										
Residential	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.84	\$ 0.84	\$ 0.84	\$ 0.84	\$ 0.84
Non-residential	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.79	\$ 0.84	\$ 0.84	\$ 0.84	\$ 0.84	\$ 0.84
<b>Ten-year monthly rate per EDU</b>										
Residential	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82
Non-residential	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82	\$ 0.82

## APPENDIX D: TIGARD PARKS UTILITY COST ASSUMPTIONS BY SCENARIO

### Appendix D1: Scenario 2 (Deferred Maintenance) Associated Costs

2. Deferred Parks Maintenance	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026		
Year Needing Replacement	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26	Inflation Notes	Escalation
Parks Equipment	\$207,800	\$31,000	\$102,000	\$10,000	\$79,500	\$15,000	\$22,000	\$117,000	\$55,000	\$0	Materials & Services	3.00%
Parks Asset Inventory	\$602,300	\$35,000	\$138,500	\$25,000	\$25,000	\$25,000	\$95,000	\$42,000	\$137,000	\$0	Capital	4.50%
Parks Facilities Rent (depreciation)	\$31,751	\$31,751	\$31,751	\$31,751	\$31,751	\$31,751	\$31,751	\$31,751	\$31,751	\$31,751	Capital	4.50%
Parks Trails (low end estimate)	\$125,588	\$125,588	\$125,588	\$125,588	\$125,588	\$125,588	\$125,588	\$125,588	\$125,588	\$125,588	Capital	4.50%
Parks Vehicles Replacement	\$166,682	\$59,902	\$25,298	\$54,873	\$0	\$0	\$0	\$0	\$0	\$0	Materials & Services	3.00%
<b>Total - Real Costs</b>	<b>\$1,134,121</b>	<b>\$283,241</b>	<b>\$423,137</b>	<b>\$247,212</b>	<b>\$261,839</b>	<b>\$197,339</b>	<b>\$274,339</b>	<b>\$316,339</b>	<b>\$349,339</b>	<b>\$157,339</b>		
Total - Nominal Costs	\$1,179,539	\$306,463	\$476,641	\$290,388	\$319,251	\$255,309	\$370,340	\$431,111	\$508,687	\$244,343		
<b>Nominal Average, Initial 5 Years</b>	<b>\$514,457</b>											

Source: City of Tigard, compiled by FCS GROUP

### Appendix D2: Scenario 3 (Fully Fund CIP Projects) Associated Costs

3. Identified Capital Improvement Projects (excludes bond proceeds and parks SDC funds)	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26	Inflation	Inflation
<b>CIP Expenses</b>												
Internal Expenses	\$282,500	\$135,900	\$140,600	\$0	\$0							
External Expenses	\$3,410,000	\$3,100,250	\$1,433,900	\$150,000	\$150,000							
<b>Total Expenses</b>	<b>\$3,692,500</b>	<b>\$3,236,150</b>	<b>\$1,574,500</b>	<b>\$150,000</b>	<b>\$150,000</b>							
<b>CIP Identified Revenues</b>												
Bonds/SDCs	\$817,440	\$1,072,000	\$250,000	\$0	\$0							
Transfers from enterprise funds	\$97,560	\$0	\$0	\$0	\$0							
Transfers from transp CIP fund	\$0	\$0	\$1,174,500	\$0	\$0							
Regional Flexible Funds	\$1,670,000	\$1,410,000	\$0	\$0	\$0							
Transfers from parks capital fund	\$857,500	\$604,150	\$0	\$0	\$0							
Transfers from other funds (urban forestry)	\$250,000	\$150,000	\$150,000	\$150,000	\$150,000							
Transfers from other funds (general fund)	\$0	\$0	\$0	\$0	\$0							
<b>Total Revenues</b>	<b>\$3,692,500</b>	<b>\$3,236,150</b>	<b>\$1,574,500</b>	<b>\$150,000</b>	<b>\$150,000</b>							
<b>Costs Included in the Utility Fee</b>												
Transfers from Urban Forestry Fund	\$857,500	\$604,150	\$1,174,500	\$0	\$0						Capital	4.50%
<b>Total - Real Costs</b>	<b>\$857,500</b>	<b>\$604,150</b>	<b>\$1,174,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$527,230</b>	<b>\$527,230</b>	<b>\$527,230</b>	<b>\$527,230</b>	<b>\$527,230</b>		
Total - Nominal Costs	\$857,500	\$604,150	\$1,174,500	\$0	\$0	\$550,955	\$575,748	\$601,657	\$628,732	\$657,025		
<b>Nominal Average Over Years</b>	<b>\$565,027</b>											

