

Council Roundup for March 19, 2018

The Newberg City Council met on March 19, 2018 and took the following actions:

- Approved the following Resolutions:

- 2018-3442, Inflow & Infiltration wastewater pipe construction contract with Insituform Technologies LLC for \$244,624.50.

- 2018-3446, Hypochlorite generation system for Water Treatment plant contract with Whitney Equipment Company, Inc. for \$133,129.38

- 2018-3454, refunding Effluent Reuse loan with State of Oregon

- 2018-3456, acceptance of grant from state DLCD for Urban Growth Boundary study.

- 2018-3455, repealing SDC resolutions from 1996 and 2007.

- 2018-3443, Master Fee Schedule.

- Approved Ordinance 2018-2823, amending Chapter 13 of the Municipal Code on System Development Charges.

- Moved to not form a local improvement district for College Street from Aldercrest Drive to Foothills Drive.

- Approved Council Minutes from February 20, 2018.

In other business, the Council:

- Heard report on the next phase of Pavement Projects for the City, and discussed gravel roads.

- Heard concerns from citizens on traffic issues, and the revised Charter not being on the city website.

- Met in 2 executive sessions: 1 on performance evaluation for Municipal Judge, 1 for real property discussion.

- Met with Yamhill County Commissioners and discussed Bus Transit routes and service in Newberg, Economic Development, and planning for the Riverfront property along the Willamette River.



**City Council Executive Session
March 19, 2018 - 5:00 PM
Public Safety Building 401 East Third Street**

- I. CALL TO ORDER**
- II. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2) I PERFORMANCE EVALUATIONS OF PUBLIC OFFICERS**
- III. ADJOURNMENT**



**City Council Work Session
March 19, 2018 - 5:30 PM
Public Safety Building 401 East Third Street**

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. REVIEW OF THE COUNCIL AGENDA AND MEETING**
- IV. COUNCIL BUSINESS ITEMS**
 - IV.A January 2018 Fund Financial Statements
[RCA Information Financial Reports - 2018-01 Jan.pdf](#)
- V. JOINT MEETING WITH YAMHILL COUNTY COMMISSIONERS**
 - V.A RCA City County Work Session
[RCA City County Worksession.doc](#)
[YCTA-TDP-TM2_ExistingConditions_All-DRAFT-20170907 \(1\).pdf](#)
[The Collaborative.pdf](#)
[SEDCOR.docx](#)
[RCA_Information_Riverfront_Master_Plan.pdf](#)
[Attachment_1_riverfront_master_plan_map.pdf](#)
[Attachment_3_Riverfront_MP_Study_Area_Map.pdf](#)
- VI. ADJOURNMENT**

PUBLIC COMMENT

WORK SESSIONS ARE INTENDED FOR DISCUSSION. NO ACTION WILL BE TAKEN ON THE AGENDA ITEMS AND NO DECISIONS WILL BE MADE. NO ORAL OR WRITTEN TESTIMONY WILL BE HEARD OR RECEIVED FROM THE PUBLIC.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion ____	Information <u>XX</u>
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**SUBJECT: Newberg Fund Financial Statements
for January 2018**

**Contact Person (Preparer) for this
Item: Matt Zook
Dept.: Finance**

Included with this report are the fund financial statements for January 2018. The financial statements represent the City's ongoing commitment at all levels of the organization to monitor financial status and make adjustments on a monthly basis. These are provided for your information and review, as well as an opportunity for you to ask questions and keep abreast of the financial health of the City. As you review these statements, please feel free to contact me directly in advance of the meeting with questions or comments. This will provide me with an opportunity to come to the Council Work Sessions with sufficient information to answer your questions. No formal action is required at the meeting.

As a reminder, most revenue is not recognized in an equal amount every month. Property taxes are received primarily in November, February, and May. Water revenue tends to trend higher in the summer months. Community Development revenue, such as building and planning fees as well as system development charges, is harder to predict. Transient Lodging Tax and Marijuana Tax is received quarterly. The point is that while 58% of the fiscal year has transpired through January, the year-to-date revenue received may reflect less or more depending on the revenue cycle. At this point, many of the revenues are on track as expected.

SUMMARY REPORT

JAN 2018

SUMMARY REPORT			JAN 2018			Current YTD	2016-17 PRIOR YTD
FUNDS	2017-18 BUDGET	MONTH OF JAN 2018	2017-18 YTD	Compare to			
				Budget			
				58%			
City Budget Totals							
Total Beg Fund Balance	\$ 37,027,145	\$ 40,611,931	\$ 40,611,931	110%	39,824,311		
Total Revenues	62,560,841	4,274,091	32,460,387	52%	29,278,877		
Total Beg Fund Bal & Revenues	99,587,986	44,886,022	73,072,318		69,103,187		
Total Expenses	73,599,226	3,399,249	29,360,112	40%	28,274,766		
Total Contingencies / Reserves	25,988,760	-	-	0%	-		
Total Exp & Contingen / Reserves	99,587,986	3,399,249	29,360,112	29%	28,274,766		
Total Monthly & YTD Net Gain / (Loss)		\$ 874,842	\$ 3,100,275				
Total Ending Fund Balance			\$ 43,712,206		40,828,421		
City Services							
General Fund (01)							
Beg Fund Balance	\$ 3,077,675	\$ 3,564,316	\$ 3,564,316	116%	3,313,037		
Revenues							
General Government	-	-	-	0%	-		
Municipal Court	12,777	710	5,758	45%	7,609		
Police	1,060,968	79,016	643,400	61%	652,122		
Fire	363,258	108,977	108,977	30%	102,035		
Communications	41,483	9,733	31,112	75%	29,631		
Library	116,430	23,074	60,419	52%	43,969		
Planning	708,100	135,200	455,247	64%	329,747		
Property Taxes	7,855,522	-	7,239,222	92%	7,175,021		
Other Taxes	66,400	24,306	51,957	78%	65,054		
Franchise Fees	1,520,823	50,621	164,221	11%	153,277		
Intergovernmental	1,387,137	106,277	898,915	65%	815,197		
Miscellaneous	2,244,616	531	2,850	0%	8,731		
Interest	21,233	5,437	19,192	90%	11,161		
Transfers	1,174,924	195,578	712,820	61%	576,861		
Revenue Total	16,573,671	739,461	10,394,090	63%	9,970,415		
Expenses							
General Government	210,073	29,575	133,015	63%	145,236		
Municipal Court	312,131	24,584	172,609	55%	210,570		
Police	6,871,213	564,825	3,858,593	56%	3,561,401		
Fire	3,866,703	322,319	2,254,609	58%	2,233,038		
Communications	3,509,676	118,150	1,471,619	42%	586,865		
Library	1,767,171	146,733	1,035,500	59%	894,811		
Planning	1,262,702	79,622	462,734	37%	548,368		
Transfers	143,834	23,090	46,407	32%	107,681		
Contingency	607,843	-	-	0%	-		
Unappropriated Ending Balance	1,100,000	-	-	0%	-		
Total Expenses	19,651,346	1,308,898	9,435,086	48%	8,287,970		
Monthly & YTD Net Gain / (Loss)		\$ (569,438)	\$ 959,004				
Ending Fund Balance			\$ 4,523,320		4,995,481		

SUMMARY REPORT

JAN 2018

SUMMARY REPORT		JAN 2018			Current YTD	2016-17 PRIOR YTD
FUNDS	2017-18 BUDGET	MONTH OF JAN 2018	2017-18 YTD	Compare to Budget		
				58%		
<u>Public Safety Fee (16)</u>						
Beg Fund Balance	\$ 109,612	\$ 171,860	\$ 171,860	157%	163,546	
Revenues	496,809	42,178	293,683	59%	287,796	
Expenses	542,792	42,716	254,858	47%	363,142	
Contingencies / Reserves	63,629	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ (538)	\$ 38,826			
Ending Fund Balance			\$ 210,686		88,200	
<u>EMS (05)</u>						
Beg Fund Balance	\$ 87,036	\$ 79,659	\$ 79,659	92%	1,245,742	
Revenues	501,000	44,158	308,874	62%	335,560	
Expenses	551,741	55,066	338,475	61%	1,020,525	
Contingencies / Reserves	36,295	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ (10,908)	\$ (29,602)			
Ending Fund Balance			\$ 50,058		560,777	
<u>911 Emergency (13)</u>						
Beg Fund Balance	\$ 23,357	\$ 19,080	\$ 19,080	82%	10,713	
Revenues	221,000	55,274	111,084	50%	108,743	
Expenses	224,876	24,931	123,174	55%	117,918	
Contingencies / Reserves	19,481	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ 30,343	\$ (12,090)			
Ending Fund Balance			\$ 6,990		1,538	
<u>Civil Forfeiture (03)</u>						
Beg Fund Balance	\$ 25,234	\$ 25,268	\$ 25,268	100%	24,302	
Revenues	200	36	218	109%	843	
Expenses	25,434	-	-	0%	-	
Contingencies / Reserves	-	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ 36	\$ 218			
Ending Fund Balance			\$ 25,486		25,144	
<u>Library Gift & Memorial (22)</u>						
Beg Fund Balance	\$ 63,516	\$ 88,497	\$ 88,497	139%	92,550	
Revenues	135,600	5,909	28,427	21%	15,585	
Expenses	160,000	2,071	43,635	27%	26,827	
Contingencies / Reserves	39,116	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ 3,838	\$ (15,208)			
Ending Fund Balance			\$ 73,289		81,308	

SUMMARY REPORT

JAN 2018

SUMMARY REPORT

JAN 2018

FUNDS						Current YTD	2016-17 PRIOR YTD	
	2017-18 BUDGET	MONTH OF JAN 2018	2017-18 YTD	Compare to Budget 58%				
<u>Building Inspection (08)</u>								
Beg Fund Balance	\$	932,354	\$	1,107,774	\$	1,107,774	119%	746,431
Revenues		825,318		124,741		520,733	63%	479,487
Expenses		706,767		50,557		375,199	53%	311,648
Contingencies / Reserves		1,050,905		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	74,185	\$	145,534		
Ending Fund Balance					\$	1,253,309		914,270
<u>Streets (Operating) (02)</u>								
Beg Fund Balance	\$	489,326	\$	736,256	\$	736,256	150%	816,245
Revenues		2,913,541		225,590		1,623,630	56%	759,176
Expenses		3,306,928		129,790		1,610,613	49%	1,489,423
Contingencies / Reserves		95,939		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	95,800	\$	13,017		
Ending Fund Balance					\$	749,273		85,998
<u>Water (Operating) (07)</u>								
Beg Fund Balance	\$	8,874,908	\$	8,995,620	\$	8,995,620	101%	7,784,122
Revenues		5,877,525		339,857		4,116,812	70%	3,717,077
Expenses		6,024,114		282,678		2,459,195	41%	2,705,911
Contingencies / Reserves		8,728,319		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	57,178	\$	1,657,618		
Ending Fund Balance					\$	10,653,238		8,795,288
<u>Wastewater (Operating) (06)</u>								
Beg Fund Balance	\$	10,812,028	\$	11,973,385	\$	11,973,385	111%	12,445,970
Revenues		8,147,159		665,040		4,720,466	58%	4,685,136
Expenses		11,252,805		402,376		4,344,211	39%	4,810,400
Contingencies / Reserves		7,706,382		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	262,664	\$	376,255		
Ending Fund Balance					\$	12,349,640		12,320,706
<u>Stormwater (Operating) (17)</u>								
Beg Fund Balance	\$	898,152	\$	1,028,956	\$	1,028,956	115%	1,169,140
Revenues		1,488,924		123,980		874,368	59%	791,401
Expenses		2,174,253		138,778		1,480,351	68%	930,485
Contingencies / Reserves		212,823		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	(14,798)	\$	(605,983)		
Ending Fund Balance					\$	422,973		1,030,056

SUMMARY REPORT

JAN 2018

SUMMARY REPORT

JAN 2018

FUNDS						2016-17 PRIOR YTD
	2017-18 BUDGET	MONTH OF JAN 2018	2017-18 YTD	Current		
				YTD		
				Compare to Budget 58%		
<u>Administrative Support (31)</u>						
Beg Fund Balance	\$ 553,185	\$ 728,861	\$ 728,861	132%	474,296	
Revenues	4,750,352	382,526	2,681,302	56%	2,532,100	
Expenses						
City Manager	640,981	78,345	350,811	55%	277,750	
Human Resources	216,501	15,576	111,228	51%	96,942	
Emergency Management	-	-	-	0%	-	
Finance	734,726	58,793	423,086	58%	392,587	
Gen Office(Postage/Phones)	177,289	11,897	82,619	47%	81,982	
Utility Billing	323,036	30,031	198,661	61%	179,845	
Information Technology	1,071,444	74,691	616,167	58%	586,140	
Legal	480,443	39,664	258,780	54%	227,740	
Fleet Maintenance	208,735	18,301	132,574	64%	104,062	
Facilities Repair/Replacement	835,675	58,887	446,838	53%	221,251	
Insurance	366,446	17,958	330,326	90%	289,899	
Transfers	3,362	280	1,961	58%	16,063	
Contingencies / Reserves	244,898	-	-	0%	-	
Total Expenses	5,303,536	404,424	2,953,050	56%	2,474,260	
Monthly & YTD Net Gain / (Loss)		\$ (21,898)	\$ (271,748)			
Ending Fund Balance			\$ 457,113		532,136	
<u>Capital Improvement Projects</u>						
<u>Streets CIP's (18)</u>						
Beg Fund Balance	\$ 168,396	\$ 168,834	\$ 168,834	0%	165,646	
Revenues	5,894,337	49,736	1,041,564	18%	979,226	
Expenses	5,892,337	49,365	1,037,965	18%	977,237	
Contingencies / Reserves	170,396	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ 370	\$ 3,599			
Ending Fund Balance			\$ 172,433		167,635	
<u>Water / Wastewater / Stormwater CIP's (04)</u>						
Beg Fund Balance	\$ -	\$ -	\$ -	0%	-	
Revenues	7,278,467	78,009	1,686,747	23%	1,545,717	
Expenses	7,278,467	78,009	1,686,747	23%	1,545,717	
Contingencies / Reserves	-	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ -	\$ -			
Ending Fund Balance			\$ -		-	
<u>Street SDC (42)</u>						
Beg Fund Balance	\$ 2,965,113	\$ 2,936,734	\$ 2,936,734	99%	2,824,984	
Revenues	2,365,125	522,784	1,173,408	50%	225,190	
Expenses	3,971,000	6,011	129,712	3%	241,718	
Contingencies / Reserves	1,359,238	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ 516,773	\$ 1,043,696			
Ending Fund Balance			\$ 3,980,430		2,808,455	

SUMMARY REPORT

JAN 2018

SUMMARY REPORT		JAN 2018				Current YTD	2016-17 PRIOR YTD
FUNDS	2017-18 BUDGET	MONTH OF JAN 2018	2017-18 YTD	Compare to			
				Budget			
				58%			
<u>Water SDC (47)</u>							
Beg Fund Balance	\$ 298,518	\$ 572,610	\$ 572,610	192%	821,631		
Revenues	734,713	120,013	314,226	43%	357,846		
Expenses	1,028,931	1,001	781,755	76%	827,849		
Contingencies / Reserves	4,300	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ 119,012	\$ (467,529)				
Ending Fund Balance			\$ 105,081		351,628		
<u>Wastewater SDC (46)</u>							
Beg Fund Balance	\$ 4,516,526	\$ 5,106,412	\$ 5,106,412	113%	4,527,496		
Revenues	830,000	190,549	518,347	62%	651,571		
Expenses	1,579,724	2,476	711,187	45%	373,038		
Contingencies / Reserves	3,766,802	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ 188,073	\$ (192,841)				
Ending Fund Balance			\$ 4,913,571		4,806,030		
<u>Stormwater SDC (43)</u>							
Beg Fund Balance	\$ 94,806	\$ 106,284	\$ 106,284	112%	167,567		
Revenues	71,200	20,490	33,675	47%	21,621		
Expenses	55,000	3,375	45,567	83%	87,386		
Contingencies / Reserves	111,006	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ 17,114	\$ (11,893)				
Ending Fund Balance			\$ 94,391		101,802		
<u>Debt</u>							
<u>Debt Service (General Op) (09)</u>							
Beg Fund Balance	\$ 36,946	\$ 38,270	\$ 38,270	104%	216,728		
Revenues	743,425	166,798	546,165	73%	533,448		
Expenses	736,006	142,916	460,125	63%	480,663		
Contingencies / Reserves	44,365	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ 23,882	\$ 86,040				
Ending Fund Balance			\$ 124,310		269,513		
<u>City Hall (10)</u>							
Beg Fund Balance	\$ 512,086	\$ 552,745	\$ 552,745	108%	509,076		
Revenues	93,000	33,793	87,510	94%	60,049		
Expenses	108,486	-	103,486	95%	98,718		
Contingencies / Reserves	-	-	-	0%	-		
Unappropriated Ending Balance	496,600	-	-	0%	-		
Monthly & YTD Net Gain / (Loss)		\$ 33,793	\$ (15,977)				
Ending Fund Balance			\$ 536,769		470,407		

