



## MEMORANDUM CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Sherilyn Lombos, City Manager

**DATE:** April 10, 2017

**SUBJECT:** Work Session for April 10, 2017

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**5:30 p.m. (30 min) – Road Utility Fee / Fund Update.** Staff will provide an update on the analysis of the Road Utility Fee / Fund. The presentation will provide a brief history of the pavement maintenance program, update the City Council on the work staff has done to review the non-residential categories and discuss suggested changes to reflect updates to the ITE Manual used for the placement of non-residential users. There will also be a discussion of what is needed to maintain the Council's preferred level of the pavement condition index (PCI).

**6:00 p.m. (30 min) – Rights of Way Facilities.** In February, staff provided an overview of Rights of Way management tools and the benefits of adopting a Rights Of Way Management ordinance. Council expressed an interest in pursuing an analysis and drafting components for such an ordinance. Staff has reviewed Tualatin's Rights of Way, compiled information from area municipalities and drafted components for an ordinance for Council discussion.

**6:30 p.m. (15 min) – Debrief of the 2017 Council Advance.** In February, the City Council and staff participated in a workshop to identify the Council's top priorities and review the Council's vision for the coming years. Staff will provide a recap of the meeting and provide insight into the next steps for moving forward.

**6:45 p.m. (15 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agendas for the April 10<sup>th</sup> City Council meeting and brief the Council on issues of mutual interest.



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Don Hudson, Finance Director

**DATE:** 04/10/2017

**SUBJECT:** Road Utility Fee Update

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### **ISSUE BEFORE THE COUNCIL:**

Staff will provide an update to the analysis of the Road Utility Fee Fund. The presentation this evening will provide a brief history of the pavement maintenance program, update the City Council on the work staff has completed to review the non-residential categories and discuss suggested changes to reflect updates to the ITE Manual used for the placement of non-residential users. There will also be a discussion of the financial analysis needed to maintain the Council's preferred level of the City's pavement condition index (PCI).

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**Attachments:** [PowerPoint](#)

# Road Utility Fee Update

April 10, 2017



# Tonight's Discussion

- History of Program
- Condition of Streets
- Financial Analysis



# Pavement Maintenance

- Tualatin City Council Adopted a Pavement Management Plan in 1988
  - To insure that our road system was kept in very good condition
- Computerized Inventory of City Streets
  - Record of street condition
  - Develops 20-year maintenance strategy