Source: City of Tigard, compiled by FCS GROUP

### Appendix D3: Scenario 4 (Develop Current Land) Associated Costs

4. Development of Current Parks Land Inventory	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26	Inflation Notes	Inflation
Annual Capital Costs	\$182,490	\$182,490	\$182,490	\$182,490	\$182,490	\$182,490	\$182,490	\$182,490	\$182,490	\$182,490	Capital	4.50%
Annual O&M Costs	\$12,546	\$25,092	\$37,638	\$50,184	\$62,730	\$75,276	\$87,822	\$100,368	\$112,914	\$125,460	Materials & Services	3.00%
<b>Total - Real Costs</b>	<b>\$195,036</b>	<b>\$207,582</b>	<b>\$220,128</b>	<b>\$232,674</b>	<b>\$245,220</b>	<b>\$257,766</b>	<b>\$270,312</b>	<b>\$282,858</b>	<b>\$295,404</b>	<b>\$307,950</b>		
Total - Nominal Costs	\$203,624	\$225,903	\$249,379	\$274,105	\$300,136	\$327,532	\$356,353	\$386,662	\$418,524	\$452,008		
<b>Nominal Average Over Years</b>	<b>\$319,423</b>											

Source: City of Tigard, compiled by FCS GROUP

Note: This analysis excludes bond proceeds and parks SDC funds.

**Appendix D4: Scenario 5 (Develop New Land) Associated Costs**

5. Development of New Parks on Land Not Yet Acquired												
	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26	Inflation Notes	Inflation
Annual Capital Costs	\$51,194	\$51,194	\$51,194	\$51,194	\$51,194	\$51,194	\$51,194	\$51,194	\$51,194	\$51,194	Capital	4.50%
Annual O&M Costs	\$30,281	\$60,562	\$90,842	\$121,123	\$151,404	\$181,685	\$211,966	\$242,246	\$272,527	\$302,808	Materials & Services	3.00%
Total - Real Costs	\$81,475	\$111,756	\$142,037	\$172,318	\$202,598	\$232,879	\$263,160	\$293,441	\$323,722	\$354,002		
Total - Nominal Costs	\$84,687	\$120,155	\$157,687	\$197,376	\$239,316	\$283,610	\$330,360	\$379,674	\$431,666	\$486,452		
Nominal Average Over Years	\$271,098											

Source: City of Tigard, compiled by FCS GROUP  
 Note: This analysis excludes bond proceeds and parks SDC funds.

**Appendix D5: Scenario 6 (Recreational Programs) Associated Costs**

6. Introduction of Recreational Programs												
Year of Implementation	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26	Inflation Notes	Inflation
Recreation Staffing - 1 FTE first two years; 2 FTE in all following years	\$135,000	\$135,000	\$230,000	\$230,000	\$230,000						Personnel Services	4.00%
Professional Services - Recreation Guide Equipment & Technology - Online Reservation System	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000						Materials & Services	3.00%
City Investment - Grants, Scholarships, and Pilot Programs	\$0	\$0	\$100,000	\$200,000	\$300,000						Materials & Services	3.00%
Program Revenue	\$56,000	\$87,500	\$200,000	\$200,000	\$200,000						Materials & Services	3.00%
	(\$63,300)	(\$72,750)	(\$165,000)	(\$195,000)	(\$225,000)							
Total - Real Costs	\$147,700	\$169,750	\$385,000	\$455,000	\$525,000	\$336,490	\$336,490	\$336,490	\$336,490	\$336,490		
Total - Nominal Costs	\$153,076	\$182,040	\$425,845	\$519,180	\$617,733	\$392,478	\$405,820	\$419,522	\$433,592	\$448,024		
Nominal Average Over Years	\$399,731											