SUMMARY REPORT

JAN 2018

SUMMARY REPORT			JAN 2018			Current YTD	2016-17 PRIOR YTD	
FUNDS	2017-18 BUDGET	MONTH OF JAN 2018	2017-18 YTD	Compare to Budget				
				58%				
Reserves								
<u>PERS Stabilization Reserve (25)</u>								
Beg Fund Balance	\$	179,255	\$	179,840	\$	179,840	100%	-
Revenues		-		108		1,018	0%	104,617
Expenses		179,255		14,987		104,906	59%	-
Contingencies / Reserves		-		-		-	0%	-
Monthly & YTD Net Gain / (Loss)			\$	(14,879)	\$	(103,888)		
Ending Fund Balance					\$	75,952		104,617
<u>Vehicle / Equipment Replacement (32)</u>								
Beg Fund Balance	\$	1,372,748	\$	1,431,306	\$	1,431,306	104%	1,176,384
Revenues	\$	1,114,077	\$	100,416	\$	682,179	61%	490,315
Expenses								
General Government		-		-		-	0%	1,373
City Manager's Office		1,468		-		-	0%	-
Human Resources		1,013		-		-	0%	-
Finance		17,496		-		-	0%	-
Information Technology		76,396		-		68,272	89%	108,482
Legal		423		-		-	0%	-
Municipal Court		4,114		-		-	0%	-
Police		461,425		-		93,930	20%	131,233
Communications		153,488		-		-	0%	-
Library		13,103		-		-	0%	1,110
Planning		2,975		-		-	0%	-
Building		26,412		-		-	0%	-
PW Administration		1,556,524		77,324		164,611	11%	33,432
Fleet Maintenance		11,048		95		349	3%	258
Facilities Repair/Replacement		160,940		14,250		25,314	16%	56,893
Contingencies / Reserves		-		-		-	0%	-
Total Expenses		2,486,825		91,669		352,475	14%	412,698
Monthly & YTD Net Gain / (Loss)			\$	8,747	\$	329,704		
Ending Fund Balance					\$	1,761,010		1,254,001

SUMMARY REPORT

JAN 2018

SUMMARY REPORT		JAN 2018			Current YTD Compare to Budget 58%	2016-17 PRIOR YTD
FUNDS	2017-18 BUDGET	MONTH OF JAN 2018	2017-18 YTD			
Community Projects						
Cable TV Trust (23)						
Beg Fund Balance	\$ 37,825	\$ 37,897	\$ 37,897	100%	37,504	
Revenues	200	54	327	163%	207	
Expenses	38,025	-	-	0%	-	
Contingencies / Reserves	-	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ 54	\$ 327			
Ending Fund Balance			\$ 38,223		37,711	
Economic Development (14)						
Beg Fund Balance	\$ 554,825	\$ 617,748	\$ 617,748	111%	570,191	
Revenues	457,771	4,129	45,068	10%	40,874	
Expenses	882,174	1,193	22,829	3%	11,513	
Contingencies / Reserves	130,423	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ 2,936	\$ 22,239			
Ending Fund Balance			\$ 639,987		599,552	
Transient Lodging Tax (19)						
Beg Fund Balance	\$ 343,718	\$ 343,718	\$ 343,718	100%	149,857	
Revenues	1,047,427	238,465	656,502	63%	583,749	
Expenses	1,391,145	165,963	505,511	36%	460,077	
Contingencies / Reserves	-	-	-	0%	-	
Monthly & YTD Net Gain / (Loss)		\$ 72,501	\$ 150,991			
Ending Fund Balance			\$ 494,709		273,529	

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ____ Ordinance ____ Resolution ____ Motion ____ Information X____
No. No.

**SUBJECT: Yamhill County – Newberg City
Council Work Session – Common Interests**

**Contact Person (Preparer) for this
Motion: Joe Hannan, City Manager
Dept.: Executive**

EXECUTIVE SUMMARY:

Yamhill County and the City of Newberg a significant number of issues and opportunities that affect both the City and the County. A Joint Works Session is an opportunity to work together develop a shared vision and shared solutions. Work sessions are opportunities for collaboration and communication between the City and the County, and the real winners are the Newberg citizens.

The last time the County Commission and City met in formal Worksession was April, 2016.

The first joint meeting of 2018 will concentrate on discussions about:

- Transit
- Economic Development
 1. Strategic Doing Grant
 2. SEDCOR Contract (Yamhill County Small Grant Program update)
 3. Waterfront
- Property Foreclosures
- UGB Expansion



Image: Doug Kerr

Yamhill County Transit Area Transit Development Plan

Memo #2: Existing Conditions – DRAFT

September 2017



**Yamhill County
Transit Area**

DKS

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NYGAARD

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1 INTRODUCTION

This Existing Conditions report will be used to populate several chapters of the Yamhill County Transit Area (YCTA) Transit Development Plan (TDP). It provides a foundation for the TDP's analysis and recommendations. This first report describes the communities of Yamhill County, assesses demographic conditions and trends related to transit, and provides an analysis of YCTA services. Through this initial documentation of existing conditions, a series of key findings and an assessment of needs and priorities will be developed. The findings and needs assessment will form the basis for the development of transit solutions later in the study.

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2 STUDY AREA CHARACTERISTICS

Yamhill County is located in the Willamette Valley in northwestern Oregon. It is bordered by Tillamook County to the west, Washington County to the north, Clackamas and Marion Counties to the east, and Polk County to the south. Yamhill County's eastern border with Marion County is shaped by the Willamette River. McMinnville, the county seat, and Newberg are the largest cities in the county. There are eight additional incorporated cities, all in the eastern portion of the county. The Grand Ronde Community reservation is located in the southwestern part of the county, and the Siuslaw National Forest covers approximately 39 square miles in the far southwestern portion of Yamhill County.¹

The county measures 718 square miles, and is home to approximately 104,990 residents.² The county has an average population density of 146 people per square mile.

EXISTING TRANSPORTATION SYSTEM³

Roadway Network

Yamhill County's existing roadway network includes 117 miles of state highways and 210 miles of county roadways classified as minor collector or above. Outside of cities, the majority of highways in Yamhill County are two-lane roads, with additional through lanes at some locations along OR 99W and OR 18.

The main routes connecting Yamhill County communities and providing connections outside Yamhill County include:

- **OR 99W** connecting I-5 in Portland with Tualatin, Tigard, Sherwood, Newberg, McMinnville, and Corvallis. OR 99W serves as a business route through Newberg and McMinnville.
- **OR 18** connecting OR 99W near Dayton with McMinnville, Sheridan, Willamina, Grand Ronde, and US 101 north of Lincoln City. OR 18 serves as a bypass route south of McMinnville. A business loop serves Willamina and Sheridan. OR 18 overlaps with OR 22 between Valley Junction (east of Grand Ronde) and Willamina.
- **OR 22** connecting Salem, Grand Ronde, and US 101.
- **OR 47** connecting OR 99W in McMinnville, Carlton, Yamhill, Cove Orchard, Gaston, Forest Grove, and Hillsboro.

There is significant commute traffic between the incorporated areas of the County, including McMinnville and Newberg, and the Portland and Salem areas. The primary commute routes are OR 99W, OR 47, OR

¹ US Department of Agriculture, Forest Service, <https://www.fs.usda.gov/main/siuslaw/about-forest>

² Proehl, Risa. Population Estimates for Oregon and Counties. Portland State University Population Research Center. 2016. https://www.pdx.edu/prc/sites/www.pdx.edu/prc/files/PopEst_BroadAges2016.xlsx

³ Yamhill County. Yamhill County Transportation System Plan. McMinnville. 2015. <http://www.co.yamhill.or.us/sites/default/files/Yamhill%20Co.%20TSP%20FINAL.pdf>

221 (connecting Dayton and Salem), and OR 18. For recreational travel, OR 99W and OR 18 are one of the primary connections between the Portland metropolitan area and the Oregon coast.⁴

In general, non-seasonal congestion is not a problem on most state highways and county roads in Yamhill County. A few locations, however, do not meet ODOT's mobility targets reflecting the maximum congestion that should occur on county roads and state highways. These congested locations include:⁵

- OR 99W between Newberg and Dundee and between Dundee and OR 18, which affects YCTA Routes 44, 45X, and 46s (McMinnville – Tigard)

Most intersections operate with acceptable levels of delay except for:⁶

- OR 18/OR 154 (Lafayette Highway) between Dundee and McMinnville
- OR 99W/OR 47, which may affect YCTA Route 22 (McMinnville – Hillsboro), which uses OR 47
- OR 99W/Fox Farm Road (just north of Dundee)

Future Traffic Volumes

According to the 2015 Yamhill County Transportation System Plan (TSP), future traffic volumes on state highways are expected to increase approximately 1.9% per year, and by approximately 0.6% per year on county roads. These projections were based on past rates of traffic growth and anticipated future economic development and land use changes. The highest volumes of future traffic are expected to be on OR 99W and OR 18, and the highest growth rates are anticipated to be on OR 219 and OR 18.

The TSP sets “mobility standards” for state and county roadways in Yamhill County. The mobility standards define an acceptable level of traffic congestion expected by the end of the planning period (year 2035). The County forecasts roadway travel to assess where on these roadways traffic congestion will approach, meet or exceed these mobility standards. Roadways exceeding the mobility standard indicate where significant traffic delays are most likely.

The TSP identified five state highway segments that are expected to exceed mobility targets. Each of these roadway segments is critical to YCTA's regional transit network. The state highway segments – which include primary routes to and from McMinnville and Newberg – include:

- OR 99W east of Newberg
- OR 99W between Dundee and OR 18
- OR 99W between OR 47 and McMinnville
- OR 18 between Dayton and OR 154
- OR 18 between McMinnville and OR 153

Significant Planned/Proposed Roadways

The Newberg-Dundee Bypass (Figure 2-1) will construct a four-lane highway diverting OR-99W traffic around Newberg and Dundee. Construction of phase 1 of the project, a two-lane expressway (one lane in each direction) between Springbrook Road on the east end of Newberg and the south end of Dundee, is already underway and is expected to open in late 2017. Existing YCTA service on OR 99W would benefit from more reliable traffic flow through the corridor. Phase 1 also includes reconstruction of Springbrook

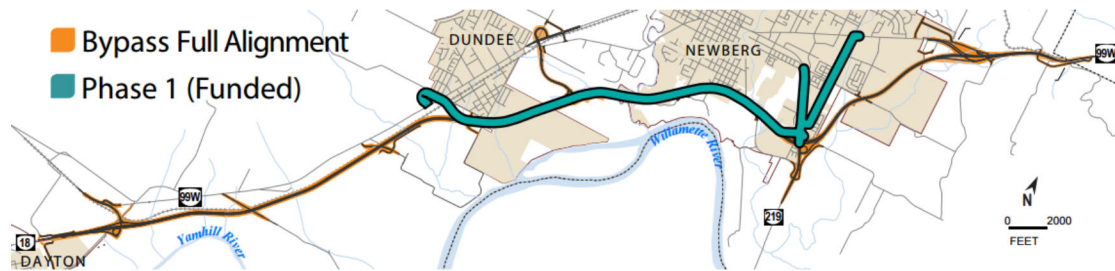
⁴ Yamhill County Transportation System Plan, 2015

⁵ Yamhill County Transportation System Plan, 2015

⁶ Yamhill County Transportation System Plan, 2015

Road south of OR 99W, affecting existing local YCTA service in Newberg that uses this roadway. Phase 2 will provide a four-lane expressway extending to Dayton, but is not currently funded.

Figure 2-1 Newberg-Dundee Bypass Alignment



Source: Yamhill County TSP 2015

Bicycle Network

The majority of dedicated bicycle lanes in Yamhill County are located within McMinnville and Newberg.

McMinnville's bicycle network includes a combination of bike lanes and shoulder lanes. Shoulder lanes are available on many streets throughout the central business district and connect to bike lanes extending out of downtown on OR 99W, Lafayette Avenue, Riverside Drive, a section of Three Mile Lane's west end, OR 18, 2nd Street, Cypress Street, and Baker Creek Road. In addition, some shared use pathways connect north and south of 2nd Street on the west side of McMinnville.⁷

Newberg's bicycle network includes bike lanes on many city streets, including bike lanes along OR 99W through most of the city. Overall, bike lanes are concentrated near newer commercial and residential developments. In addition, there are several local and minor collector streets with bicycle route designations. These include signed shared roadways in the neighborhood just south of downtown, a bike boulevard (including pavement markings and/or bike route signage, and wayfinding signage) from Springbrook/Haworth to Ewing Young Park, and on Meridian to Joan Austin Elementary (using Crestview and Center).⁸

Nearly all bicycle facilities in rural areas of Yamhill County are either shoulder bikeways or shared roadways. OR 99W provides a paved shoulder lane for most of its route between Newberg and Sherwood.⁹ On lower speed roadways, bikes and cars share a travel lane. There are no shared-use paths in the rural areas of the county at this time.

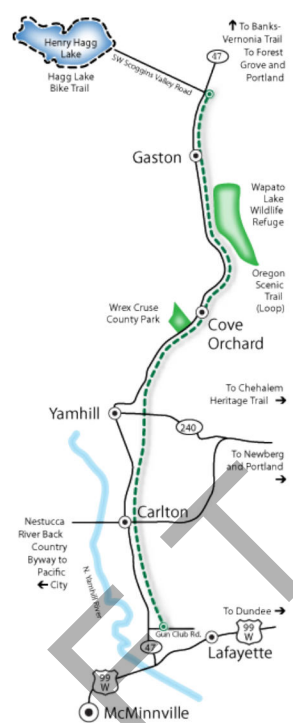
⁷ McMinnville Transportation System Plan, 2010

⁸ Newberg Transportation System Plan, 2016

⁹ Google Maps Bicycling, Yamhill County, OR. <https://goo.gl/maps/hUyu9DDpgvN2>

Significant Planned/Proposed Bicycle Facilities

The 17-mile Yamhelas Westsider Trail, which would link the cities of Gaston, Yamhill and Carlton, is a recommended project included in the County TSP. The trail is planned to run parallel to OR-47 from OR-99W to Gaston, and tie into the Banks-Vernonia trail, connecting to Forest Grove and Hagg Lake.



Source: <http://yamhelaswestsidertrail.com/>

LAND USE

Agricultural uses (including mineral use, farm use, and forestry) cover the majority of the land area outside incorporated communities. The wine industry is a predominant fixture of the agricultural sector. While the west side of the county is mostly agriculture and forestry land, southwest Yamhill County is also home to northern sections of the Siuslaw National Forest, as well as the Grand Ronde Community tribal lands.

A more detailed review of existing and planned land use is provided in Technical Memorandum #3 (TM #3).

MARKET ANALYSIS

Successful fixed-route public transportation (service running on a set path with time points) achieves highest efficiency levels in communities where clusters of people and destinations exist. The purpose of public transportation, however, is also to provide opportunities and mobility to disadvantaged populations. Therefore to gain an understanding of where potential transit needs exist, an analysis of both population and job density overall was conducted, with an additional assessment of disadvantaged populations specifically.

Density and Transit

Population and employment densities are important factors because the clustering of people and jobs helps determine where transit routes can be operated cost-effectively given YCTA's limited resources. Most transit systems serve a mix of "choice riders," or people who own or have access to a car but choose to take transit, and "transit-dependent" riders, or those who do not have any other option. This first step of analyzing overall population and employment density provides insights into the market for transit in Yamhill County. Figure 2-2 illustrates the typical densities needed to support different levels of transit service. In urban areas higher densities support more frequent transit, while rural areas with less people and destinations can be served with less frequency. To provide context, the overall population density of Yamhill County is 0.23 people per acre. In McMinnville, there are 4.95 people per acre and in Newberg, 6.3 people per acre. Population density within a quarter-mile of transit routes is slightly higher—6.1 and 6.5 people per acre in McMinnville and Newberg, respectively.

Figure 2-2 Density and Level of Transit Service Supported



Source: Adapted from various sources, including TCRP Report 100: Transit Capacity and Quality of Service Manual.

Population

A total of 104,990 people live in Yamhill County (2016). Just over three-quarters of the population live in incorporated communities and nearly one-quarter live in unincorporated areas. McMinnville and Newberg, the county's two most populous cities, contain 54% of the county population. Figure 2-4 shows that the vast majority of the county's population density is located along the OR 99W / OR 18 corridor that runs through the eastern part of the County.

Between 2010 and 2016, Yamhill County grew by 6% (slightly less than 1% annually), about the same as Oregon overall. Figure 2-3 lists population growth by community. Among incorporated areas, Carlton, Newberg, and Lafayette are growing slightly faster than other cities. Unincorporated areas represented just 23% of the population in 2010 but accounted for 43% of the total growth in the County from 2010 to 2016.