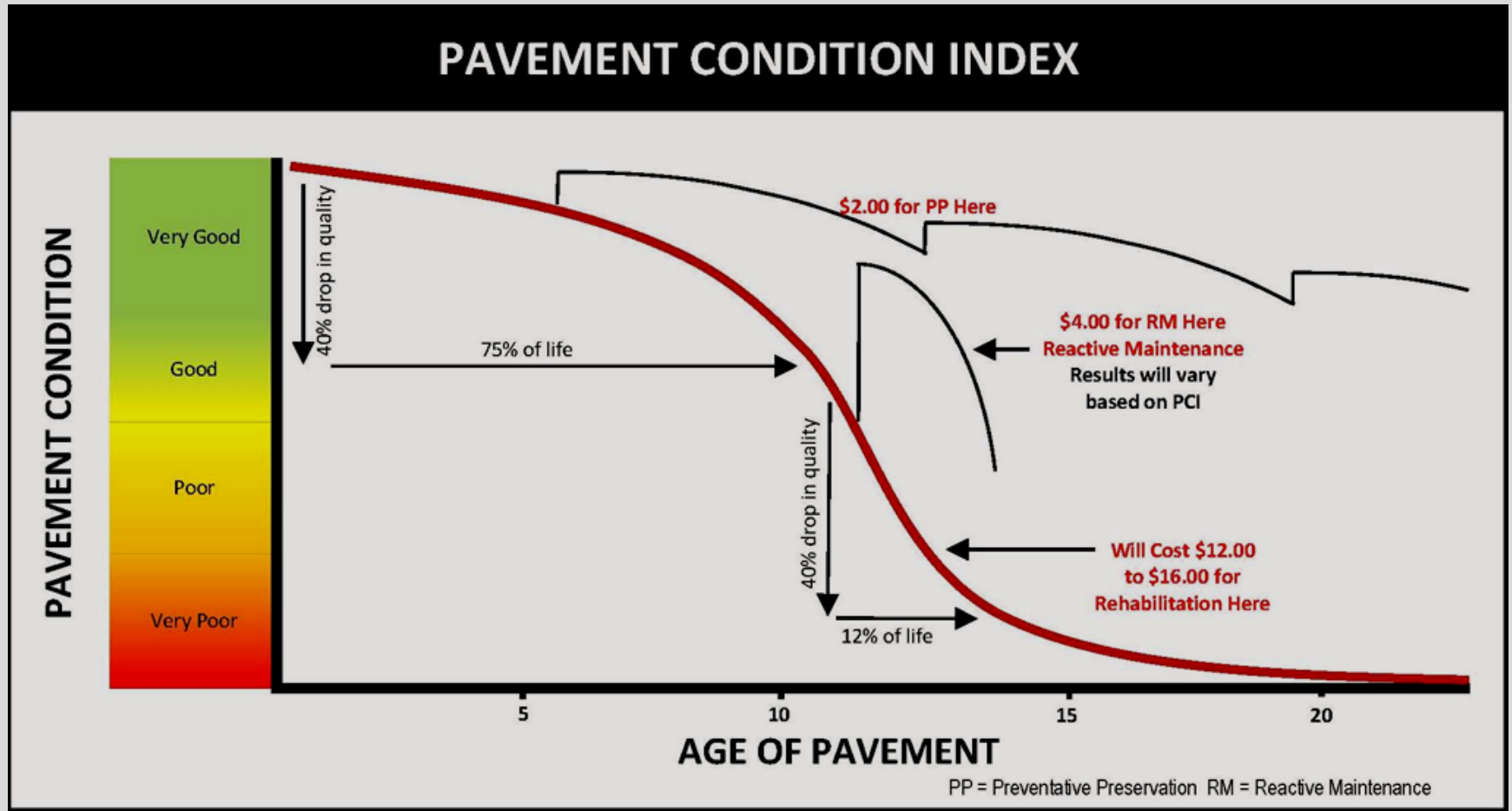
# Pavement Maintenance

- Roads Evaluated Based on a Common Government Scoring System - Pavement Condition Index, or PCI
  - Scale of zero (awful) to 100 (perfect)
  - Average of all of the Cities Improved Roads
- Tualatin Total System Rating is Currently 85 PCI
- Applying the right treatment to the right road at the right time!

# Condition of Streets

- PCI Rating System Allows the City to Focus on Protecting the Citizen's Investment by:
  - Identifying immediate maintenance and rehabilitation needs
  - Monitoring pavement condition over time
  - Developing a preventative maintenance strategy
  - Evaluating pavement materials and designs