Source: City of Tigard, Recreation Program Study, March 2015; compiled by FCS GROUP

**Appendix D6: Scenario 7 (Special Community Assets) Associated Costs**

7. Inclusion of Special Community Assets												
	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26	Inflation Notes	Inflation
Arts and Cultural Program Costs	\$95,754	\$95,754	\$95,754	\$95,754	\$95,754						Materials & Services	3.00%
Stormwater Program Costs	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000						Materials & Services	3.00%
Total - Real Costs	\$195,754	\$195,754	\$195,754	\$195,754	\$195,754	\$195,754	\$195,754	\$195,754	\$195,754	\$195,754		
Total - Nominal Costs	\$201,627	\$207,676	\$213,906	\$220,323	\$226,933	\$220,515	\$227,131	\$233,945	\$240,963	\$248,192		
Nominal Average Over Years	\$224,121											

Source: City of Tigard and FCS GROUP.

# APPENDIX E: TIGARD PARKS UTILITY SCENARIO COST ASSUMPTIONS

## Appendix E1: O&M current and estimated future costs

Estimated O/M Costs for Current & Future Park Development							
	Neighborhood & Pocket Parks	Community Parks	Linear Parks	Open Space	Trails	Total	Avg Net New Cost at end of each 5 year cycle
<b>Operations and Maintenance Costs</b>							
Costs per Acre	\$ 4,400	\$ 7,880	\$ 645	\$ 705	\$ 4,450		
Costs per Mile					\$ 10,900		
<b>Cost per Park Type</b>							
Current developed acres	53.0 ac	191.1 ac	23.1 ac	252.9 ac	4.6 ac	524.7	
Total O&M Costs	\$ 233,376	\$ 1,506,026	\$ 14,867	\$ 178,302	\$ 20,470	\$ 1,953,040	
Development of undeveloped parks and trails	23.0 ac	19.0 ac	0.0 ac	0.0 ac	0.0 ac	42.0	
Total O&M Costs	\$ 101,200	\$ 149,720	\$ -	\$ -	\$ -	\$ 250,920	\$ 62,730
Additional acres to acquire and develop	34.1 ac	42.1 ac	37.0 ac	66.1 ac	4.9 mi	184.2	
Total O&M Costs	\$ 149,821	\$ 331,753	\$ 23,892	\$ 46,631	\$ 53,519	\$ 605,616	\$ 151,404

Source: City of Tigard, compiled by Conservationtechnix; and FCS GROUP.

Existing Park Inventory (Acres) by Type & Development Level					
	Level 1	Level 2	Level 3	Level 4	Subtotal
Community	104.8	52.92	19.4		177.12
Neighborhood	18.86	29.12	9.43	2.77	60.18
Pocket	0.61				0.61
Open Space			102.14	178.37	280.51
Linear Park			5.13	17.92	23.05
Special Properties	18.15	0.13	0.18		18.46
Trails		4.6			4.6
Subtotal	142.42	86.77	136.28	199.06	564.53

Note: Level 1 is highest maintenance level; Level 4 is lowest

Source: City of Tigard, compiled by Conservationtechnix.

Estimated O/M Cost Percentages by Type & Development Level (Existing Invento		
By Development Level		
L1	62%	87%
L2	25%	
L3	7%	
L4	6%	
By Park Classification		
Community	72%	85%
Neighborhood	13%	
Pocket	0%	
Open Space	10%	
Linear Park	1%	
Special Properties	3%	
Trails	1%	

Estimated O/M Costs per Acre by Classification		
	Estimated	Rounded
Community	\$ 7,878	\$ 7,880
Neighborhood & Pocket	\$ 4,341	\$ 4,400
Open Space	\$ 705	\$ 705
Linear Park	\$ 645	\$ 645
Special Properties	\$ 2,877	\$ 2,880
Trails (per acre)	\$ 4,450	\$ 4,450
Trails (per mile)	\$ 10,900	\$ 10,900

Source: Conservationtechnix.