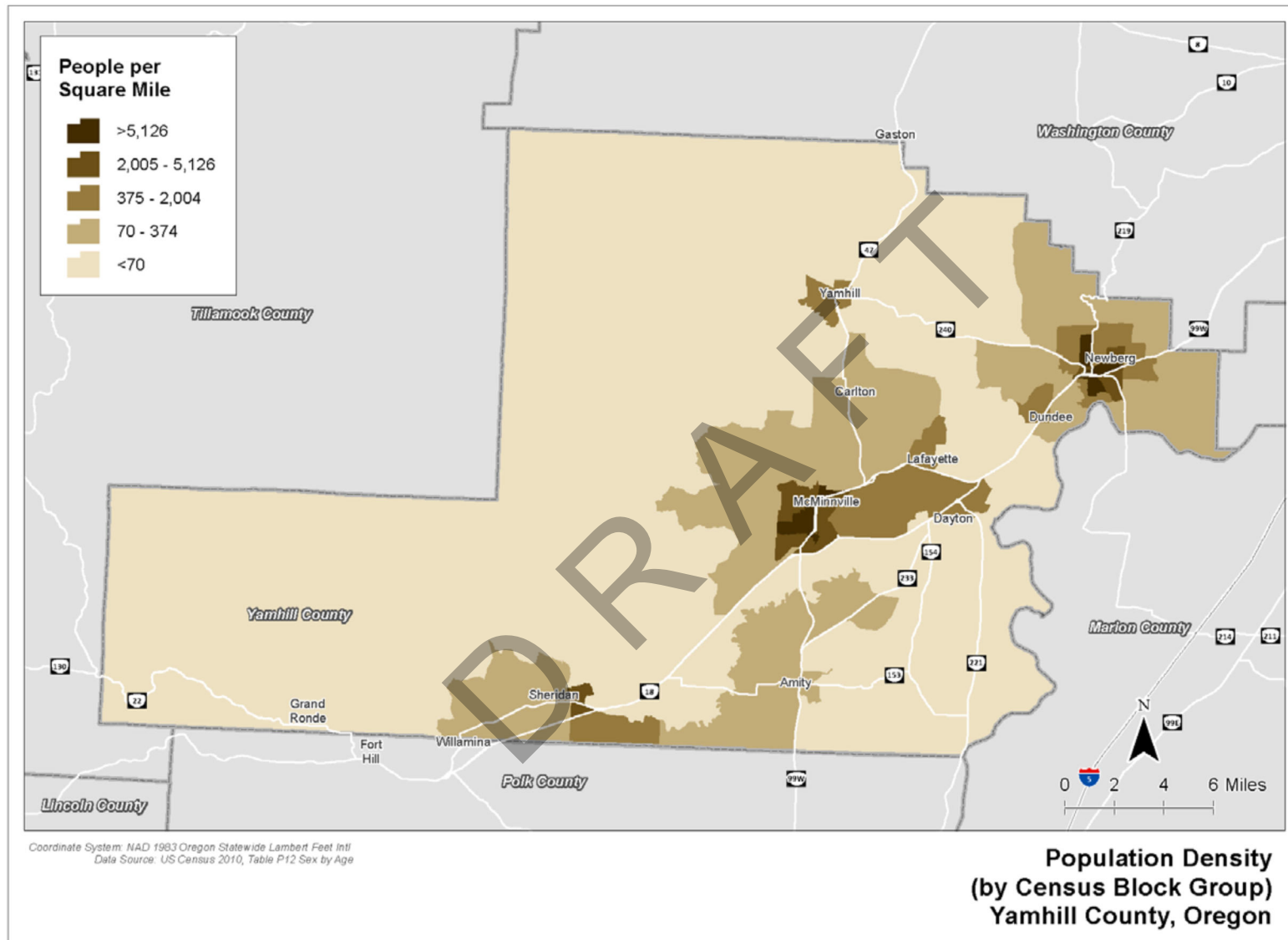
Figure 2-3 Yamhill County Population Data and Recent Trends, 2010-2016

Place	2010	% of County (2010)	2016	Change (2010-2016)	% Change	% of County Growth	Average Annual % Change
Oregon	<u>3,837,300</u>	N/A	4,076,350	239,050	6%	N/A	0.9%
Yamhill County	<u>99,405</u>	100%	104,990	5,585	6%	100%	0.8%
Incorporated Communities	<u>76,595</u>	77%	79,760	3,165	4%	57%	0.6%
McMinnville	<u>32,240</u>	32%	33,405	1,165	4%	21%	0.5%
Newberg	<u>22,110</u>	22%	23,465	1,355	6%	24%	0.9%
Sheridan	<u>6,125</u>	6%	6,115	-10	0%	0%	0.0%
Lafayette	<u>3,740</u>	4%	3,975	235	6%	4%	0.9%
Dundee	<u>3,170</u>	3%	3,190	20	1%	0%	0.1%
Dayton	<u>2,535</u>	3%	2,635	100	4%	2%	0.6%
Willamina	<u>2,025</u>	2%	2,095	70	3%	1%	0.5%
Carlton	<u>2,015</u>	2%	2,190	175	9%	3%	1.2%
Amity	<u>1,615</u>	2%	1,620	5	0%	0%	0.0%
Yamhill	<u>1,020</u>	1%	1,070	50	5%	1%	0.7%
Unincorporated Areas	<u>22,810</u>	23%	25,230	2,420	11%	43%	1.5%

Source: Portland State University, Population Research Center, Certified Population Estimates, 2010 and 2016.

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Figure 2-4 Population Density Yamhill County, 2010



Source: 2016 YCTA Coordinated Public Transit – Human Services Transportation Plan

Transit-Dependent Populations and Environmental Justice

Transportation is often a primary barrier cited by individuals who are unable to access employment, medical services, and educational opportunities (among other key public services). In relatively rural areas like Yamhill County, transit service often carries a large share of persons who are “transit-dependent.” Transit provides people who do not have access to a vehicle or are unable to drive with a crucial lifeline to jobs, services, family and friends, and medical providers.

Presidential Executive Order 12898, issued in 1994, directed federal agencies to “make achieving environmental justice part of (their) mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority and low-income populations.” The order builds on Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin.

There are three fundamental principles of environmental justice:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

While not specifically identified by Title VI or the Executive Order, the analysis presented in this section also considers persons age 65 and older, persons with disabilities, and persons with limited English proficiency. Understanding where these demographic groups are located is important because it helps identify where transit would likely find customers and/or because it helps YCTA better serve population groups that have unique transportation needs.

Figure 2-5 summarizes transit-dependent populations by city. Several key takeaways include:

- Willamina has a high percentage of people with disabilities compared to the rest of the county. This may make it difficult for people to access transit service, which currently runs along OR 22 through town.
- McMinnville, Newberg, Dayton, and Willamina have the highest percentages of people with low incomes.
- Willamina, with high percentages of both low-income households and people with disabilities, may have a strong need for public transportation.
- Lafayette and Dayton have the highest percentage of people who report limited-English speaking proficiency.
- Dayton, Sheridan, and Amity have the highest share of population that identifies as non-white. Non-white residents are more likely to live in cities than County residents overall.

Each demographic group is discussed in more detail below.

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Figure 2-5 Demographic Information for Yamhill County Communities, 2015

Jurisdiction	Population [1]	Jurisdiction % of County Population	Older Adults [2]	People With Disabilities [3]	Low-Income Population [4]	Limited-English Speaking Population [5]	Race – Non-White Population [6]
Yamhill County	101,119	100%	15%	15%	16%	3%	12%
Incorporated Communities	77,716	77%	13%	15%	18%	4%	14%
McMinnville	33,185	33%	16%	17%	20%	5%	13%
Newberg	22,566	22%	12%	12%	19%	3%	14%
Sheridan	6,048	6%	10%	15%	14%	2%	20%
Lafayette	3,824	4%	8%	13%	14%	7%	9%
Dundee	3,184	3%	11%	15%	8%	1%	13%
Dayton	2,539	3%	12%	15%	20%	7%	24%
Willamina	1,811	2%	13%	23%	23%	1%	12%
Carlton	1,869	2%	9%	13%	5%	1%	7%
Amity	1,558	2%	13%	19%	17%	0%	18%
Yamhill	1,132	1%	9%	14%	8%	0%	3%
Unincorporated Areas	23,403	23%	21%	14%	8%	1%	6%

Notes/Sources: ACS 2011-2015 estimate. [1] Table B01003. [2] Table B01001. Older adults as a percentage of the total population. [3] Table B18101. Disability population as a percentage of the civilian noninstitutionalized population. [4] Table B17021. Percentage of the population for whom poverty status is determined, which excludes institutionalized people, people in military group quarters, people in college dormitories, and unrelated individuals under 15 years old.

[3,4] For all Yamhill County communities, disability and low-income population exclude 5% or less of the total population, except Newberg (7%) and Sheridan (29%). For Newberg, 7% of the total population is not assessed for disability or income status—primarily George Fox University dormitory residents. For Sheridan, 29% of the total population not assessed for disability or income status—primarily those residing at the Federal Correctional Institution.

[5] Table B16004. Population that speaks English less than “well.”

[6] Table B02001. Individuals identifying as any other race or combination of races other than “White alone,” as a percentage of the total population.

Older Adults

Older adults (age 65 and older) typically use public transportation more frequently than the general population. Older adults often exhibit higher demand for transit as they become less capable or willing to drive themselves, or can no longer afford to own a car on a fixed income.

Figure 2-5 (above) lists the share of older adults by communities and Figure 2-7 (below) illustrates the density of older adults on a map.

The greatest densities of older adults are concentrated in and near McMinnville, Newberg, and Sheridan (see Figure 2-7). Unincorporated areas, where it may be more difficult to access public transportation, have a high share of older adults – 21% of residents are age 65 or older, compared to 15% countywide (Figure 2-5).

Population Forecasts by Age

Similar to trends seen elsewhere with the aging of the post-World War II Baby-Boom generation (persons born between 1946 and 1964, who turned 65 starting in 2011), population forecasts indicate that the share of older adults in Yamhill County is projected to continue to increase, from approximately 15% of the population currently to 20% of the population by 2035 (see Figure 2-6). As with other services, this demographic trend creates additional demand for public transportation.

In addition, youth are projected to decline slightly as a share of the County's population.

Figure 2-6 Projected Age in Yamhill County Compared to Oregon Averages, 2010-2035

Age	2010		2015		2020		2025		2030		2035	
	Yamhill County	Oregon	Yamhill County	Oregon	Yamhill County	Oregon	Yamhill County	Oregon	Yamhill County	Oregon	Yamhill County	Oregon
0-19	28%	25%	26%	24%	25%	23%	24%	23%	24%	23%	24%	23%
20-64	59%	61%	59%	60%	59%	58%	58%	57%	57%	56%	56%	56%
65+	13%	14%	15%	16%	17%	19%	18%	20%	19%	21%	20%	22%

Source: Oregon Office of Economic Analysis, County Populations and Components of Change (2013)

People with Disabilities

Persons with disabilities often are heavily dependent on public transit service. Some types of disabilities may prevent people from driving. Access to transportation is an important factor in allowing persons with disabilities to access services and live independently. Public transit providers are required to provide ADA Paratransit for persons whose disability prevents them from utilizing local fixed-route transit service, within a three-quarter mile distance of the local fixed-route transit stops.

Figure 2-5 (above) lists the share of people with disabilities by community and Figure 2-8 (below) illustrates the density of people with disabilities on a map.

In Yamhill County, 15% of residents have a disability, which is relatively similar across incorporated communities and unincorporated areas (Figure 2-5). The cities with the highest percentages are Willamina and Dayton, with 23% and 19% respectively. Residents with disabilities tend to live close to population centers, and this is reflected in the densities seen in and around McMinnville, Newberg, and Sheridan in Figure 2-8.

People Living in Poverty

For the purposes of this analysis, households are classified as low-income if they earn an annual income less than the federal poverty level (FPL), which is the income eligibility criteria for various social service programs in Oregon and around the country. As of 2017, the FPL for individuals is an annual income of \$12,060.¹⁰

Figure 2-5 (above) lists the share of people in poverty by community and Figure 2-9 (below) illustrates the density of people in poverty on a map.

In Yamhill County, 16% of residents have an annual income below the FPL. Five of the county's ten municipalities have a larger percentage of low-income residents than the County overall (Figure 2-5). The cities with the highest percentages include McMinnville and Dayton, each with 20%, and Willamina with 23%. People with low incomes make up 18% of residents living in incorporated communities, but only 8% of residents in unincorporated areas, indicating that low-income residents in Yamhill County tend to live close to the county's population centers (see Figure 2-9).

Limited English Proficiency Population

Limited English proficiency often correlates closely to income and can be another indicator of a household's relative dependency on transit. Figure 2-5 (above) lists the share of people who identify as speaking English "less than well."

Lafayette and Dayton have the highest percentage of people who report limited-English speaking proficiency (7%). In McMinnville 5% of the population identifies as speaking English "less than well," and 3% of the population in Newberg.

Race (Non-White Population)

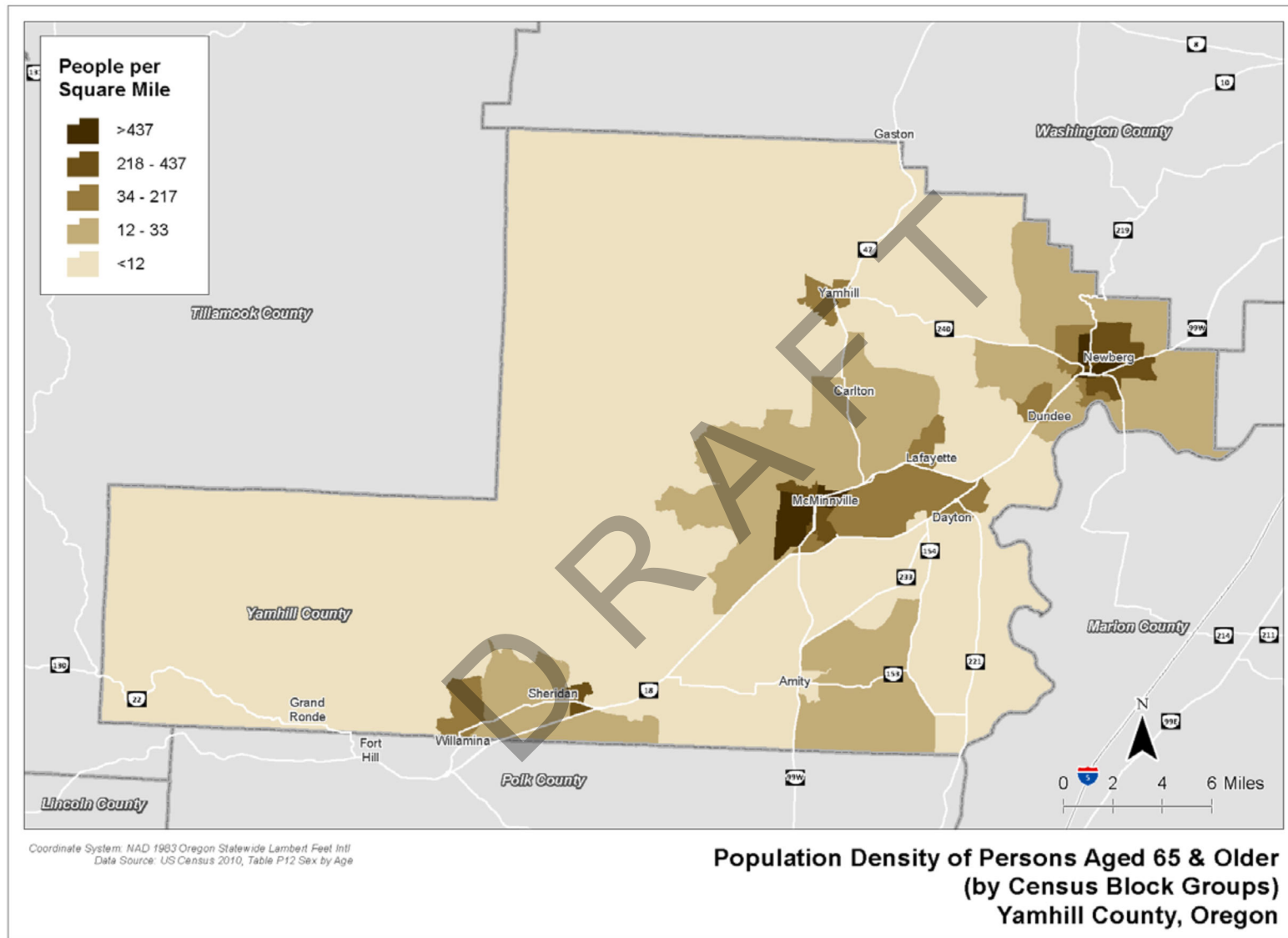
Ethnicity or race (defined here as "non-white alone") can be a moderate indicator of propensity toward transit usage. Understanding where different racial or ethnic groups are located in the County can help YCTA reach out to and involve different communities in its decision-making and avoid adversely impacting these communities.

Figure 2-5 (above) lists the share of people who are non-white by city. In Yamhill County overall, 12% of residents identify as an ethnicity or race other than white. Seven of the county's ten municipalities have a percentage of non-white residents equal to or greater than the County overall (see Figure 2-5 above), including Dayton (24%), Sheridan (20%), and Amity (18%). People of color make up 14% of residents living in incorporated communities, but only 6% of residents in unincorporated areas, indicating that non-white residents in Yamhill County tend to live close to the county's population centers.