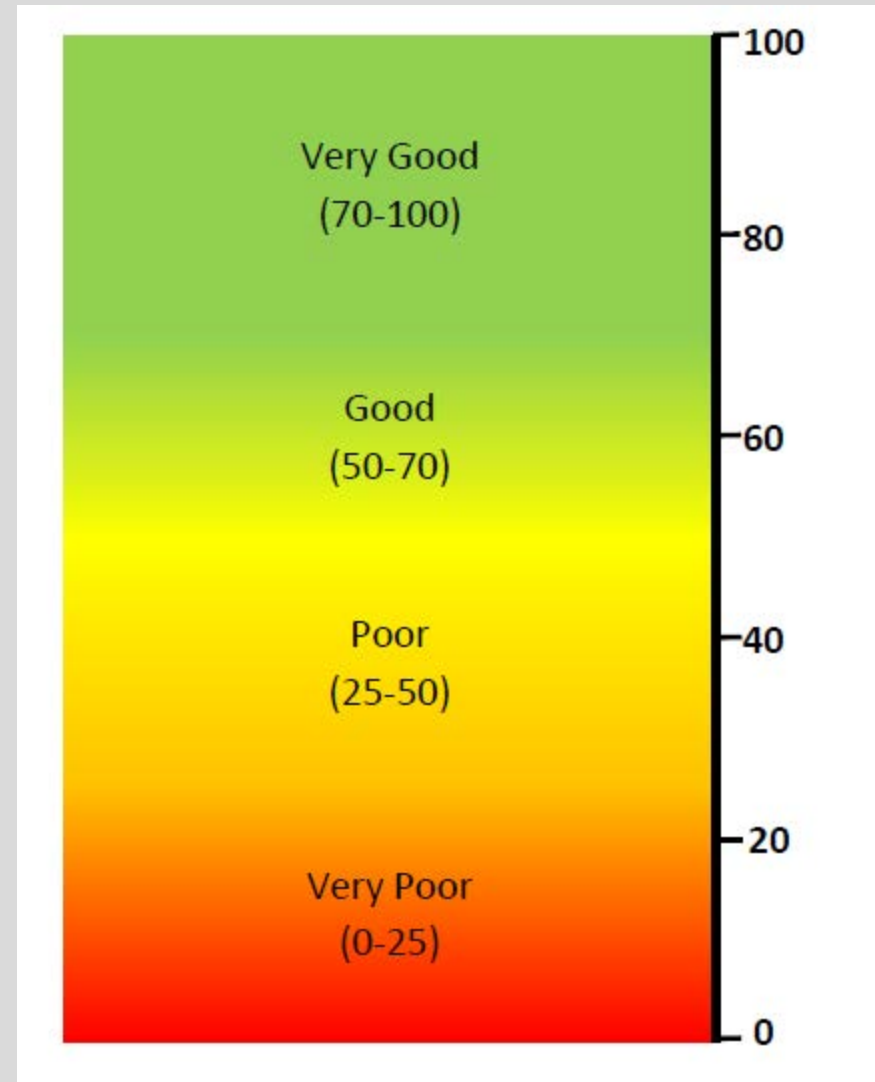
# Pavement Condition Index Impact





# City of Tualatin

## Poor and Very Good Road Condition Examples



# Examples of Tualatin Streets

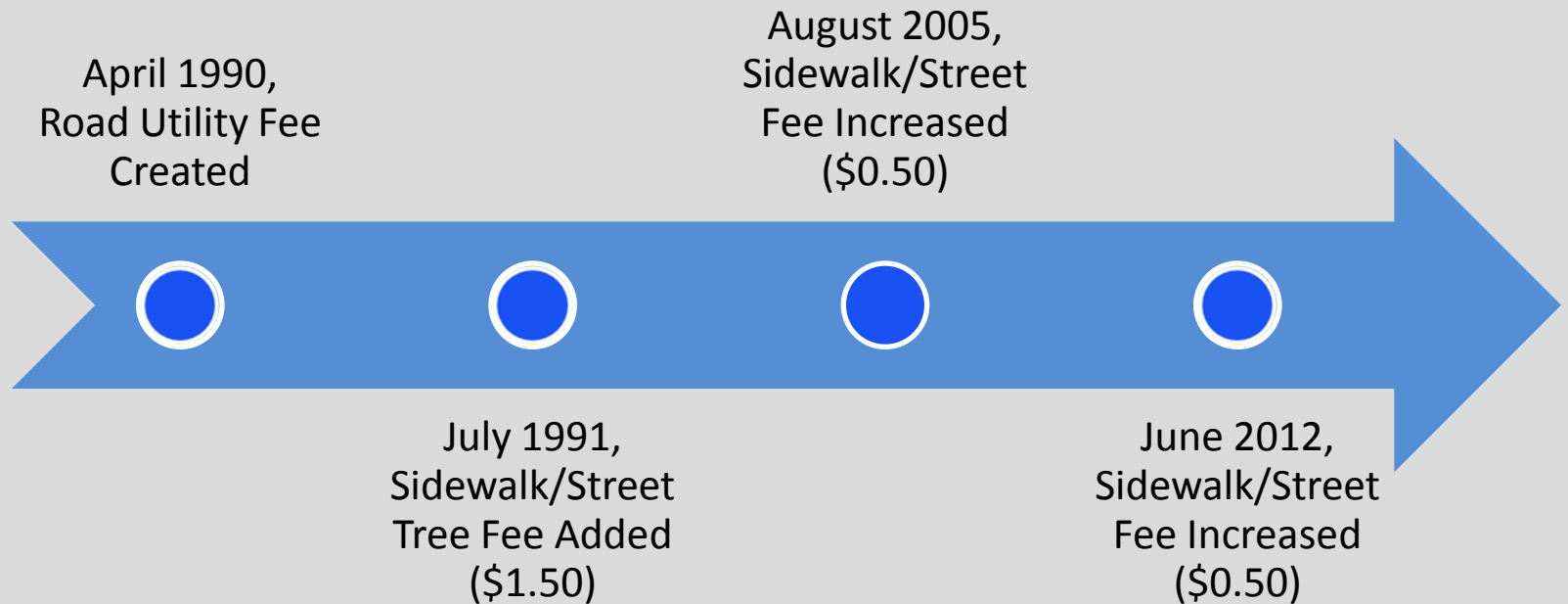
**Poor Condition**



**Very Good Condition (80 PCI)**



# History of Road Utility Fee (RUF)



# Current Fees

Category	Pavement Maintenance	Sidewalk Street Tree
Single Family Residential	\$ 1.49 per unit	\$ 2.50
Multifamily Residential	\$ 0.90 per unit	\$ 2.50
Non-Residential Group 1 (7 or fewer trips)	\$ 0.79 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 2 (7.01 to 20.99)	\$ 1.74 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 3 (21.00 to 52.99)	\$ 4.60 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 4 (53.00 to 150.99)	\$11.61 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 5 (151.00 to 399.99)	\$30.93 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 6 (400 or more)	\$76.24 per 1,000 sq. ft.	\$ 2.50
Non-Residential Group 7	\$ 6.84 per 1,000 sq. ft.	\$ 2.50

# Current Road Utility Fees

City	Residential Rate	PCI (June 2015)
Tualatin	\$3.99	85
Wilsonville	\$5.23	82
Sherwood	\$5.53	79
Tigard	\$5.65	71
Lake Oswego	\$8.65	66

# Financial Analysis

- 10 year outlook to keep streets in very good condition – Greater than 80 PCI
  - Currently have approx. \$520,000 annually available for Pavement Maintenance Program
  - Need approx. \$800,000 annually to maintain recommended PCI levels
- Need to include upgrades to ADA ramps in sidewalks

# ITE Manual

- Road Utility Fee Ordinance – 4<sup>th</sup> Edition (1987)
- Current Version – 9<sup>th</sup> Edition (2012)
- Washington County TDT – 7<sup>th</sup> Edition (2003)
- Updated data and categories



# “Audit” of Non-Residential Accounts

- Reviewed current categorization against ITE Manual, 7<sup>th</sup> Edition
  - Accounts in wrong category
  - Like businesses in different categories
- Changes to 45 Accounts
  - 26 in higher category, 19 in lower category
- Effective July 1<sup>st</sup> – Communication Plan