### Appendix E2: Identified Capital Improvement Projects

Fiscal Year Ending 6/30:	2015	2016	2017	2018	2019	2020	2021
<b>92013 - Fanno Creek Remeander</b>							
Revenues							
Bonds/SDCs	\$0	\$0	\$145,000	\$752,000	\$250,000	\$0	\$0
Expenses							
Internal Expenses	\$0	\$0	\$25,000	\$45,000	\$90,000	\$0	\$0
External Expenses	\$0	\$0	\$120,000	\$707,000	\$160,000	\$0	\$0
<b>92016 - Dirksen Nature Park</b>							
Revenues							
Bonds/SDCs	\$375,000	\$295,593	\$0	\$0	\$0	\$0	\$0
Transfers from enterprise funds	\$12,000	\$165,000	\$0	\$0	\$0	\$0	\$0
Transfers from other funds (urban forestry)	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$0
Transfers from parks capital fund	\$0	\$0	\$857,500	\$604,150	\$0	\$0	\$0
Transfers from transp CIP fund	\$0	\$0	\$0	\$0	\$1,174,500	\$0	\$0
Expenses							
Internal Expenses	\$77,000	\$55,393	\$57,500	\$40,900	\$50,600	\$0	\$0
External Expenses	\$410,000	\$505,200	\$900,000	\$563,250	\$1,123,900	\$0	\$0
<b>92017 - Tree Canopy Replacement Program</b>							
Revenues							
Transfers from other funds (urban forestry)	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Expenses							
Internal Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
External Expenses	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
<b>92026 - Park Land Acquisition</b>							
Revenues							
Bonds/SDCs	\$4,004	\$885,649	\$0	\$0	\$0	\$0	\$0
Expenses							
Internal Expenses	\$4,004	\$0	\$0	\$0	\$0	\$0	\$0
External Expenses	\$0	\$885,649	\$0	\$0	\$0	\$0	\$0
<b>92028 - Downtown Land Acquisition</b>							
Revenues							
Bonds/SDCs	\$530,000	\$770,000	\$0	\$0	\$0	\$0	\$0
Expenses							
Internal Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
External Expenses	\$530,000	\$770,000	\$0	\$0	\$0	\$0	\$0
<b>92034 - Tigard Street Trail and Public Space (Main St. to Tiedeman Ave./Tigard St.)</b>							
Revenues							
Bonds/SDCs	\$15,000	\$10,000	\$0	\$0	\$0	\$0	\$0
Transfers from other funds (general fund)	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
Expenses							
Internal Expenses	\$35,000	\$10,000	\$0	\$0	\$0	\$0	\$0
External Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>92035 - City of Tigard/Tigard-Tualatin School District Park Development</b>							
Revenues							
Bonds/SDCs	\$0	\$135,000	\$0	\$0	\$0	\$0	\$0
Expenses							
Internal Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
External Expenses	\$0	\$135,000	\$0	\$0	\$0	\$0	\$0
<b>92037 - Damaged Tree Replacement Program</b>							
Revenues							
Transfers from other funds (urban forestry)	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Expenses							
Internal Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
External Expenses	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>92046 - Fanno Creek Trail Connection (RFFA Grant)</b>							
Revenues							
Bonds/SDCs	\$5,000	\$420,000	\$672,440	\$320,000	\$0	\$0	\$0
Transfers from enterprise funds	\$5,000	\$200,000	\$97,560	\$0	\$0	\$0	\$0
Regional Flexible Funds	\$0	\$0	\$1,670,000	\$1,410,000	\$0	\$0	\$0
Expenses							
Internal Expenses	\$10,000	\$169,107	\$200,000	\$50,000	\$0	\$0	\$0
External Expenses	\$0	\$450,893	\$2,240,000	\$1,680,000	\$0	\$0	\$0
<b>Total</b>							
Revenues							
Bonds/SDCs	\$929,004	\$2,516,242	\$817,440	\$1,072,000	\$250,000	\$0	\$0
Transfers from enterprise funds	\$17,000	\$365,000	\$97,560	\$0	\$0	\$0	\$0
Transfers from transp CIP fund	\$0	\$0	\$0	\$0	\$1,174,500	\$0	\$0
Regional Flexible Funds	\$0	\$0	\$1,670,000	\$1,410,000	\$0	\$0	\$0
Transfers from parks capital fund	\$0	\$0	\$857,500	\$604,150	\$0	\$0	\$0
Transfers from other funds (urban forestry)	\$100,000	\$250,000	\$250,000	\$150,000	\$150,000	\$150,000	\$150,000
Transfers from other funds (general fund)	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$1,066,004	\$3,131,242	\$3,692,500	\$3,236,150	\$1,574,500	\$150,000	\$150,000
Expenses							
Internal Expenses	\$126,004	\$234,500	\$282,500	\$135,900	\$140,600	\$0	\$0
External Expenses	\$940,000	\$2,896,742	\$3,410,000	\$3,100,250	\$1,433,900	\$150,000	\$150,000
Total Expenses	\$1,066,004	\$3,131,242	\$3,692,500	\$3,236,150	\$1,574,500	\$150,000	\$150,000