¹⁰ The United States Department of Health and Human Services (HHS) issues an income measure known as the Federal Poverty Level (FPL) each year; government agencies use the FPL to assess eligibility for a variety of programs and benefits.
<https://www.healthcare.gov/glossary/federal-poverty-level-fpl/>

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Yamhill County Transit Area

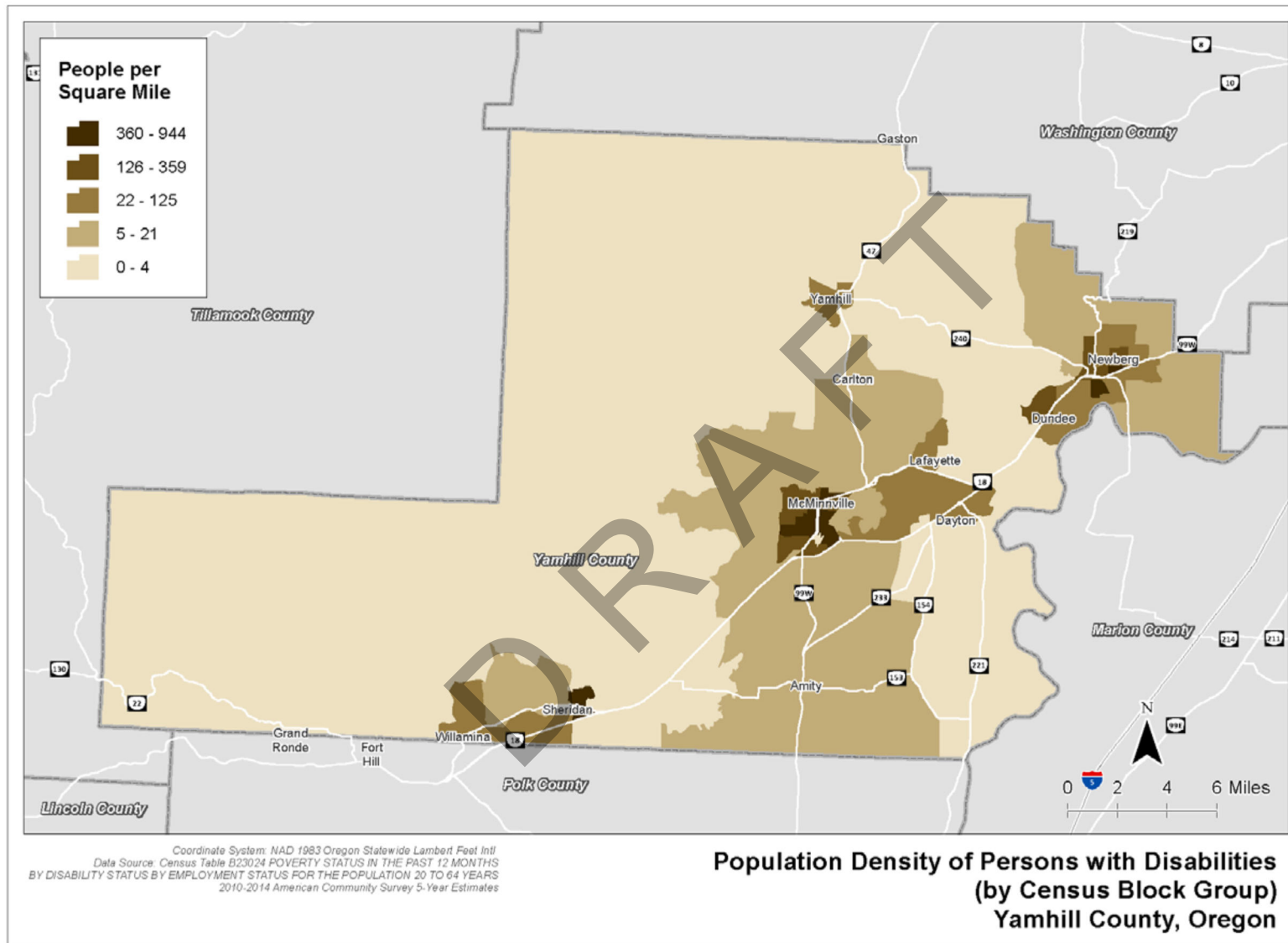
Figure 2-7 Density of Persons Aged 65 and Older in Yamhill County, 2010



Source: 2016 YCTA Coordinated Public Transit – Human Services Transportation Plan

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

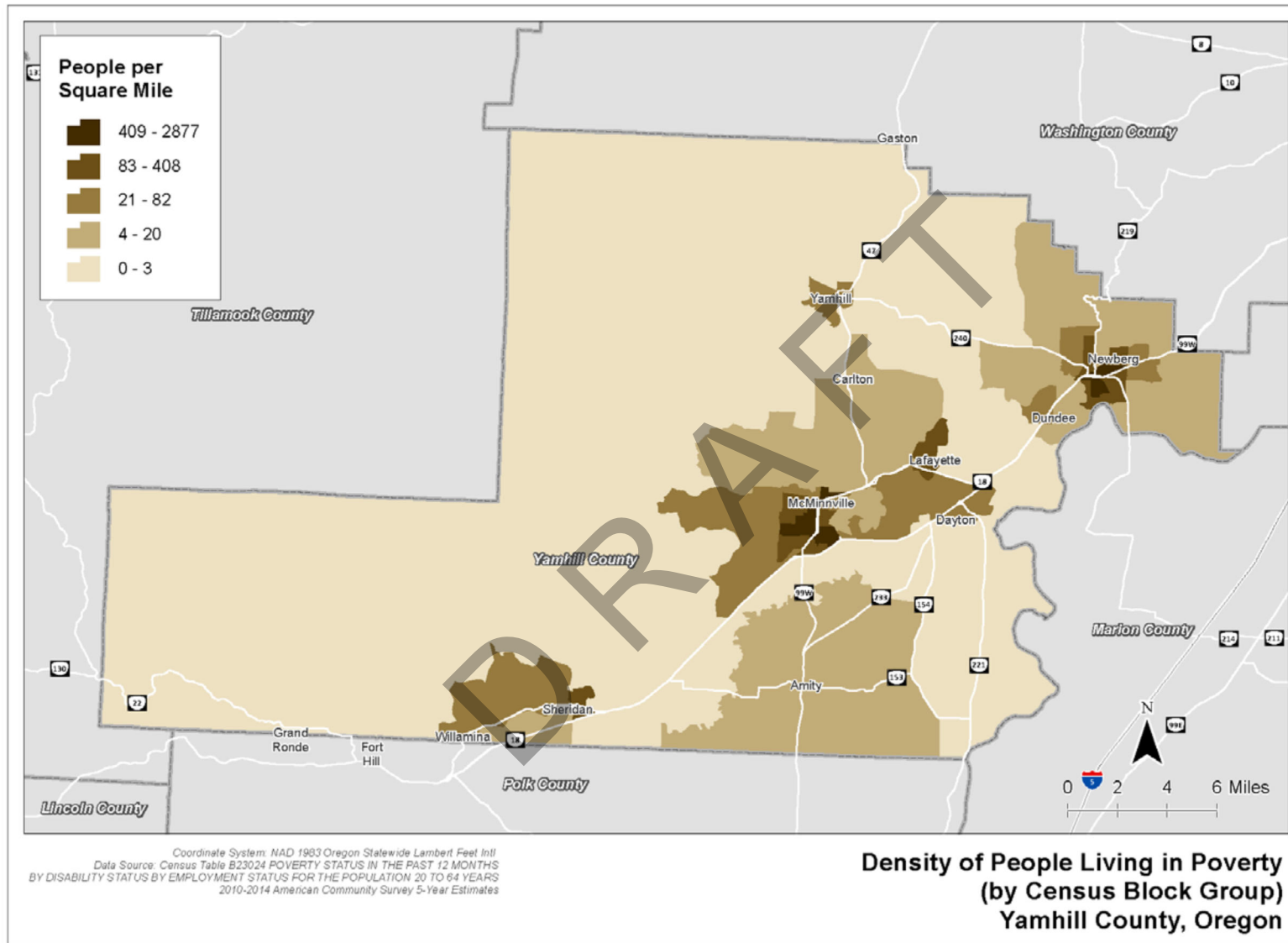
Figure 2-8 Density of Persons with Disabilities in Yamhill County, 2014



Source: 2016 YCTA Coordinated Public Transit – Human Services Transportation Plan

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Figure 2-9 Density of People Living in Poverty in Yamhill County, 2014



Source: 2016 YCTA Coordinated Public Transit – Human Services Transportation Plan

ECONOMY

Major Employers and Job Sectors

According to the Oregon Employment Department (OED), Yamhill County's top employment sectors include manufacturing; health care and social assistance; and education services, comprising over 40% of all jobs (Figure 2-10). The retail sector accounts for approximately 10% of jobs. Although not represented among the largest individual employers, wineries and wine-related tourism are major industries in the county. Agriculture – grouped with forestry, fishing, and hunting as an employment sector – is the fifth largest employment sector in the county (9.4% of jobs). Yamhill County has the most vineyards, planted acreage, harvested acreage, yield per harvest acre, and production of any county in the state.¹¹ As of 2006, 227 vineyards were in operation in Yamhill County, representing approximately 30% of all Oregon vineyards.¹² A related sector, food services and accommodation, represents 8.8% of jobs.

Yamhill County's ten largest employers (listed in Figure 2-11) represent a range of industries, including medical services, higher education, manufacturing, and security facilities. All but one – the Federal Correctional Institute in Sheridan – operate in McMinnville or Newberg. The county's two largest employers by number of employees are in Newberg – A-dec and George Fox University. In terms of transit accessibility, Linfield College is the major employer with the most service available, with stops for six of YCTA's eleven routes.

¹¹ O'Connor, Pat, and Brian Roone. Growing a Vintage: Oregon's Wine & Grape Industry. Oregon Employment Department: Salem. 2007. <https://www.umpqua.edu/images/areas-of-study/career-technical/viticulture-enology/downloads/economic-impact/OED-2007-oregon-wine-employment-economy.pdf>

¹² Oregon Employment Department, 2006

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Figure 2-10 Employment By Sector, 2016

Employment Sector	Employment	% of Total
Manufacturing	6,258	18.1%
Health care and social assistance	5,065	14.7%
Educational services	3,547	10.3%
Retail trade	3,514	10.2%
Agriculture, forestry, fishing & hunting	3,253	9.4%
Accommodation and food services	3,036	8.8%
Construction	1,789	5.2%
Public administration	1,495	4.3%
Other services, ex. public admin	1,416	4.1%
Administrative and waste services	950	2.8%
Professional and technical services	774	2.2%
Transportation, warehousing & utilities	726	2.1%
Finance and insurance	696	2.0%
Wholesale trade	688	2.0%
Arts, entertainment, and recreation	568	1.6%
Real estate and rental and leasing	273	0.8%
Information	251	0.7%
Management of companies and enterprises	144	0.4%
Mining	77	0.2%
Total All Industries	34,523	100.0%

Source: Oregon Employment Department

Figure 2-11 Top Ten Yamhill County Employers, 2012

Employer	Employment	City	Product	Transit Routes
A-dec	978	Newberg	Dental equipment	
George Fox University	560	Newberg	Private college	5
Cascade Steel Rolling Mill	431	McMinnville	Steel products	
Linfield College	430	McMinnville	Private college	2, 3, 11, 22, 24S, 45X
Willamette Valley Medical Center	420	McMinnville	Full service hospital	2
Federal Correctional Institute Sheridan	380	Sheridan	Security facility	
Evergreen Aviation Museum	361 [a]	McMinnville	Aviation museum	
Meggitt Polymers & Composites	283	McMinnville	Aerospace products	33, 44
Providence Newberg Medical Center	255	Newberg	Full service hospital	7
Betty Lou's Inc.	180	McMinnville	Food Manufacturer and Co-packer	7

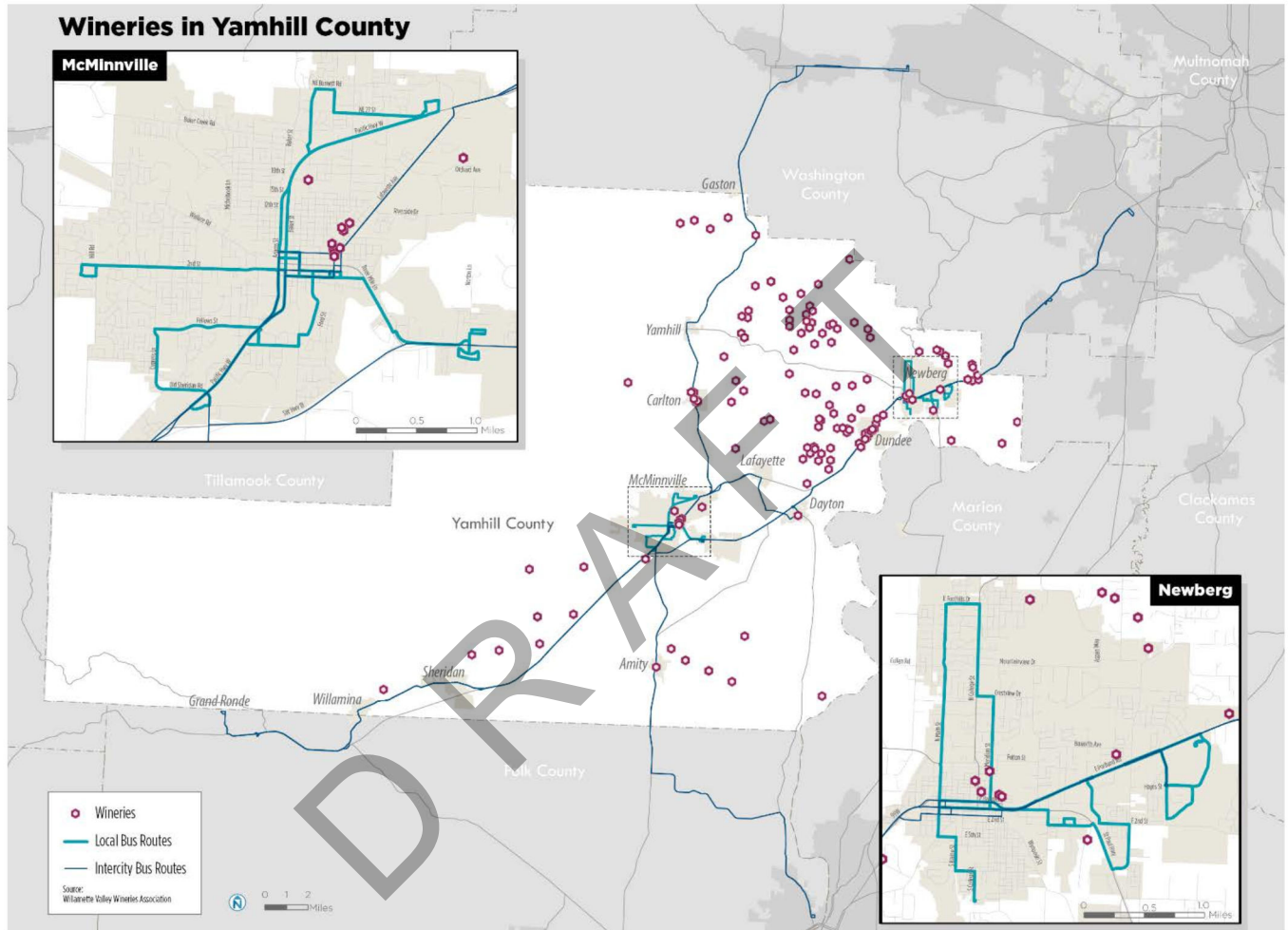
Note: [a] Total includes Evergreen International Airlines, which went out of business on December 31, 2013

Source: Grow Yamhill County Report, 2013

Viticultural Areas

Yamhill County has the largest concentration of wine growers and producers in Oregon, with more than 80 wineries and 200 vineyards.¹³ The wine industry defines grape growing industries by American Viticultural Areas (AVA). Figure 2-12 provides an overview of vineyards in the county by AVA.