# Revenue Recommendation

- Increase Pavement Maintenance portion of Road Utility Fee
  - New indexing formula, consistent with Washington County for TDT indexing
- Increase Sidewalk/Street Tree portion of Road Utility Fee for ADA Ramp upgrades

# Proposed Fees

Category	Pavement Maintenance	Sidewalk Street Tree
Single Family Residential	\$ 2.00 per unit	\$ 3.25
Multifamily Residential	\$ 1.50 per unit	\$ 3.25
Non-Residential Group 1 (7 or fewer trips)	\$ 1.30 per 1,000 sq. ft.	\$ 3.25
Non-Residential Group 2 (7.01 to 20.99)	\$ 2.25 per 1,000 sq. ft.	\$ 3.25
Non-Residential Group 3 (21.00 to 52.99)	\$ 5.60 per 1,000 sq. ft.	\$ 3.25
Non-Residential Group 4 (53.00 to 150.99)	\$12.60 per 1,000 sq. ft.	\$ 3.25
Non-Residential Group 5 (151.00 to 399.99)	\$36.00 per 1,000 sq. ft.	\$ 3.25
Non-Residential Group 6 (400 or more)	\$86.00 per 1,000 sq. ft.	\$ 3.25
Non-Residential Group 7	\$10.00 per 1,000 sq. ft.	\$ 3.25

# Road Utility Fees – FY 2017/2018

City	Residential Rate	PCI (June 2015)
Tualatin	\$5.25	85
Sherwood	\$5.53	79
Tigard	\$5.65	71
Wilsonville	\$7.26 (Nov 1 <sup>st</sup> )	82
Lake Oswego	\$8.97	66

# Next Steps

- Bring Ordinance and Rate changes to future Council Meeting

## Questions?



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Carrie Severson, Management Analyst II

**DATE:** 04/10/2017

**SUBJECT:** Rights of Way Analysis and Draft Components for Composing an Ordinance

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### **ISSUE BEFORE THE COUNCIL:**

On February 27<sup>th</sup>, 2017, staff provided an overview of Rights of Way Management tools and the benefits of adopting an ordinance to reduce costs/staff resources, gain compliance from smaller entities, provide consistent standards and guidelines, establish fair fees and requirements, retain the ability to make timely adjustments based on changes in law or identified management needs, and allow for flexibility based on public interest for users of the Public's Rights of Way. Council expressed an interest in pursuing an analysis and drafting components for an Ordinance.