Source: City of Tigard, compiled by FCS GROUP

**Appendix E3: Development of Current Parks Land Inventory & Addition of New Parks**

	Timing	City Cost for Land	Non-SDC Funded Portion	PARC-Eligible Costs	City Cost for Development	Non-SDC Funded Portion	PARC-Eligible Costs	Scenario 4 Eligible - Dev of Current Parks	Scenario 5 Eligible - Addition of new Parks
<b>Neighborhood/pocket parks:</b>									
<b>Total Land/Development</b>		<b>34.05</b>			<b>57.05</b>			<b>2.28</b>	<b>25.28</b>
Bonita Park	0-10 years	\$0	6.68%	\$0	\$75,000	44.30%	\$33,229	\$33,229	\$0
Metzger Elementary School	5-15 years	\$0	6.68%	\$0	\$437,000	44.30%	\$193,612	\$193,612	\$0
Northview Park	5-15 years	\$0	6.68%	\$0	\$367,000	44.30%	\$162,599	\$162,599	\$0
Proposed Local Park (P12)	5-15 years	\$549,840	6.68%	\$36,754	\$927,000	44.30%	\$410,706	\$0	\$447,460
Proposed Local Park (P9)	5-15 years	\$1,202,775	6.68%	\$80,399	\$927,000	44.30%	\$410,706	\$0	\$491,105
Future Neighborhood Park	10+ years	\$4,811,100	6.68%	\$321,595	\$2,947,800	44.30%	\$1,306,019	\$0	\$1,627,614
River Terrace Parks	1-20 years	\$3,752,000	6.68%	\$250,800	\$2,216,375	44.30%	\$981,962	\$0	\$1,232,762
<b>Total neighborhood/pocket parks</b>								<b>\$389,440</b>	<b>\$3,798,942</b>
<b>Community parks:</b>									
<b>Total Land/Development</b>		<b>42.10</b>			<b>61.10</b>			<b>0.00</b>	<b>0.00</b>
Sunrise Community Park	0-10 years	\$0	0.00%	\$0	\$2,468,000	0.00%	\$0	\$0	\$0
New Community Park (P11)	5-15 years	\$100,000	0.00%	\$0	\$900,000	0.00%	\$0	\$0	\$0
New Community Park Complex	10+ years	\$6,108,325	0.00%	\$0	\$10,084,000	0.00%	\$0	\$0	\$0
Fanno Creek Park: Urban Plaza	0-10 years	\$687,300	0.00%	\$0	\$4,100,000	0.00%	\$0	\$0	\$0
Community parks in River Terrace	1-20 years	\$7,508,000	0.00%	\$0	\$8,386,000	0.00%	\$0	\$0	\$0
<b>Total community parks</b>								<b>\$0</b>	<b>\$0</b>
<b>Linear parks:</b>									
<b>Total Land/Development</b>		<b>37.04</b>			<b>37.04</b>			<b>10.56</b>	<b>10.56</b>
Tigard Triangle Area (P3)	0-10 years	\$0	28.52%	\$0	\$250,000	28.52%	\$71,293	\$71,293	\$0
Commercial Park	5-15 years	\$0	28.52%	\$0	\$545,000	28.52%	\$155,420	\$155,420	\$0