Figure 2-12 Yamhill County American Viticultural Areas



Source: Willamette Valley Vineyards, Yamhill-Carlton AVA

¹³ Yamhill County Transportation System Plan, 2015

Employment Density

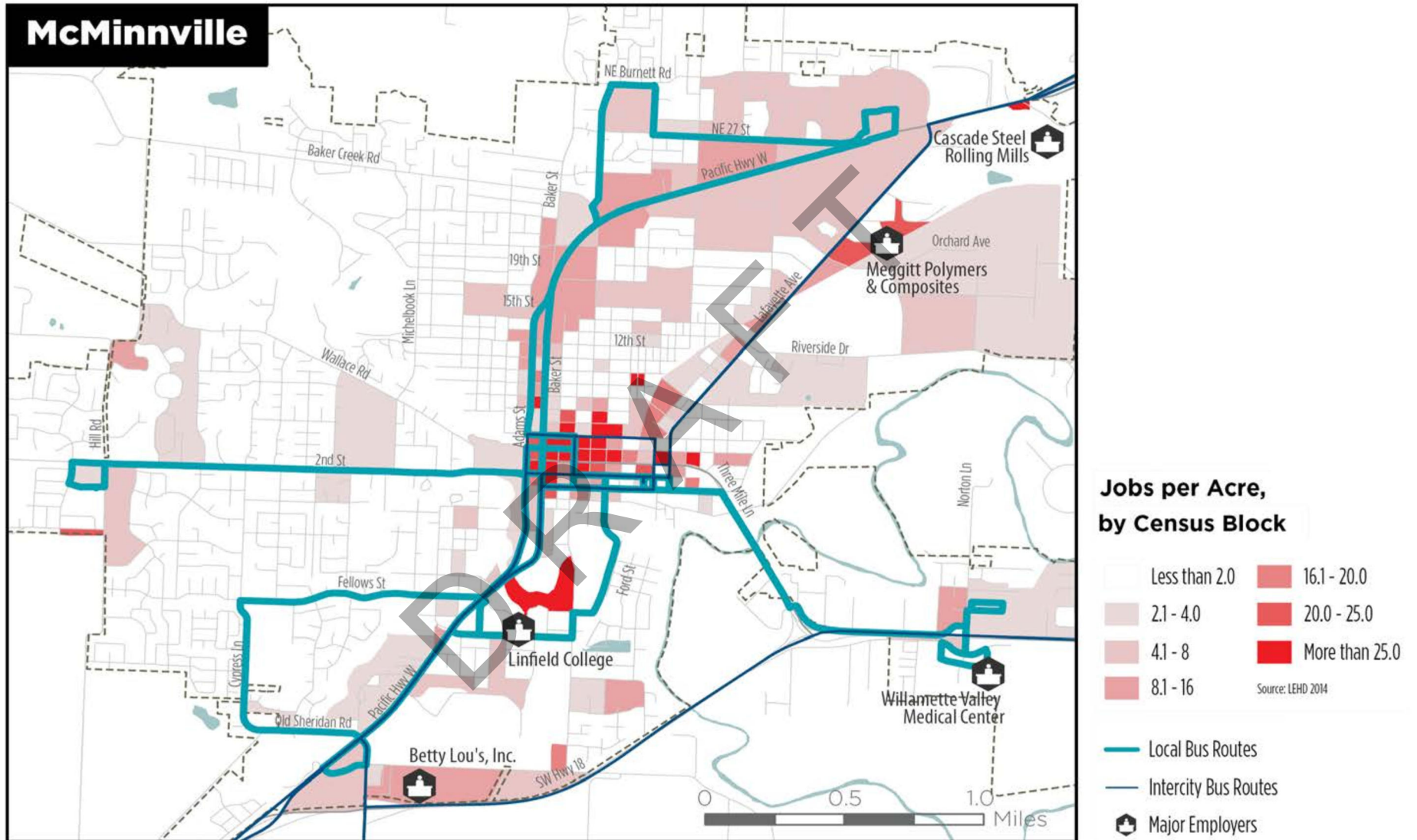
Figure 2-13 and Figure 2-14 illustrate the employment density in McMinnville and Newberg, the county's two largest employment centers. Throughout the rest of the county, the average employment density is less than two jobs per acre. Businesses throughout both McMinnville and Newberg are generally located in and around the OR 99 and OR 18 corridors, or within the central business districts.

While major concentrations of employment in the county are generally located in proximity to transit, five of Yamhill County's top ten employers do not have a transit stop within a half mile of their location (see Figure 2-11, Figure 2-13, and Figure 2-14).

Transit service hours and employee shift schedules are also not ideally matched. Large retailers and food service establishments often have later evening shifts that existing transit service does not run late enough to accommodate.

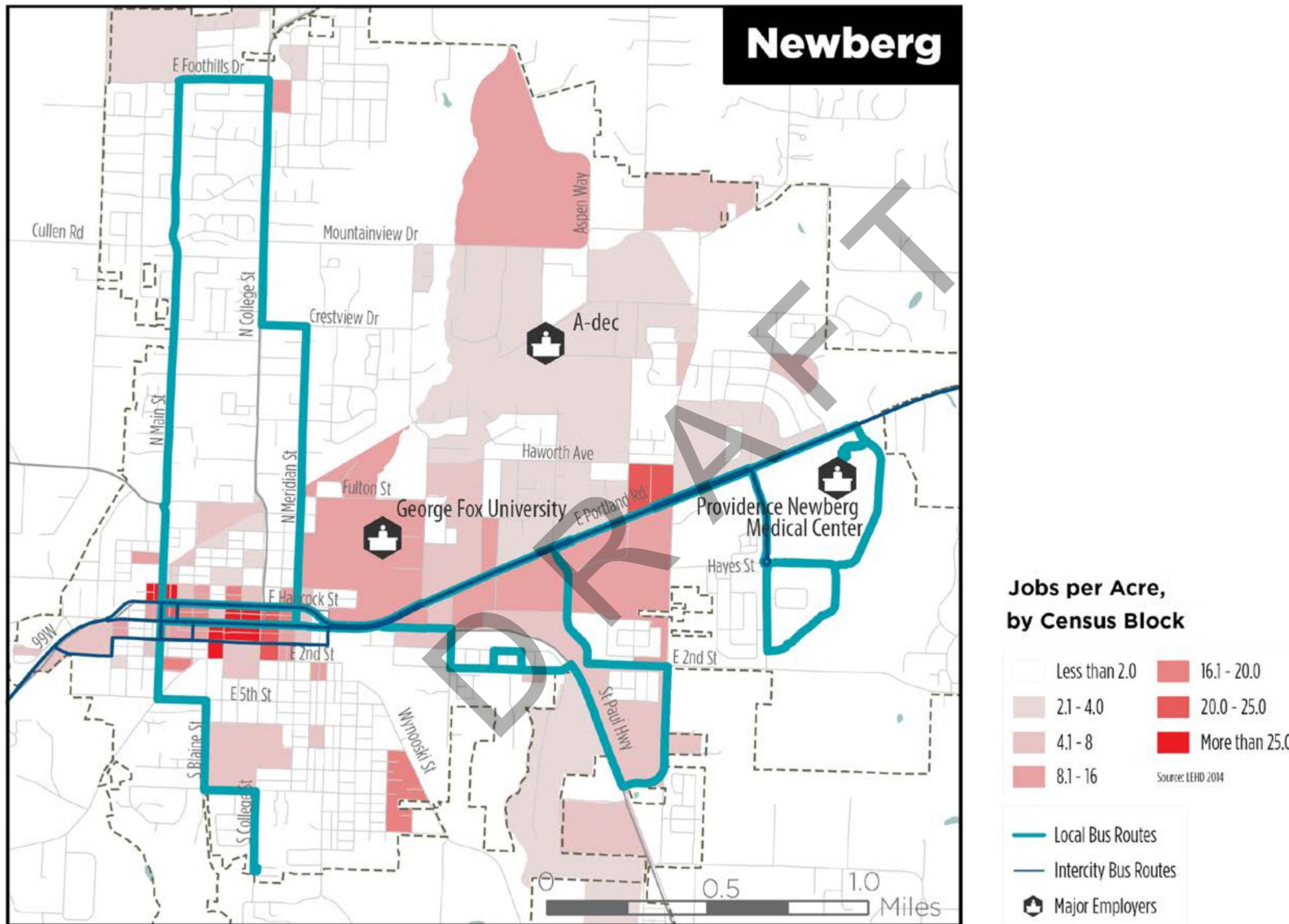
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Figure 2-13 McMinnville Employment Density, 2014



Source: US Census Bureau, LEHD, 2014

Figure 2-14 Newberg Employment Density, 2014



Source: US Census Bureau, LEHD, 2014

Commute Patterns

In addition to understanding where employment is concentrated, it is important to understand how transit service can best connect employees' work and home locations. This section analyzes commute patterns based first on work locations (where Yamhill County residents travel for work) and then based on home locations (where people who work in Yamhill County live). The analysis is based on US Census Bureau Longitudinal Employer-Household Dynamics (LEHD) data.

Overall takeaways include:

- **Work Locations:** Less than half of employed Yamhill County residents work within the County (44% of nearly 18,000 workers). The largest out-commute is to the Portland metropolitan area (total of 30%), or to other parts of the Willamette Valley (11%, including over 6% to the Salem area).
- **Home Locations:** The majority of workers employed in Yamhill County live in Yamhill County (55%), while a total of 16% commute from the Portland area and 10% commute from elsewhere in the Willamette Valley, including 5% from the Salem area.

Work Locations of Yamhill County Residents

Figure 2-15 illustrates regional commute patterns to and from Yamhill County. Nearly 44% of Yamhill County residents work within the county, 30% commute to the Portland area, and over 6% commute to the Salem area. Within the Portland area, the cities of Portland, Hillsboro, Beaverton, Tigard, and Tualatin draw the largest share of workers.

The largest share of Yamhill County workers are employed in either McMinnville (20% of total workers) or Newberg (10% of total workers), while 6% of total workers are employed elsewhere in the County (Figure 2-16)—this is not surprising, with nine out of the top ten employers – including colleges and medical centers –located in these two cities. About the same share of county residents commute to the Portland area (30%) or the Salem area (6%).

Figure 2-17 illustrates the densities of work locations for Yamhill County residents. In McMinnville, the highest density of employment is in downtown and along the OR 99W, NE Lafayette Avenue, and Three Mile Lane corridors. In Newberg, the densest employment is in downtown, at George Fox University, along OR 99W, and in the northeast end of the city (e.g., A-dec). Employment in the Portland area is distributed around the region, clustered around the major highway corridors.

Figure 2-15 Commute Flows to Top Regional Work Locations for Yamhill County Residents, 2014

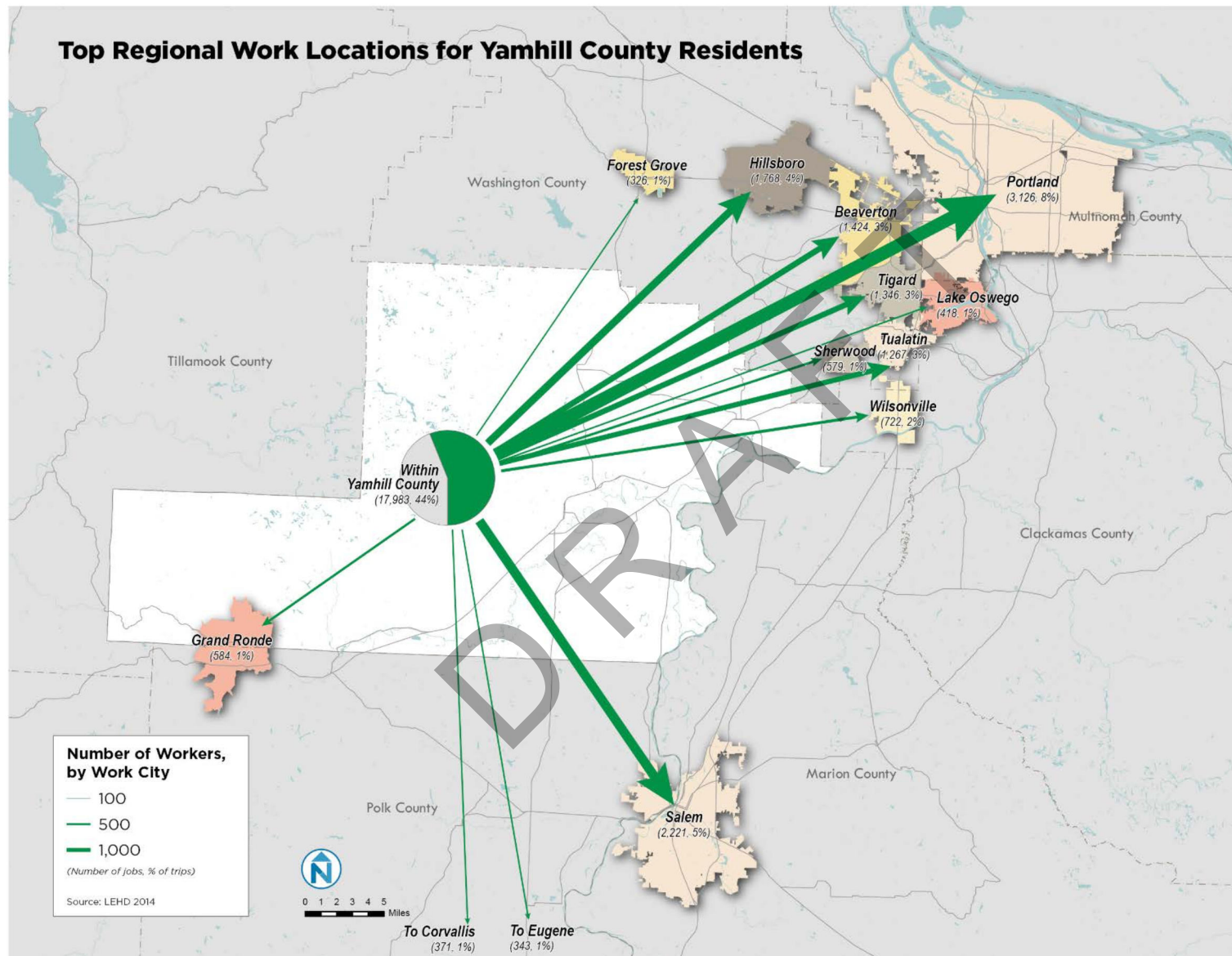


Figure 2-16 Work Locations of Yamhill County Residents, 2014

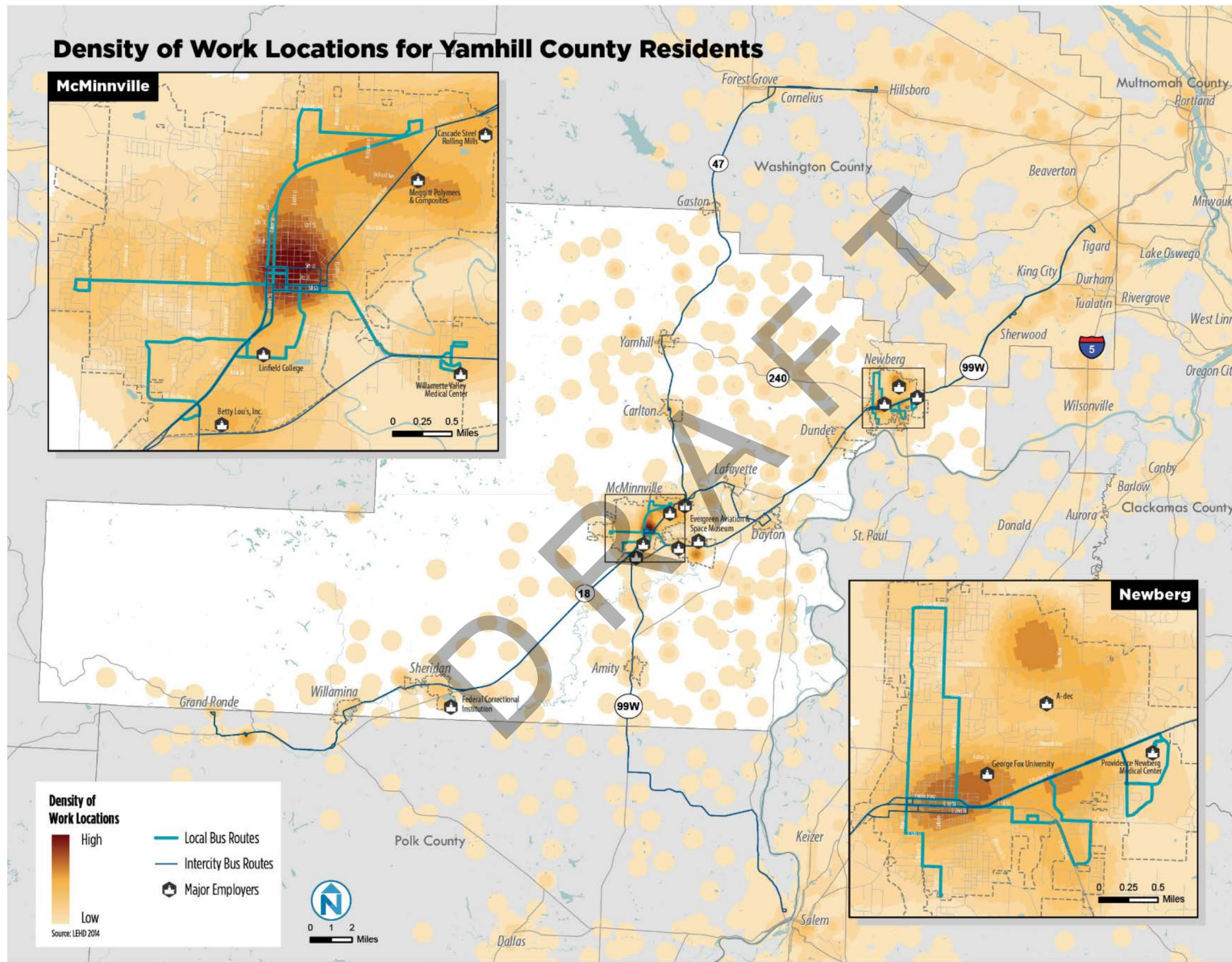
Geography	# Work Locations	% of Work Locations
Yamhill County	17,983	43.9%
McMinnville	8,163	19.9%
Newberg	4,030	9.8%
Sheridan	612	1.5%
Grand Ronde	584	1.4%
Other locations	4,594	11.2%
Portland Metro Area	12,236	29.9%
Portland	3,126	7.6%
Hillsboro	1,768	4.3%
Beaverton	1,424	3.5%
Tigard	1,346	3.3%
Tualatin	1,267	3.1%
Wilsonville	722	1.8%
Sherwood	579	1.4%
Lake Oswego	418	1.0%
Other locations	1,586	3.9%
Willamette Valley	4,576	11.2%
Salem / Keizer / Hayesville	2,617	6.4%
Corvallis / Albany / Lebanon	748	1.8%
Eugene / Springfield	487	1.2%
Other locations	724	1.8%
Oregon Coast	267	0.7%
Other/Not Classified	5,903	14.4%
Overall Total	40,965	100.0%

Note: A portion of work locations in Yamhill County and elsewhere could not be classified by city or place based on the data available.