Staff has reviewed Tualatin's Rights of Way and several of the users within, compiled information from area municipalities, and drafted components for an ordinance to present to Council for discussion during the Work Session

### **EXECUTIVE SUMMARY:**

Tualatin currently has provisions for Telecommunications Ordinance and several franchise agreements from which to Draft Rights of Way Ordinance Components. The draft components address the provisions of those documents and will be drafted with respect to those and existing Ordinance language to provide consistency internally and for the region.

Our goals are to draft a Rights of Way Ordinance that can manage access, conserve physical capacity, compensate for City costs, provide fair and reasonable compensation of continued use, assure that City Ordinances, rules and regulations are followed, protect health, safety, welfare and structural integrity, enhance safety and aesthetics, and encourage competitive services for our residents/businesses.

### **DISCUSSION:**

Staff is looking for discussion on components, and direction for preferences, to guide staff in drafting an ordinance.

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**Attachments:** [PowerPoint](#)



# City of Tualatin

## **Rights of Way Ordinance Analysis and Draft Components**



# Utilities with Franchises in Rights of Way

<b>Utility Provider</b>	<b>Type</b>	<b>Expiration Year</b>
<b>Astound Broadband</b>	<b>Telecom</b>	<b>2022</b>
<b>City of Sherwood Broadband</b>	<b>Telecom</b>	<b>No term</b>
<b>Comcast of Oregon II</b>	<b>Cable</b>	<b>2025</b>
<b>Electric Lightwave</b>	<b>Telecom</b>	<b>2021</b>
<b>Frontier Communications Corp</b>	<b>Cable</b>	<b>2025</b>
<b>Northwest Natural</b>	<b>Gas</b>	<b>2020</b>
<b>Portland General Electric</b>	<b>Electric</b>	<b>2020</b>
<b>Qwest Corp</b>	<b>Telecom</b>	<b>2022</b>
<b>TW Telecomm of Oregon, LLC</b>	<b>Telecom</b>	<b>2019</b>
<b>Verizon Northwest</b>	<b>Cable</b>	<b>2022</b>