Englewood Park	5-15 years	\$0	28.52%	\$0	\$1,340,000	28.52%	\$382,133	\$382,133	\$0
Fanno Creek Park: Park Gateway	0-10 years	\$0	28.52%	\$0	\$850,000	28.52%	\$242,398	\$242,398	\$0
Fanno Creek Park: Upland Park	0-10 years	\$0	28.52%	\$0	\$1,100,000	28.52%	\$313,691	\$313,691	\$0
Undeveloped Linear Park (P7)	5-15 years	\$0	28.52%	\$0	\$275,000	28.52%	\$78,423	\$78,423	\$0
River Terrace Linear Parks	1-20 years	\$3,128,000	28.52%	\$892,024	\$228,000	28.52%	\$65,020	\$0	\$957,044
<b>Total linear parks</b>								<b>\$1,243,358</b>	<b>\$957,044</b>
<b>Open space:</b>									
<b>Total Land/Development</b>		<b>66.14</b>			<b>66.14</b>			<b>0.00</b>	<b>0.00</b>
Open Space 1	5-15 years	\$412,380	0.00%	\$0	\$0	0.00%	\$0	\$0	\$0
Open Space 2	10+ years	\$567,023	0.00%	\$0	\$0	0.00%	\$0	\$0	\$0
<b>Total open space</b>								<b>\$0</b>	<b>\$0</b>
<b>Trails:</b>									
<b>Total Land/Development</b>		<b>6.75</b>			<b>6.75</b>			<b>0.00</b>	<b>0.00</b>
Fanno Creek (already funded) (trail project )	0-10 years	\$0	0.00%	\$0	\$670,000	0.00%	\$0	\$0	\$0
Westside Trail	0-10 years	\$0	0.00%	\$0	\$0	0.00%	\$0	\$0	\$0
Tigard Street (trail project A)	0-10 years	\$0	0.00%	\$0	\$634,000	0.00%	\$0	\$0	\$0
Fanno Creek (trail project C)	0-10 years	\$0	0.00%	\$0	\$1,040,000	0.00%	\$0	\$0	\$0
Fanno Creek & Tualatin River (trail project D)	0-10 years	\$0	0.00%	\$0	\$1,609,500	0.00%	\$0	\$0	\$0
Summer Creek (trail project F)	0-10 years	\$0	0.00%	\$0	\$742,500	0.00%	\$0	\$0	\$0
Fanno Creek (trail project G)	5-15 years	\$0	0.00%	\$0	\$0	0.00%	\$0	\$0	\$0
Fanno Creek (trail project H)	5-15 years	\$0	0.00%	\$0	\$206,500	0.00%	\$0	\$0	\$0
Tigard Street (trail project I)	5-15 years	\$0	0.00%	\$0	\$0	0.00%	\$0	\$0	\$0
Ascension (trail project N)	10+ years	\$0	0.00%	\$0	\$461,000	0.00%	\$0	\$0	\$0
Krueger Creek & Summer Creek (trail project P)	10+ years	\$0	0.00%	\$0	\$495,500	0.00%	\$0	\$0	\$0
River Terrace Trails	1-20 years	\$690,000	0.00%	\$0	\$764,000	0.00%	\$0	\$0	\$0
<b>Total trails</b>								<b>\$0</b>	<b>\$0</b>
<b>Total Costs</b>		<b>\$29,516,743</b>			<b>\$45,046,175</b>			<b>\$1,632,809</b>	<b>\$4,755,996</b>

Source: Parks SDC Methodology, compiled by FCS GROUP.