Source: US Census Bureau, LEHD, 2014

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Figure 2-17 Work Locations of Yamhill County Residents (Map), 2014



McMinnville and Newberg Work Locations

Figure 2-18 and Figure 2-19 show the top 10 work locations for residents in McMinnville and Newberg, respectively.

- **McMinnville:** Nearly 38% of employed McMinnville residents both live and work in the city. Approximately 4% work in Newberg. Nearly 7% of residents work in the city of Portland, with an additional 8% in other Portland metro area cities within the top 10 locations. Nearly 6% of residents work in Salem.
- **Newberg:** Only 21% of employed Newberg residents also work in Newberg. Approximately 4% work in McMinnville. More residents work in the Portland Metro area (both as a percentage and in absolute numbers) compared to McMinnville, including cities along the US 26 corridor. Approximately 4% of residents work in Salem, a smaller share and number compared to McMinnville. Approximately 300 residents work in Wilsonville.

Figure 2-18 Work Locations of McMinnville Residents, 2014

Geography	# Work Locations	% of Work Locations
McMinnville	5,071	37.7%
Portland	912	6.8%
Salem	761	5.7%
Newberg	501	3.7%
Hillsboro	376	2.8%
Tigard	266	2.0%
Beaverton	262	1.9%
Tualatin	198	1.5%
Sheridan	190	1.4%
Corvallis	150	1.1%
All Other Locations	4,751	35.4%
TOTAL	13,438	100.0%

Source: US Census Bureau, LEHD, 2014

Figure 2-19 Work Locations of Newberg Residents, 2014

Geography	# Work Locations	% of Work Locations
Newberg	1,960	21.3%
Portland	780	8.5%
Beaverton	506	5.5%
Tualatin	503	5.5%
Tigard	483	5.3%
Hillsboro	464	5.1%
Salem	392	4.3%
McMinnville	360	3.9%
Wilsonville	285	3.1%
Sherwood	263	2.9%
All Other Locations	3,190	34.7%
TOTAL	9,186	100.0%

Source: US Census Bureau, LEHD, 2014

Home Locations of Workers Employed in Yamhill County

Figure 2-20 illustrates that the majority of people employed in Yamhill County also live in Yamhill County (55%), while a total of 16% commute from the Portland area and 10% commute from elsewhere in the Willamette Valley, including 5% from the Salem area (see also Figure 2-21). Among individual cities, the largest share of Yamhill County workers live in McMinnville or Newberg.

Figure 2-22 displays densities of home locations for Yamhill County workers. McMinnville has the highest densities of anywhere in the county, especially on the west side of the city, downtown, and on the north side of the city. The highest concentration of Yamhill County workers who reside in Newberg is on the west side of the city, and especially in the northwest.

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Figure 2-20 Commute Flows from Top Regional Home Locations for Employees in Yamhill County, 2014

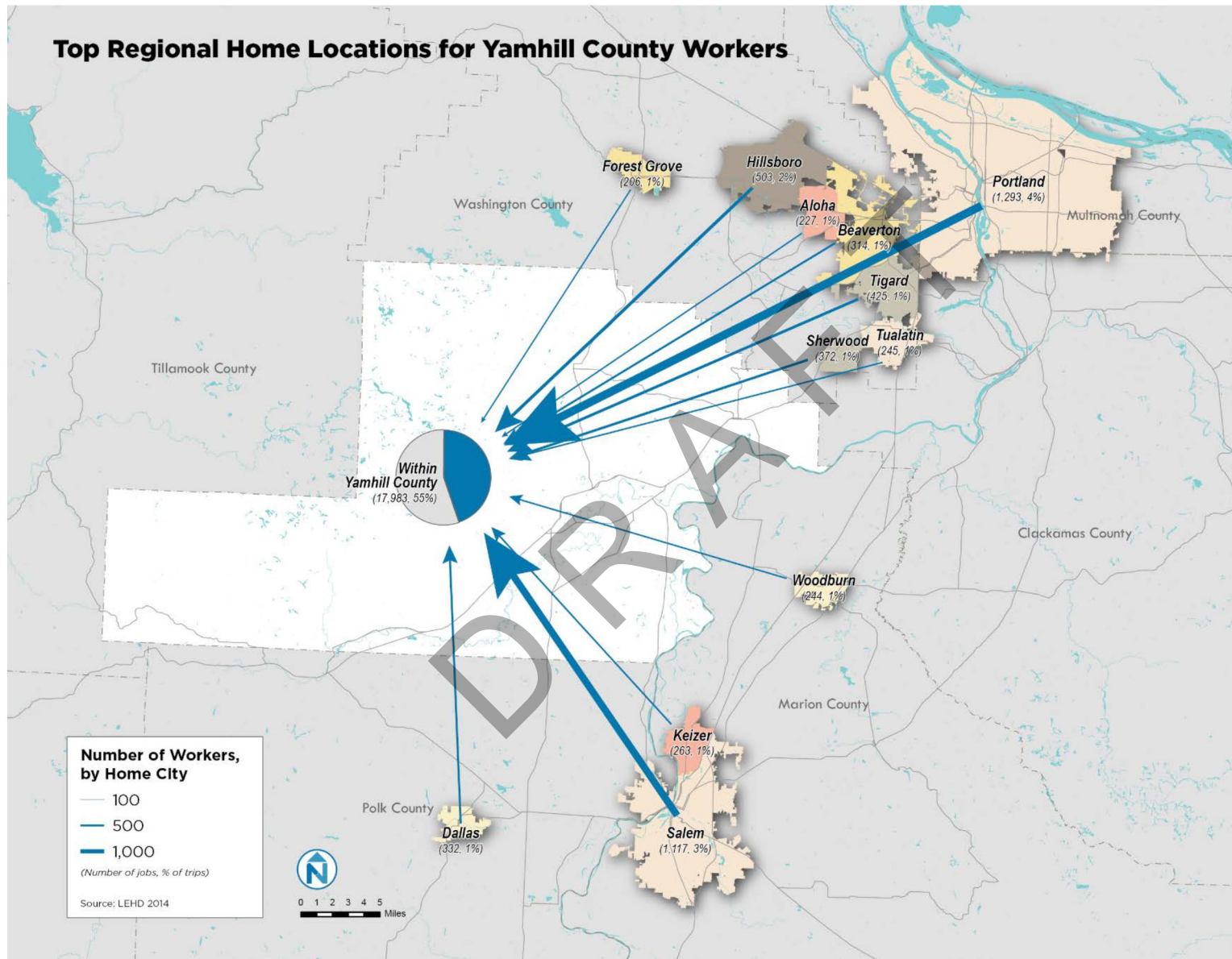


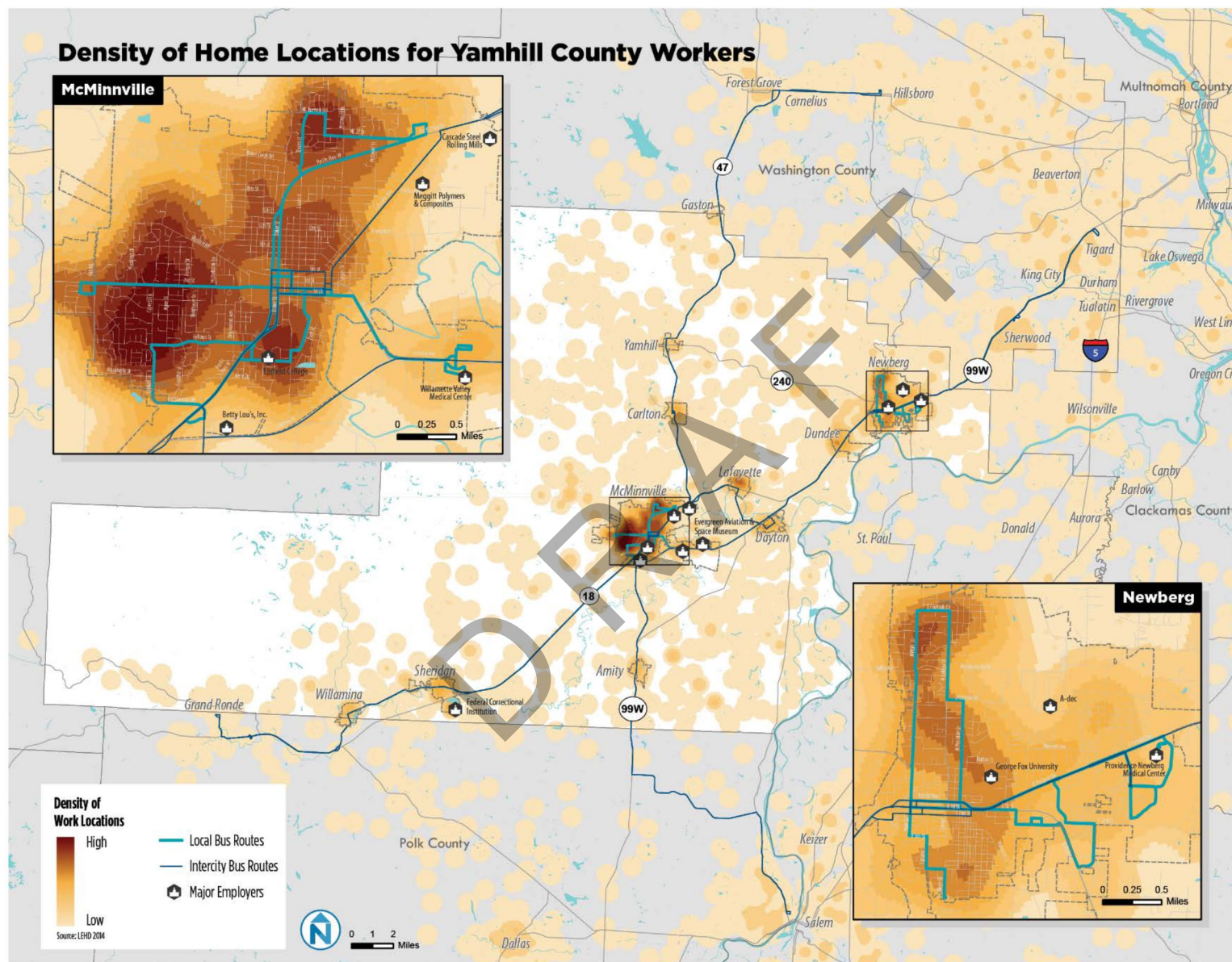
Figure 2-21 Home Locations of Workers Employed in Yamhill County, 2014

Geography	# Home Locations	% Home Locations
Yamhill County	17,983	55.4%
McMinnville	7,477	23.0%
Newberg	3,017	9.3%
Sheridan	833	2.6%
Lafayette	640	2.0%
Dundee	565	1.7%
Dayton	482	1.5%
Carlton	327	1.0%
Other locations	4,642	14.3%
Portland Metro Area	5,274	16.2%
Portland	1,293	4.0%
Hillsboro	503	1.5%
Tigard	425	1.3%
Sherwood	372	1.1%
Beaverton	314	1.0%
Other locations	2,367	7.3%
Willamette Valley	3,464	10.7%
Salem / Keizer / Four Corners / Hayesville	1,648	5.1%
Albany / Corvallis / Lebanon	445	1.4%
Dallas	332	1.0%
Other locations	1,039	3.2%
Oregon Coast	364	1.1%
Other/Not Classified	5,403	16.6%
Overall Total	32,488	100.0%

Note: A portion of worker home locations in Yamhill County and elsewhere could not be classified by city or place based on the data available.

Source: US Census Bureau, LEHD, 2014

Figure 2-22 Home Locations of Yamhill County Residents (Map), 2014



McMinnville and Newberg Home Locations

Figure 2-23 and Figure 2-24 show the top 10 home locations for people who work in McMinnville and Newberg, respectively.

- **McMinnville:** Of people commuting to McMinnville for work, over 60% come from outside of the city. The individual cities with the highest share of commuters are Salem, Portland, Newberg, and Sheridan.
- **Newberg:** Of people commuting to Newberg for work, approximately three-quarters come from outside of the city. The individual cities with the highest share of commuters are McMinnville, Portland, Lafayette, Sherwood, Tigard, and Dundee.

Figure 2-23 Home Locations of Workers Employed in McMinnville, 2014

Geography	# Home Locations	% Home Locations
McMinnville	5,071	36.4%
Salem	532	3.8%
Portland	510	3.7%
Newberg	360	2.6%
Sheridan	338	2.4%
Lafayette	202	1.5%
Hillsboro	182	1.3%
Dayton	178	1.3%
Dundee	161	1.2%
Dallas	139	1.0%
All Other Locations	6,254	44.9%
TOTAL	13,927	100.0%

Source: US Census Bureau, LEHD, 2014

Figure 2-24 Home Locations of Workers Employed in Newberg, 2014

Geography	# Home Locations	% Home Locations
Newberg	1,960	24.7%
McMinnville	501	6.3%
Portland	392	4.9%
Lafayette	230	2.9%
Sherwood	223	2.8%
Tigard	215	2.7%
Dundee	201	2.5%
Hillsboro	170	2.1%
Salem	161	2.0%
Tualatin	135	1.7%
All Other Locations	3,732	47.1%
TOTAL	7,920	100.0%

Source: US Census Bureau, LEHD, 2014

Means of Transportation to Work

Despite the strong overlap of job locations and transit routes, only 1% of Yamhill County workers take public transit to work (Figure 2-25). This is a quarter of the statewide average, and a fifth of the national average. Key takeaways include:

- A slightly larger share of Yamhill County residents drive alone to work than the statewide average and a slightly larger share of residents carpool.
- A higher share of Dayton residents carpool and use transit for commuting to work than elsewhere in Yamhill County. YCTA service connects Dayton to both McMinnville and Newberg, as well as transfers to TriMet service in Sherwood and Tigard.
- Approximately 7% of Newberg residents and 9% of McMinnville residents walk to work, higher than the statewide average.

Figure 2-25 Commute Mode Share Percentages for Workers 16 Years and Over, 2015

Geography	Total Workers, 16 Years and Over	Drive Alone	Carpool	Public Transportation	Walk	Taxicab, Motorcycle, Bicycle, or Other	Work From Home
United States	143,621,171	76%	9%	5%	3%	2%	4%
Oregon	1,751,088	71%	10%	4%	4%	3%	6%
Yamhill County	43,251	73%	13%	1%	6%	2%	6%
Incorporated Communities	32,937	72%	14%	1%	7%	2%	4%
McMinnville	13,364	72%	12%	1%	9%	2%	4%
Newberg	10,980	68%	16%	1%	7%	3%	5%
Lafayette	1,829	81%	12%	2%	1%	0%	4%
Sheridan	1,604	77%	12%	1%	7%	1%	2%
Dundee	1,579	82%	12%	0%	1%	1%	4%
Dayton	973	58%	29%	3%	2%	0%	7%
Carlton	820	81%	9%	0%	2%	0%	7%
Willamina	686	78%	12%	0%	6%	3%	1%
Amity	629	85%	7%	1%	4%	0%	4%
Yamhill	473	78%	16%	1%	1%	2%	2%
Unincorporated Areas	10,314	76%	10%	0%	3%	0%	10%

Source: ACS 2011-2015 estimate, Table B08101

3 YCTA BACKGROUND AND TRANSIT SERVICE

YCTA BACKGROUND

This section describes how YCTA authorizes and manages countywide public transportation services. Brief information about organization history is provided for context.

History

YCTA was established by the Yamhill County Board of Commissioners in March 2007.¹⁴ Before 2007 public transportation service in Yamhill County was provided by the Yamhill Community Action Partnership (YCAP) and Chehalem Valley Senior Center. Organizational constraints and increased public transportation compliance requirements led YCAP to transfer management, operations and financial responsibility to Yamhill County. The County formed YCTA to clarify and broaden its role as a public transportation service provider.

Organizational Structure

Yamhill County Transit Area was established as a County Service District under Oregon Revised Statutes (ORS) 451, but currently is governed and managed by Yamhill County as an individual county department. The County Board of Commissioners acts as the YCTA Board of Directors and is responsible for all YCTA operations and management. The YCTA Board reviews and authorizes the YCTA budget process, executes contracts and intergovernmental agreements, and assigns staff and other resources to YCTA tasks or projects. The commissioners rotate duties as Board Chair and Vice Chair. The YCTA office is in McMinnville.