# Utilities are using Rights of Way, without Franchises







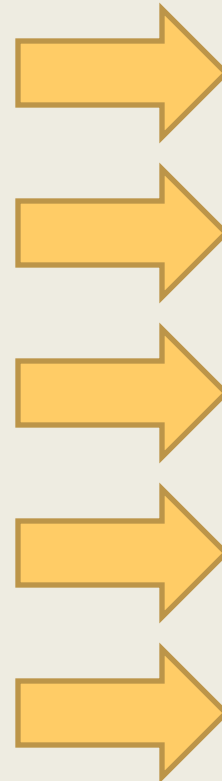
# New Utilities on the Horizon





# Draft Components

## Existing Components



## Right of Way Ordinance





# Draft Components- Intro

## Intro

## Purpose and Intent

## Statement of Jurisdiction & Management of the Public Rights of Way

## Statement that Regulatory Fees and Compensation Not a Tax

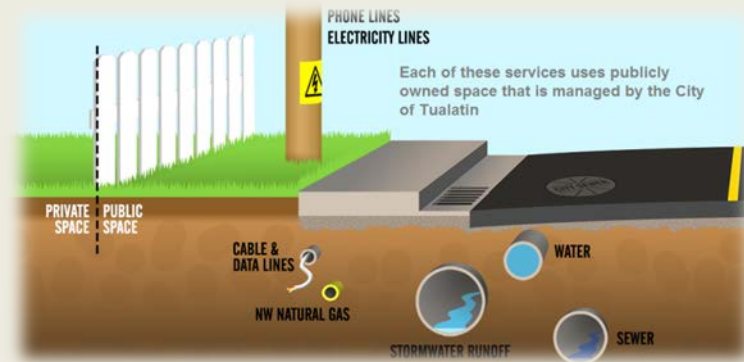
## Definitions





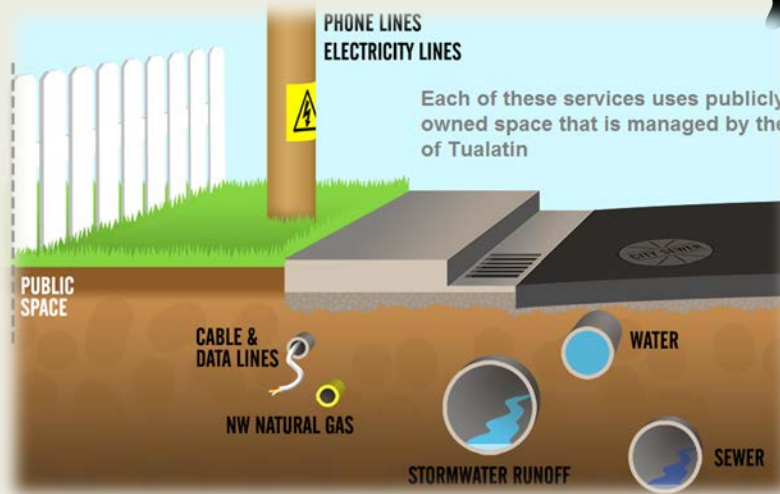
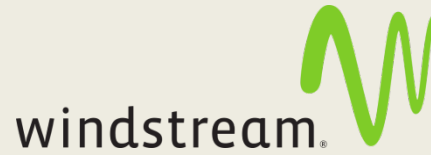
# Draft Components- Major Components

Component	Duration
Registration	1 year
License	5 year
Construction Permit	Each Project
Right of Way Use	Quarterly
Attachment	Annually