**Appendix E4: Arts and Culture Program Assumptions**

Arts and Culture Program Assumptions			
	Total Costs*	Per Capita Cost	Tigard
Personnel Services	\$20,640	\$0.27	\$13,232
Materials and Services	\$128,720	\$1.68	\$82,522
Capital Outlay	\$0	\$0.00	\$0
Other	\$0	\$0.00	\$0
<b>Total</b>	<b>\$149,360</b>	<b>\$1.95</b>	<b>\$95,754</b>
Population	76,650		49,140

Source: based on similar program in Medford, Oregon.



**AIS-2561**

**7.**

**Business Meeting**

**Meeting Date:** 02/09/2016

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

**Agenda Title:** Proposed Correction to Adopted Council Goals 2015-17

**Submitted By:** Marty Wine, City Management

**Item Type:** Motion Requested

**Meeting Type:** Council  
Business  
Meeting -  
Main

**Public Hearing:** No

**Publication Date:**

**Information**

**ISSUE**

Correcting the objectives and timeline for the City Council goal "Enable Groundbreaking in River Terrace by Summer 2015."

**STAFF RECOMMENDATION / ACTION REQUEST**

Review and adopt the 2015-2017 City Council goals with proposed amendment to the River Terrace goal.

**KEY FACTS AND INFORMATION SUMMARY**

City Council asked for additional clarification about the actions that would be taken for 2015-2017 goals. The City Manager inadvertently left out the amendments provided by staff for action in 2016-17 for the goal regarding River Terrace. This action would correctly reflect the objectives and planned objectives for the River Terrace goal for 2016-17.

**OTHER ALTERNATIVES**

Council may choose to further amend these goals for 2016, or develop alternative goals for adoption, or not adopt Council goals.

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

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

December 22, 2014

January 27, 2015

January 5, 2016

January 26, 2016

## Attachments

council goals

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## 2015-2017 Tigard City Council Goals Priorities for Council Attention and Action

### 1. Provide Recreation Opportunities for the People of Tigard

Objectives	Estimated Timeline
Establish city recreation program in 2015-16 adopted budget <ul style="list-style-type: none"> <li>• Recreation clearinghouse and program guide</li> <li>• Grants &amp; scholarships</li> <li>• Recreation coordinator – staff position</li> <li>• Programs and classes (beginning Year 2)</li> <li>• Outdoor events (Year 2)</li> <li>• Indoor events (Year 3)</li> </ul>	Completed July 2015  Spring 2016 Spring 2016 2017
Explore feasibility of partnership opportunities, including THPRD, YMCA, TTAD, TTSD, other city, or non-profit opportunities; establish facility partnership if feasible	December 2016
Consider a voter-approved measure to fund recreation	November 2016
Complete the city’s facilities strategic plan to identify future facility needs for a recreation/community center.	September 2016

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

Objectives	Estimated Timeline
<ul style="list-style-type: none"> <li>• Support residential and mixed use development in walkable and transit-supported areas by completing the Ash Ave/Burnham Redevelopment project</li> </ul>	Completed in 2015
<ul style="list-style-type: none"> <li>• Increase walkable access to open space by advancing plans for new downtown open space, including the Tigard Street Trail plaza, the Fanno Creek Overlook, and a Main Street plaza, including programming</li> </ul>	December 2016
<ul style="list-style-type: none"> <li>• Strengthen downtown’s identity by completing gateway improvements and install art at both Main Street entrances</li> </ul>	Completed in 2015
<ul style="list-style-type: none"> <li>• Support walkability by completing two Strolling Street projects</li> </ul>	Completed in 2015
<ul style="list-style-type: none"> <li>• Secure brownfields cleanup grant (if eligible) to facilitate infill or open space development enabling a more walkable and interconnected downtown</li> </ul>	Spring 2016
<ul style="list-style-type: none"> <li>• Promote downtown as a place to shop, dine and recreate Through communications and support of Tigard Downtown Alliance activities.</li> </ul>	Summer 2016