YCTA has two advisory groups:

- The **YCTA Advisory Committee** serves as the primary advisory body to the YCTA board on general public transportation-related issues affecting the county. The committee consists of 11 members – one for each of the ten incorporated cities in Yamhill County, and one for the Confederated Tribes of the Grand Ronde.¹⁴
- The County Board of Commissioners established the **Special Transportation Fund Advisory Committee** (STFAC) in 2009. Its purpose is to advise the County in how to prioritize and allocate Oregon Special Transportation Fund (STF) resources, as required by state law.¹⁵ The STFAC has nine members appointed by the Board and meets quarterly. . The STFAC roster

¹⁴ Yamhill County Transit Area Advisory Committee. *Yamhill County Transit Area Advisory Committee By-Laws*. McMinnville: Yamhill County. <http://www.yctransitarea.org/pdf/bylaws/By-laws%2003-06-07.pdf>

¹⁵ Special Transportation Fund Advisory Committee of Yamhill County. *Special Transportation Fund Advisory Committee Of Yamhill County Bylaws*. McMinnville: Yamhill County, 2009. <http://www.yctransitarea.org/pdf/bylaws/STF%20Bylaws%2006-09.pdf>

changes regularly, and must include at least five community members, representing four key constituencies defined in Oregon Administrative Rules.¹⁶

Management

YCTA has contracts with two private, third-party companies to provide public transportation management and service delivery functions.

- Program management is provided by BCB, LLC (*Believe Create Build*) owner Cynthia Thompson, who has been under contract with the County since 2015. Previously, the management functions had been provided by a part-time Yamhill County employee. These functions include operations contract oversight, financial management and budgeting, grant management and compliance, fleet planning, marketing and outreach, service planning and coordination with local, regional and statewide partners.
- Public transportation service delivery is provided by First Transit, Inc. This contract includes all other functions and staff roles required to provide public transportation. First Transit employs 39 people that deliver YCTA services. The services include, but are not limited to, vehicle operation, vehicle and facility maintenance, dispatch, service planning, human resources for public transportation service staff, financial management, performance measurement, employee training, safety and security management.

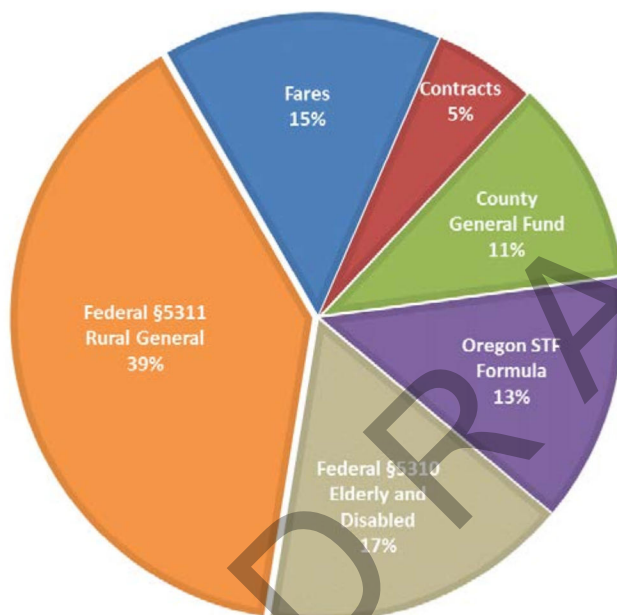
¹⁶ For more information see Oregon Administrative Rule 732 Special Transportation Fund for the Elderly and Handicapped, Division 5 General Information (732-005).

FINANCIAL CHARACTERISTICS

In Fiscal Year 2015-16, YCTA managed an operating budget of \$2.2 million for operations and \$152,000 for capital expenses. In terms of revenues, YCTA's public transportation funding consists of federal, state and local resources.

YCTA funds about 70% of its services with federal and state funds, on average. The federal and state funds are provided by the Oregon Department of Transportation (ODOT), which manages Federal Transit Administration (FTA) and state public transportation funds available to rural and small urban public transportation providers, and providers of public transit for seniors and people with disabilities. The remaining 30% of the YCTA operating budget includes farebox revenue (15%), service contracts with Grand Ronde, McMinnville and Newberg (5%) and Yamhill County General Fund revenues (11%). Figure 3-1 illustrates the average breakdown of annual operating revenue sources between fiscal years 2012 and 2016.

Figure 3-1 Yamhill County Transit Area Operating Sources – FY 2012-2016 Average



Sources: Yamhill County Transit Area, Oregon Department of Transportation, Federal Transit Administration

YCTA's funding sources are described in more detail below.

Formula Funds

The agency's federal and state funding sources fall into two categories: formula-based or discretionary. Formula funds are allocated from ODOT every two years based on formulas developed by ODOT staff and approved by local stakeholders through the Public Transportation Advisory Committee. The formula programs are described below.

Oregon Special Transportation Fund: Formula funding for transportation services to older adults and persons with disabilities. ODOT allocates these funds to YCTA, and YCTA works with local transit providers and the STF Advisory Committee to distribute funds locally. STF funds can be counted as local match for federal funding, since STF is entirely locally generated.

FTA Section 5310 Enhanced Mobility for Seniors and People with Disabilities: Formula funding for capital costs for serving older adults and persons with disabilities. About 70% of the program consists of other federal funds that ODOT transfers into the program. ODOT allocates these funds to YCTA, and YCTA works with local stakeholders to allocate the funds locally. YCTA typically uses the funds for service delivery contracts in addition to traditional capital costs such as vehicles. The local match rate is 20 percent.

FTA Section 5311 Formula Grants for Other than Urbanized Areas: Formula funding for operations and capital costs for rural transit services. YCTA typically uses these funds for its operating contract. The local match rate is 43.97 percent for operations (including contracts with third-party contractors) and 10.27 percent for capital.

Discretionary Funds

YCTA has received funding from three ODOT discretionary funding programs that can be used for public transportation as funding availability allows, typically every two years. Some of these programs are specific to public transportation, while others fund transportation improvements statewide and have more limited project eligibility requirements.

ODOT STF Discretionary: Discretionary funding for transportation services to older adults and persons with disabilities. These funds are offered when available statewide for projects that meet priority public transportation criteria determined at solicitation. There is no local match rate requirement.

FTA Section 5339 Bus and Bus Facilities: Discretionary funding to replace, rehabilitate and purchase buses, equipment and bus-related facilities. Vehicle replacements must meet age and mile requirements. ODOT can combine the program with other funds. The local match rate is 20 percent.

Oregon State Transportation Improvement Program (STIP) –Enhance: ODOT solicits every two to four years statewide for transportation projects that enhance, expand, or improve the transportation system. The program's public transportation funding is typically limited to vehicles and equipment supporting services that improve the state transportation system. The local match rate is 20 percent.

Local Funds

YCTA maintains intergovernmental agreements or contracts with local agencies to support public transportation to their areas. These funds are important to YCTA by supplementing local funds with flexible funding that can be used to match federal and state grants. The local funding agreements also direct resources to areas with high transit demand and provide a clear and sustainable service relationship. These contracts include:

Confederated Tribes of the Grand Ronde Community: The city of Grand Ronde is located just outside Yamhill County in Polk County. Grand Ronde contracts with YCTA for about \$42,000 annually to support Route 22.

McMinnville and Newberg: Yamhill County's largest cities have provided local funds through intergovernmental agreements to support local fixed route operations in their cities. Routes 2 and 3 operate in McMinnville and Routes 5 and 7 operate in Newberg. The City Councils decide annually how much to contribute. In recent years the cities have contributed about \$20,000 each. The Cities are represented on the YCTA Advisory Committee.

YCTA's key expenditures are contracted service delivery and fuel, totaling over 80% of the operating budget (70% and 12%, respectively). YCTA estimates that about four-fifths of annual expenditures are

used for countywide fixed-route transportation services, and the remaining one-fifth is used for demand-response (door-to-door) services.

Figure 3-2 summarizes YCTA revenues and expenditures from fiscal years 2012 to 2019. The YCTA budgeted operations needs total about \$2.1 million annually. Capital budgets depend on relatively expensive one-time purchases, and YCTA's capital needs have ranged from less than \$100,000 to over \$1 million in a given year. Local revenues, including fares, contracts and County General Fund, total about \$630,000, on average. The farebox recovery ratio has been 15%, on average, over this period, ranging from 12% in fiscal year 2014-2015, to 16% in fiscal years 2015 to 2016. Federal and state formula-based revenues total about \$1.45 million annually. The largest share of revenues is from the FTA Section 5311 program for general public transportation in rural areas.

YCTA received three significant awards from discretionary funding programs in 2015; these funds are in the fiscal year 2017-2018 agreement period. The STF Discretionary program funded communications and scheduling technology as well as the local match for two vehicles funded through the FTA Section 5339 program. ODOT also awarded YCTA funding for four buses through the STIP Enhance program.

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Figure 3-2 Yamhill County Transit Area Financial Characteristics

Category	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
REVENUES	\$2,212,000	\$3,307,000	\$2,077,000	\$2,201,000	\$2,080,000	\$3,012,000	\$3,027,000
<i>Local Funds</i>	<i>\$750,000</i>	<i>\$677,000</i>	<i>\$477,000</i>	<i>\$612,000</i>	<i>\$607,000</i>	<i>\$622,000</i>	<i>\$637,000</i>
Fares	\$318,000	\$304,000	\$246,000	\$333,000	\$300,000	\$315,000	\$330,000
Contracts	\$132,000	\$138,000	\$79,000	\$87,000	\$87,000	\$87,000	\$87,000
County General Fund	\$300,000	\$235,000	\$152,000	\$192,000	\$220,000	\$220,000	\$220,000
<i>State & Federal Formula</i>	<i>\$1,130,000</i>	<i>\$1,440,000</i>	<i>\$1,440,000</i>	<i>\$1,539,000</i>	<i>\$1,473,000</i>	<i>\$1,439,000</i>	<i>\$1,439,000</i>
Oregon STF Formula	\$180,000	\$290,000	\$290,000	\$306,000	\$306,000	\$252,000	\$252,000
FTA §5310 E&D	\$313,000	\$337,000	\$337,000	\$343,000	\$343,000	\$330,000	\$330,000
FTA §5311 Rural	\$637,000	\$813,000	\$813,000	\$890,000	\$824,000	\$857,000	\$857,000
<i>State & Federal Discretionary</i>	<i>\$332,000</i>	<i>\$1,190,000</i>	<i>\$160,000</i>	<i>\$50,000</i>		<i>\$963,000</i>	<i>\$939,000</i>
FTA ARRA (FTA 5310, 5311)	\$332,000	\$28,000	\$160,000				
FTA 5339 Bus & Bus Facilities				\$50,000		\$264,000	\$240,000
Oregon STF Discretionary						\$228,000	\$228,000
Oregon STIP Enhance						\$471,000	\$471,000
ConnectOregon IV		\$1,162,000					
EXPENSES	\$2,227,000	\$3,308,000	\$2,077,000	\$2,202,000	\$2,050,000	\$3,013,000	\$2,989,000
<i>Operating Expense</i>	<i>\$1,915,000</i>	<i>\$1,925,000</i>	<i>\$2,050,000</i>	<i>\$2,050,000</i>	<i>\$2,050,000</i>	<i>\$2,050,000</i>	<i>\$2,050,000</i>
Fixed route	\$1,551,000	\$1,559,000	\$1,660,000	\$1,660,000	\$1,660,000	\$1,660,000	\$1,660,000
Demand-response	\$364,000	\$366,000	\$389,000	\$389,000	\$389,000	\$389,000	\$389,000
<i>Capital Expense</i>	<i>\$312,000</i>	<i>\$1,383,000</i>	<i>\$27,000</i>	<i>\$152,000</i>		<i>\$963,000</i>	<i>\$939,000</i>

Sources: Yamhill County Transit Area, Oregon Department of Transportation, Federal Transit Administration

Note: All figures rounded to the nearest thousands. Future year data is for planning purposes and is not used for the Yamhill County budget process.

EXISTING SERVICES

System Overview

YCTA offers three different types of service.

Local fixed routes operate during weekdays in Newberg and McMinnville, the County's two largest cities. Local routes are intended to provide service within city limits and include:

- Route 2: McMinnville East-West Express
- Route 3: McMinnville City Loop
- Route 5: Newberg Foothills Drive
- Route 7: Newberg Providence

Intercity routes serve longer-distance travel needs between cities in the County; these are also referred to as “commuter” routes (although the services operate throughout the day) and “Link” routes (in that they connect cities in the County). The intercity routes include:

- Route 11: McMinnville – West Salem
- Route 22, 24s: McMinnville – Grand Ronde
- Route 33: McMinnville – Hillsboro
- Route 44, 44x and 46s: McMinnville – Tigard

Routes 24S and 46S run on Saturdays; Route 24S is the Saturday version of Route 22 and Route 46S is the Saturday version of Route 44. Since Routes 2, 3, 5, and 7 operate during weekdays only, 24S and 46S are the only option for local circulation within McMinnville and/or Newberg on Saturdays.

Dial-a-Ride provides door-to-door service curb to curb general public dial-a-ride service within Yamhill County, although it primarily serve trips in McMinnville and Newberg due to limited capacity.

ADA Paratransit provides door-to-door service in Newberg and McMinnville, between origins and destinations located within $\frac{3}{4}$ of a mile of the local fixed route transit service (routes 2, 3, 5, and 7), as required under the federal Americans with Disabilities Act (ADA) of 1991. Service is limited to ADA-eligible customers—those who have a disability that prevents them from riding fixed-route service.

Figure 3-3 summarizes the characteristics of each type of service.

Figure 3-3 Comparison of YCTA Service Types

Characteristics	Intercity Routes	Local Fixed-Route	ADA Paratransit	General Public Dial-A-Ride
YCTA Coverage	4 route patterns (not including 24s and 46s which operate on weekends or 45X which is an express variant of 44)	2 routes in Newberg 2 routes in McMinnville	$\frac{3}{4}$ mile distance around fixed-route service The origin and destination must both be within a $\frac{3}{4}$ mile distance of a fixed-route bus stop.	Countywide, but generally serves trips in McMinnville and Newberg due to capacity limitations. Some trips extending to the greater McMinnville and Newberg areas
YCTA Service Hours	Varies by route	7:00/7:30 P.M. to 6:00/6:30 P.M.	Same days, hours, and times as fixed-route service	8 A.M. – 4:30 P.M.
Subscription Trips	N/A	N/A	Limited to 50% of available trips at a given time of day; it is permitted to exceed the ceiling if there is excess capacity to provide additional trips. Exceeding the threshold is discretionary.	Allowed, no restriction
Access	Fixed stops	Fixed stops and flag stops along local routes	Door-to-door	Curb-to-curb

Major Activity Centers

Major transit trip generators are symbolized in Figure 3-4, relative to the location of existing YCTA fixed routes and stops; Figure 3-5 provides the McMinnville and Newberg inset maps on a full page. Most trip generators are located along the OR 99W / OR 18 corridor that runs through the eastern part of the county, between Willamina and Newberg, and are clustered in and around McMinnville and Newberg. Additional activity centers—including grocery stores, middle and high schools, senior housing communities, and libraries—are located near Sheridan, Lafayette, Amity, and Willamina. Spirit Mountain Casino is a notable major trip generator a mile south of the county border, in Grand Ronde.

Activity centers that are not directly served by public transportation include:

- Deer Meadow Assisted Living (Sheridan) – Route 22 goes past it but does not stop
- McMinnville Senior Center (McMinnville) – service runs on OR 99W but does not directly serve the center.
- Yamhill Community Action Partnership (YCAP) and McMinnville Water and Light (McMinnville)—service runs along Lafayette Avenue but does not serve Riverside Drive
- Marjorie House Memory Care Community (McMinnville)
- Virginia Garcia Memorial Health Center (McMinnville)—Route 2 serves Chemeketa Community College less than 0.1 mile to the west, but there is no direct roadway access to allow a bus to travel between the two facilities
- In both McMinnville and Newberg, bus stops serve retail areas along OR 99W, but parking lots often separate store entrances from the roadway and there may not be nearby pedestrian crossings between stops in each direction

Fixed-Route Service

In total, YCTA operates 11 fixed routes that operate on a set schedule and alignment.

Four YCTA bus routes are local services, operating within the cities of McMinnville and Newberg. Routes 2 and 3 circulate McMinnville, and Routes 5 and 7 circulate Newberg. All four local routes run on weekdays only. Along these routes, YCTA operates as a flag system. This means that YCTA has designated stop locations, but between stops riders may stand on the curb and flag down the buses or request that the driver let them off at a particular point along the route. If it is safe for the driver to stop the driver will do so.

The other seven services are intercity (also referred to as commuter or “Link”) routes connecting other cities in and outside of the county with McMinnville and/or Newberg. Figure 3-4 and Figure 3-5 provide a map of YCTA’s 11 fixed routes, and Figure 3-6 provides a summary of each route’s service region, service days, headways (or frequency), and span of service. Along these routes, YCTA has set stops; flag stops are not permitted on intercity routes, including within McMinnville and Newberg and at stops used only by local fixed-route service.