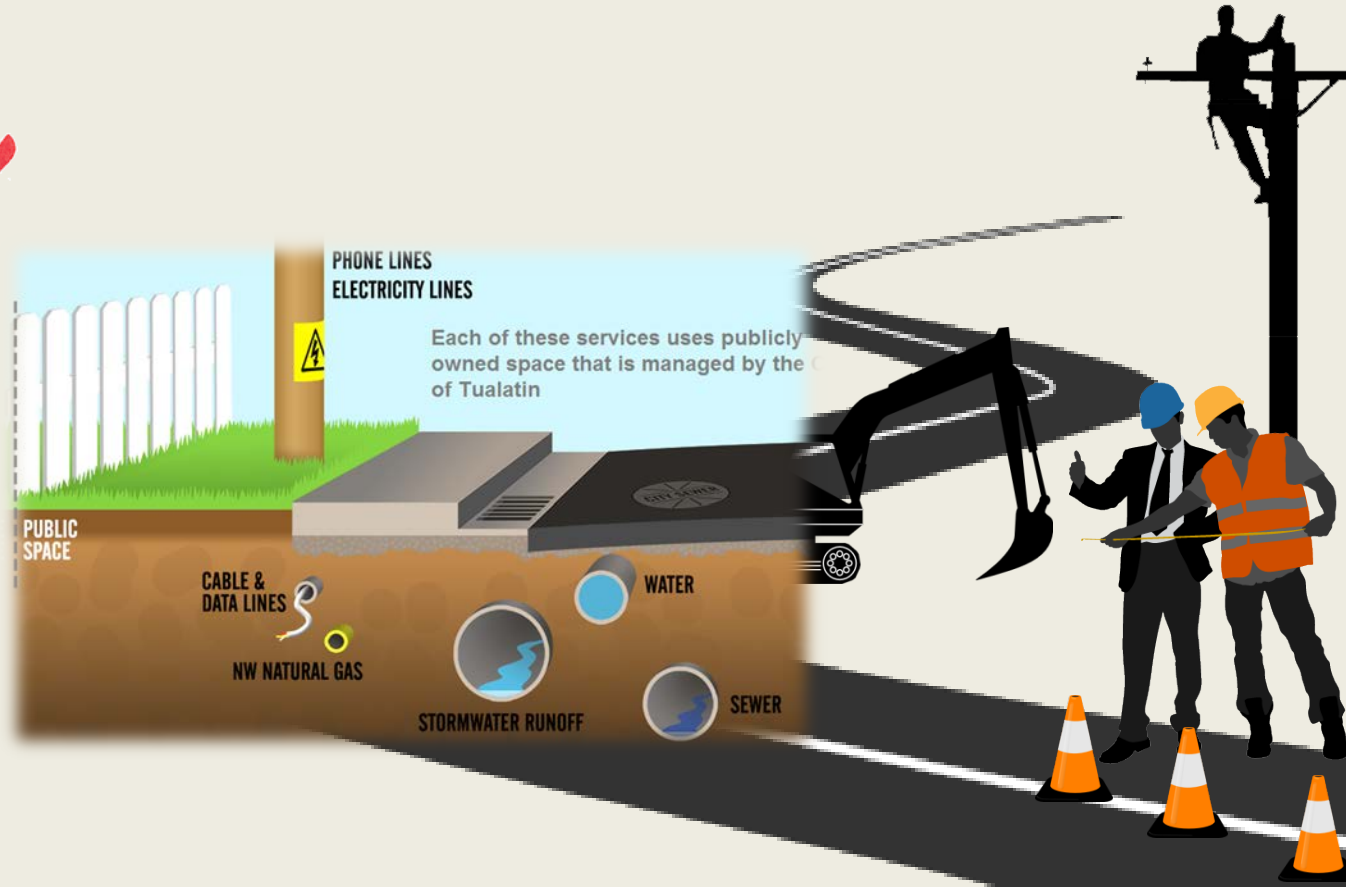


# Registration





# License



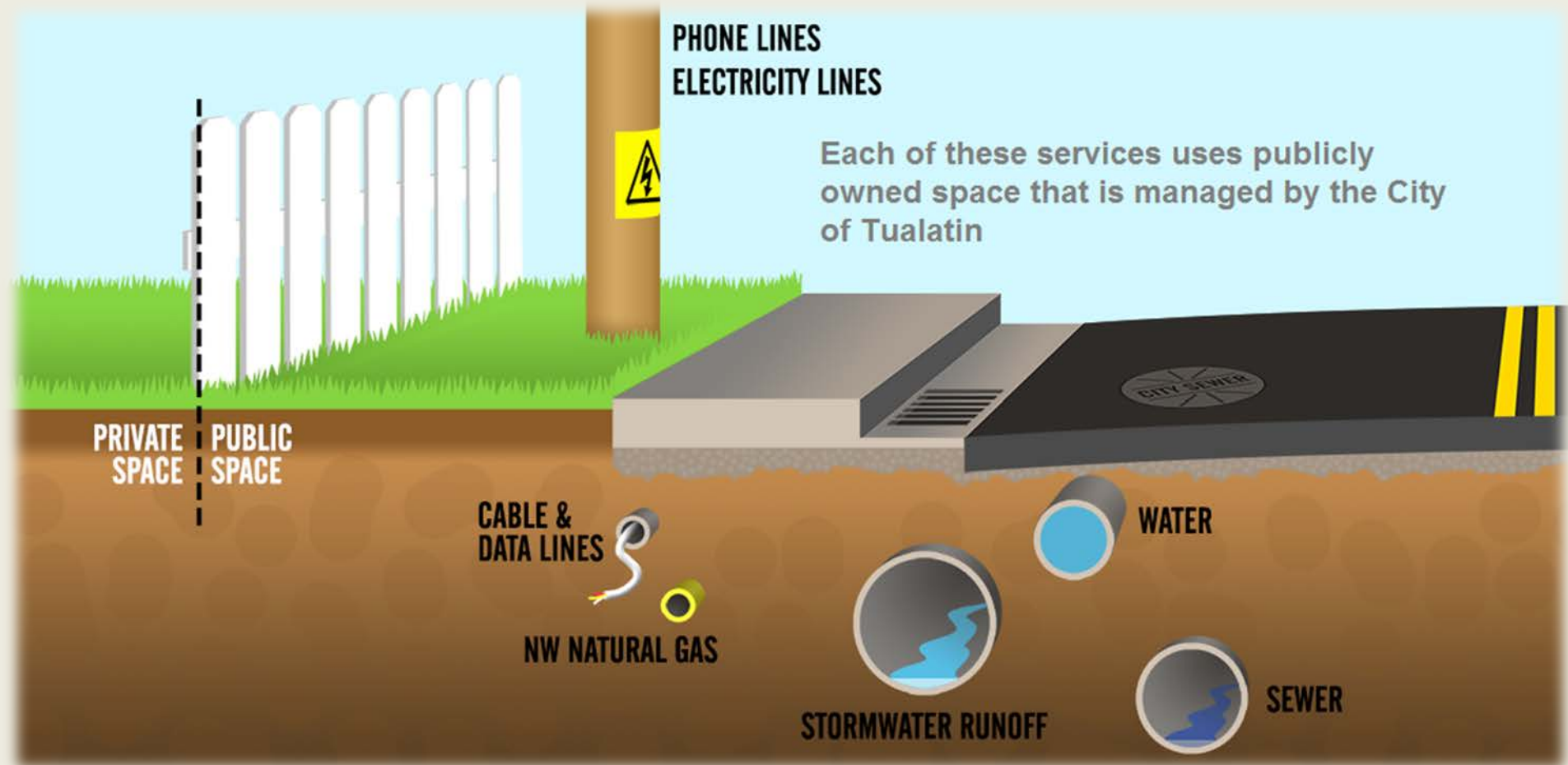


# Construction Permits





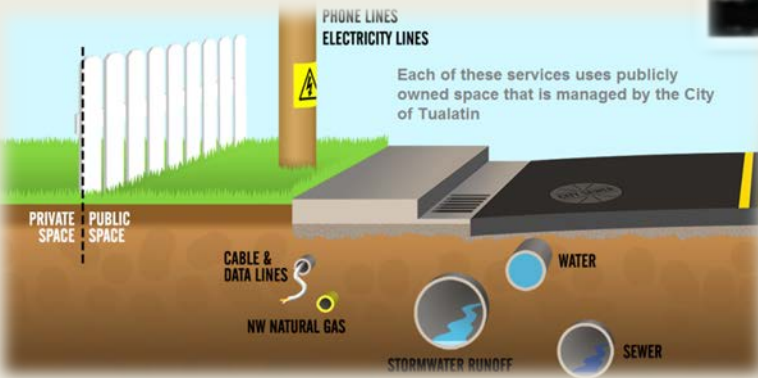
# Right of Way Use and Attachment Fee







# Utility Operation General Management Tools





# Next Steps

- **Draft Ordinance for Consideration**
- **Utility Outreach and comment on components**
- **Present to Council with Draft and Feedback**



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Tanya Williams, Assistant to the City Manager

**DATE:** 04/10/2017

**SUBJECT:** 2017 Council Advance Debrief

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### ISSUE BEFORE THE COUNCIL:

In February, the City Council participated in a workshop to identify the Council's top priorities and review the Council's vision for the coming years. Staff will provide a recap of this meeting and provide insight into the next steps for moving forward.

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**Attachments:** [PowerPoint](#)



**City of Tualatin**  
**City Council Advance Debrief**

**April 10, 2017**

# Staff Presentations

## What's Currently on the Work Plan:

Reviewed Project Successes from FY 15-16


Projects on the horizon for FY 17-18

- Basalt Creek
- Development Code update
- Master Plan Updates (Utilities, Parks)
- Transportation Improvements

# Hot Topics

- Community Engagement
  - Inclusiveness and Equity
  - Focused & Active Transportation
  - Development Code Update
  - Downtown Core Planning/City Hall
- 

# Reaffirmed the Council Vision

- Connected, Informed & Engaged Community
  - Expanded opportunities for vibrant, accesible parks, recreational facilities and programs for all
  - Expanded, strengthened tax base that attracts targeted business clusters and provides financial stability
  - A vibrant, economically viable, thriving center of activity- a downtown hub
  - A funded transportation system that supports mobility, connectivity and accessibility in all modes
  - A community where everyone has access and opportunity and therefore thrives
- 

# How We Work

## We Believe- "Credimus"

- We come prepared to make decisions
- Respect each other
- Assume each other's intentions are coming from a good place
- We are responsive
- We are committed
- We have a desire for all of us to succeed
- The city is our priority / the good is Tualatin is first



# The Road Ahead

## Next Steps:

- Update the placemat
- Fine tune the vision statement
- Develop work plans for each of the priority items
- Share with the community the projects and plans for the next two years!