### 3. Adopt and Begin Implementation of Tigard Triangle Strategic Plan

Objectives	Estimated Timeline
<b>Tigard Triangle Strategic Plan</b> <ul style="list-style-type: none"> <li>• Plan Development</li> <li>• Council consideration and adoption (code and plan amendments)</li> </ul>	Completed Spring 2015 September 2016
<b>Consider Lean Code and Plan Amendments</b> <ul style="list-style-type: none"> <li>• Zoning</li> <li>• Community Development Code</li> <li>• Transportation System Plan</li> <li>• Parks and Trails Master Plans</li> </ul>	September 2016
<b>Infrastructure Planning</b> <ul style="list-style-type: none"> <li>• Citywide Stormwater Master Plan               <ul style="list-style-type: none"> <li>○ Triangle Stormwater Implementation Plan</li> </ul> </li> <li>• Streetscape Design Plan</li> <li>• 72<sup>nd</sup> Avenue Study (pending CIP approval)</li> </ul>	June 2017 FY 2017-18 August 2016 June 2017
<b>Development of Funding Tools</b> <ul style="list-style-type: none"> <li>• Urban Renewal               <ul style="list-style-type: none"> <li>○ Plan Development</li> <li>○ Plan Adoption</li> <li>○ Public Vote</li> </ul> </li> <li>• LID – consider continuance of existing</li> <li>• Vertical Housing Development Zone</li> <li>• Tigard Enterprise Zone</li> </ul>	October 2016 December 2016 May 2017 April 2016 Completed 2014 Completed 2014

#### 4. Enable Groundbreaking in River Terrace by Summer 2015

Objectives	Estimated Timeline
Infrastructure Financing Project (RT SDCs)	Completed
River Terrace Community Plan Implementation	Completed
<b>Permitting</b> <ul style="list-style-type: none"> <li>• Early assistance for land use applications (ongoing)</li> <li>• Land use applications</li> <li>• Building and site permits</li> </ul>	Completed Winter 2015 and ongoing into 2016
<b>Public Facilities</b> <ul style="list-style-type: none"> <li>• Clean Water Services pump station</li> <li>• City of Tigard downstream stormwater conveyance analysis</li> <li>• River Terrace Stormwater Master Plan Amendments (updates, direction, and Council adoption)</li> <li>• Transportation Utility Fee adopted</li> <li>• Stormwater Utility Fee adopted</li> <li>• City of Tigard 550-Zone Water Improvements</li> </ul>	Winter 2016 Completed  Spring 2016 Spring 2016 Summer 2016 Summer 2016
<b>Strategic Plan Implementation</b> <ul style="list-style-type: none"> <li>• Achieve walkability aims of Strategic Plan in River Terrace by following through on pedestrian planning efforts</li> </ul>	Summer 2016

#### 5. Expand Opportunities to Engage People in the Community

Objectives	Estimated Timeline
Citywide Communications Plan (will include suggested engagement improvements)	Completed Spring 2015
Continue Council outreach meetings	Quarterly throughout each year
Seek input on and outreach about the sidewalk connection program	Prepare for May 2017 ballot
Community education; identify timing and content of measures for voter approval	June 2016
Organize community engagement through increased work with Neighborhood Networks, in-person and online forums	June 2016

#### 6. Define and Establish the City's Role in Addressing Homelessness

## Issues for Further Council Discussion

[Topics will be scheduled for workshop meetings (3<sup>rd</sup> Tuesday) or study sessions]

- SW Corridor – Mayor will brief Council during Council Liaison reports
- Pacific Highway/congestion and aesthetics (May 2016)
- Annexation (Incentives Resolution in February, discussion June 2016)
- Charter review (July 2016)
- Future possible ballot measures (April 2016)
- Strategic Plan Updates
- Sustainability (August 2016)