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Figure 3-4 Yamhill County Transit Area Fixed-Route Services and Major Activity Centers Map

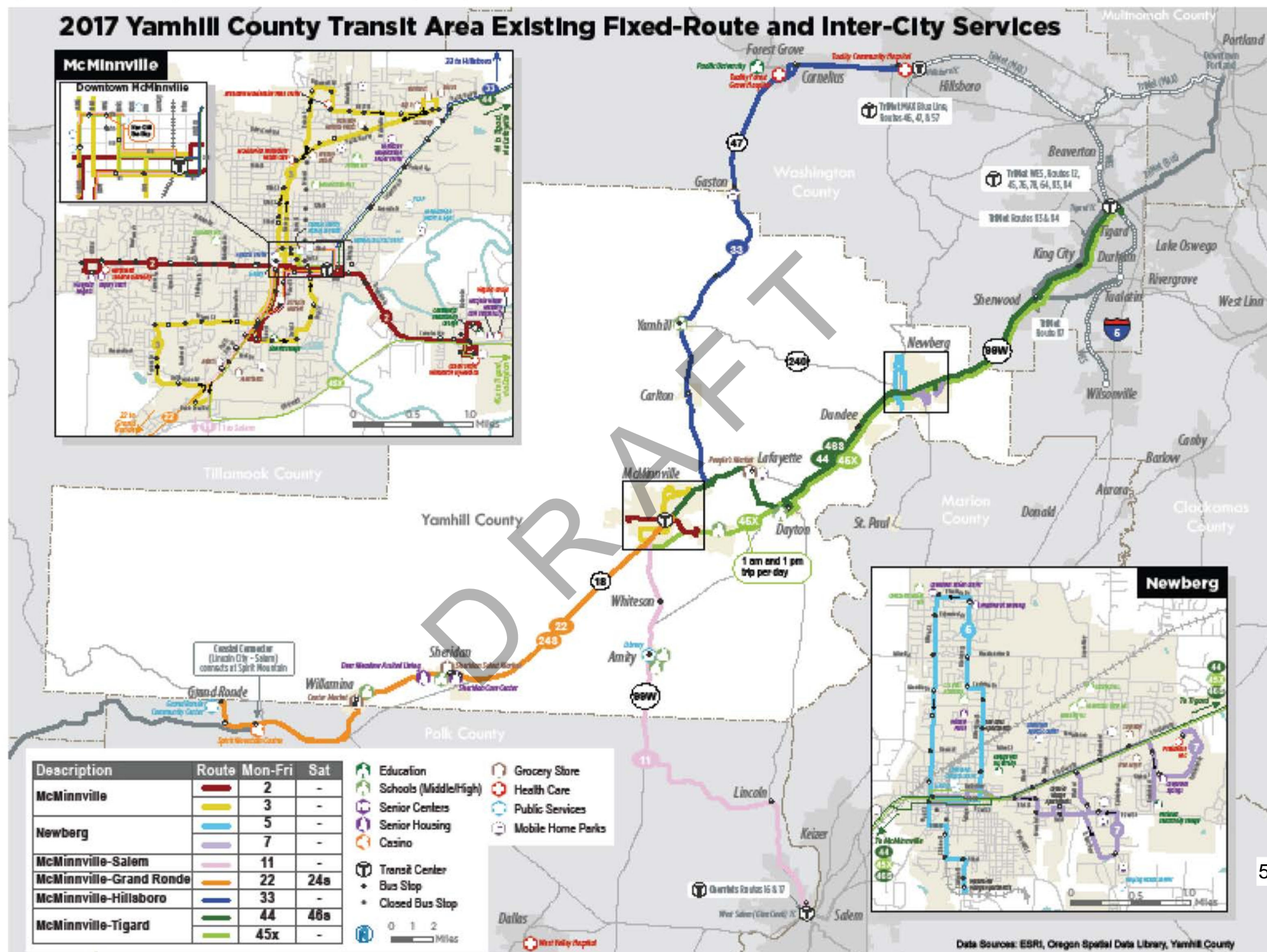
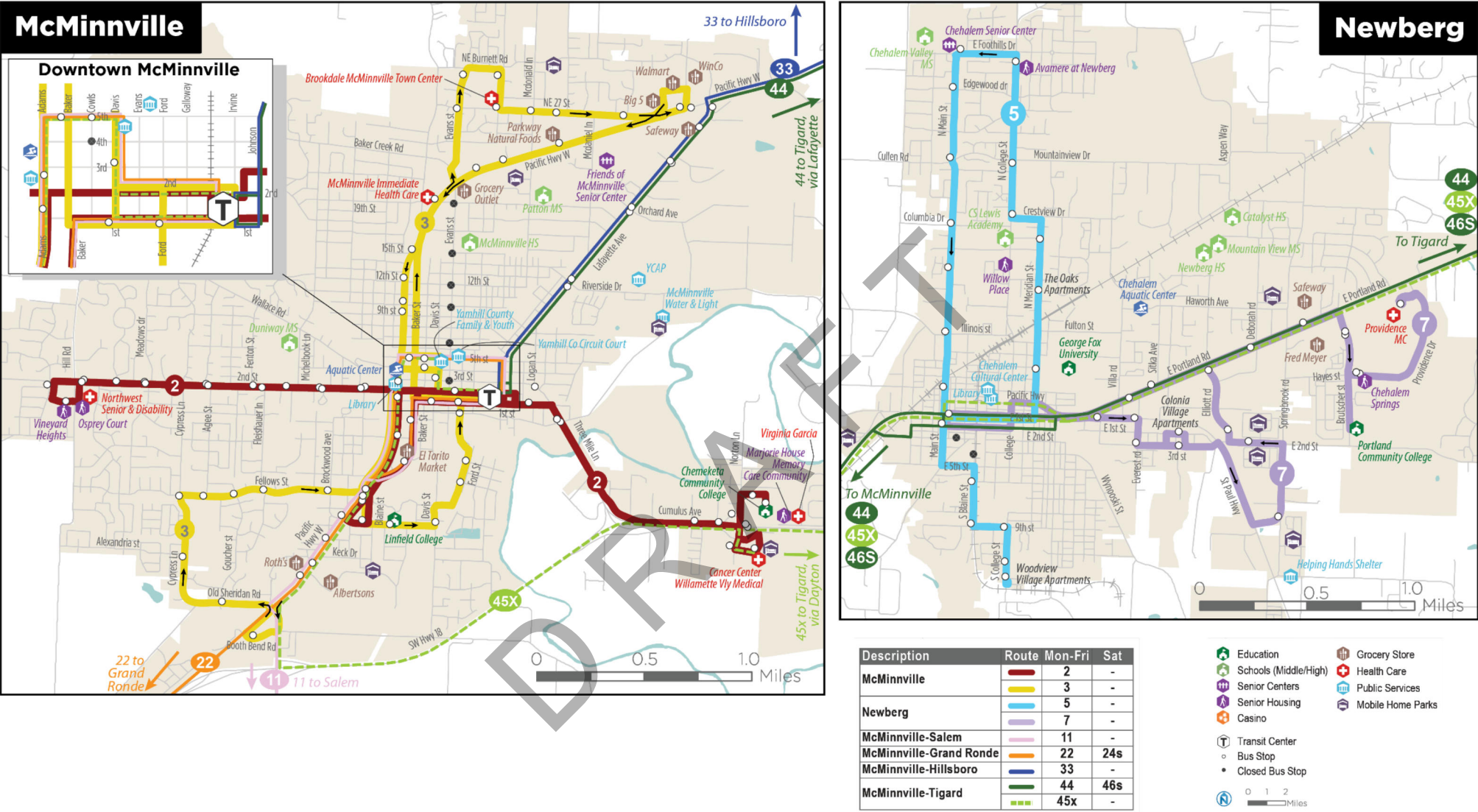


Figure 3-5 Yamhill County Transit Area Fixed-Route Services and Major Activity Centers Map: McMinnville and Newberg

2017 Yamhill County Transit Area Existing Fixed-Route and Inter-City Services



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Figure 3-6 Yamhill County Transit Area Route Summaries, Spring 2017

Route #	Route Name	Local / Intercity	Headways	Span of Service
Weekday Service				
2	McMinnville East-West Express	Local	60 minutes	7:00 a.m. – 5:55 p.m.
3	McMinnville City Loop	Local	60 minutes	8:00 a.m. – 5:55 p.m.
5	Newberg Foothills Drive	Local	60 minutes	7:30 a.m. – 6:29 p.m.
7	Newberg Providence	Local	60 minutes	7:00 a.m. – 6:29 p.m.
11	McMinnville to West Salem	Intercity	<ul style="list-style-type: none"> McMinnville to Salem departure times: 6:00 a.m., 7:30 a.m., 12:00 p.m., 4:00 p.m., 5:30 p.m. Salem to McMinnville departure times: 6:00 a.m., 7:30 a.m., 12:00 p.m., 4:00 p.m., 5:30 p.m. (The trip length of McMinnville to Salem is 40 minutes.)	6:00 a.m. – 6:58 p.m.
22	McMinnville to Grand Ronde	Intercity	Approximately 2 hours	5:30 a.m. – 7:22 p.m.
33	McMinnville to Hillsboro	Intercity	<ul style="list-style-type: none"> McMinnville to Hillsboro departure times: 6:00 a.m., 10:30 a.m., 12:30 p.m., 3:30 p.m., 5:30 p.m. Hillsboro to McMinnville departure times: 7:00 a.m., 11:30 a.m., 1:30 p.m., 4:30 p.m., 6:30 p.m. (The trip length of McMinnville to Hillsboro is 50 minutes.)	6:00 a.m. – 7:20 p.m.
44	McMinnville to Tigard	Intercity	Approximately 90 minute headways throughout the day but as short as 60 minutes in the a.m. toward Tigard and 38 minutes in the p.m. towards McMinnville.	5:10 a.m. – 9:03 p.m.
45x	McMinnville to Tigard	Intercity	One express bus travels to McMinnville in the a.m. and one express bus travels to Tigard Transit Center in the p.m. The total travel time is about 1 hour.	6:42 a.m. – 7:50 a.m. and 5:05 p.m. – 6:06 p.m.
Saturday Service				
24s	McMinnville to Grand Ronde	Intercity	Approximately 2 hours with a 1-hour gap in the middle of the day	9:35 a.m. – 4:50 p.m.
46s	McMinnville to Tigard	Intercity	Approximately 3 hours	8:00 am – 7:30 p.m.

Dial-a-Ride / ADA Paratransit

Demand-response service in Yamhill County provides shared rides and includes both general public Dial-a-Ride and ADA paratransit.

ADA Paratransit Overview

YCTA paratransit is the federally-required ADA paratransit (curb-to-curb) service offered to people with physical or cognitive disabilities who are unable to access or use local fixed-route service. Passenger origins and destinations must be within a $\frac{3}{4}$ -mile buffer of local fixed-route service in McMinnville and Newberg. YCTA paratransit service is offered during the same hours and days as fixed-route service: from 7:00 a.m. – 6:00 p.m. on weekdays in McMinnville, and 7:00 a.m. – 6:30 p.m. on weekdays in Newberg. YCTA paratransit riders are guaranteed a ride within a two-hour window of their requested trip time. Three YCTA vehicles are dedicated to paratransit and Dial-a-Ride service, and six more are shared between these demand-response services and fixed-route service.

YCTA paratransit service is not available along Routes 11, 22, 24S, 33, 44, 45X, and 46S. These seven routes are classified as commuter bus routes, and are therefore exempt from the requirement to provide complementary ADA paratransit service.

Reservations for YCTA paratransit can be made between one and 14 days in advance. YCTA accepts paratransit reservations by phone on weekdays between 7:00 a.m. and 6:30 p.m. Individuals calling to make a trip reservation outside these times can leave a message for a trip to be logged when staff are next on duty. Before a person can make a reservation for a paratransit trip, he/she must complete YCTA's ADA Paratransit Application, and be approved by YCTA's ADA Eligibility Committee, based on federal ADA requirements. Subscription paratransit trips are available for work and medical appointments only. YCTA is required to limit subscription trips to no more than 50% of available capacity at any given time of day per federal requirements. Fares for a one-way trip are \$2.50 (fares are not allowed to be more than double the cost of a comparable trip on fixed-route service).

Dial-a-Ride Overview

General public Dial-a-Ride provides curb-to-curb service to the general public to and from locations in Yamhill County. There is no application process required to reserve a Dial-a-Ride trip. YCTA Dial-a-Ride operates on weekdays from 8:00 a.m. to 4:30 p.m. All YCTA Dial-a-Ride vehicles are ADA accessible, and service animals are allowed. YCTA Dial-a-Ride trips must be scheduled at least 24 hours in advance. A reservation is contingent on capacity, and schedulers may suggest a different time to accommodate customer needs. Dial-a-Ride phone reservations are taken on weekdays between 6:30 a.m. and 6:30 p.m. Trip reservation calls made outside these hours can be left as a voicemail, to be logged when staff are next on duty. Dial-a-Ride riders can make a subscription reservations for recurring trips. YCTA allows an unrestricted number of subscription trips in the Dial-a-Ride system. Fares are \$1.75 each way and \$40.00 for a monthly pass.

There are three YCTA vehicles used for demand response service, and six more that split time between demand-response and fixed-route services.

FARES

Fares to ride YCTA fixed-route, Dial-a-Ride, and paratransit services can be purchased from drivers when boarding. Riders can also purchase trip passes in advance at the Yamhill County Board of Commissioners office and First Transit office in McMinnville. In addition, a mail order form can be printed from the YCTA website. Riders can fill out the mail order form and send it to YCTA with a check or money order for trip fares to be delivered by mail. Figure 3-7 provides a list of the fares available for each of YCTA's three transit services.

Figure 3-7 YCTA Fares

Fare	Fixed-Route	Dial-a-Ride	ADA Paratransit
Single One-Way Trip	\$1.25	\$1.75	\$2.50
Single Day Pass	\$2.50		
10-Pass Passbook	\$18.00		
Unlimited Monthly Pass	\$35.00	\$40.00	

SYSTEM PERFORMANCE AND RIDERSHIP

YCTA collects and reports data on fixed-route performance, which is then reported monthly. The YCTA service contractor sends the county reports summarizing ridership, revenue hours, and revenue miles. The YCTA manager can then report data to ODOT as part of its grant management requirements. The data also provides indicators for YCTA to track ongoing system performance and assess the need for changes or further study.

Figure 3-8 and Figure 3-9 show that:

- Ridership decreased by 48% on **fixed-routes** between 2012 and 2016, although it increased by 18% between 2015 and 2016. Service hours decreased by approximately the same amount (50%) over the 2012-2016 period. There was a significant reduction in service hours between 2012 and 2013, following the transition from non-profit operation to service contracted by YCTA. This was due to a shortfall in funding needed to operate the service.
- Ridership is highest on **intercity routes**, which meet demand for trips between the most densely populated areas. Service hours on intercity routes are approximately double the number of hours operated on local service from 2013 onward). Ridership has increased slightly (6%) between 2012 and 2016, while service hours have declined slightly (-4%). Both ridership and service hours have been relatively steady since 2014.
- **Dial-a-Ride** ridership declined as well—2016 ridership is less than 30% of what it was in 2012—but it was fairly steady in 2014 and 2015 before declining by 13% in 2016. YCTA Dial-a-Ride has high demand and has generally reached its maximum capacity based on the fixed resources available to operate the service, reflected in relatively consistent hours from year-to-year.

Figure 3-8 YCTA Ridership by Service Type, 2012-2016

Service Type		2012	2013	2014	2015	2016	2012-2016
Local Fixed-Route	#	183,437	117,096	83,771	79,901	94,634	-88,803
	% Change	-	-36%	-28%	-5%	18%	-48%
Intercity	#	155,522	213,213	169,812	171,117	164,906	9,384
	% Change	-	37%	-20%	1%	-4%	6%
Dial-a-Ride	#	59,816	45,230	47,729	48,184	41,965	-17,851
	% Change	-	-24%	6%	1%	-13%	-30%
Total	#	398,775	375,539	301,312	299,202	301,505	-97,270
	% Change	-	-6%	-20%	-1%	1%	-24%

Source: 2012-2014 from National Transit Database. 2015-2016 from YCTA.

Figure 3-9 YCTA Revenue Hours by Service Type, 2012-2016

Service Type		2012	2013	2014	2015	2016	2012-2016
Local Fixed-Route	#	17,040	8,820	8,147	8,156	8,498	-8,542
	% Change	-	-48%	-8%	0%	4%	-50%
Intercity	#	16,580	16,413	16,059	16,096	15,862	-718
	% Change	-	-1%	-2%	0%	-1%	-4%
Dial-a-Ride	#	12,435	13,165	13,317	13,439	12,706	271
	% Change	-	6%	1%	1%	-5%	2%
Total	#	46,055	38,398	37,523	37,691	37,066	-8,989
	% Change	-	-17%	-2%	0%	-2%	-20%

Source: 2012-2014 from National Transit Database. 2015-2016 from YCTA.

To understand service efficiency, transit agencies analyze how much service is consumed versus how much service is provided. A common measure is productivity—the number of passengers carried per revenue hour. The higher the productivity, the more efficient the service is considered, both in terms of delivering passengers where they need to go and the amount of money the agency spends to move each passenger. Overall, Figure 3-8 and Figure 3-9 show that YCTA carried fewer riders in 2016 than in 2012, but both ridership and service hours have decreased roughly proportionately—by 24% and 20% respectively.

Figure 3-10 summarizes productivity by YCTA service type:

- **Local fixed-route** service generally has the highest productivity due to the higher development densities and shorter distances over which the services operate, which results in short passenger trips.
- **Intercity routes** carry passengers over a long distance, but with less trips per day or less hours than local routes. They may also carry relatively few passengers in the off-peak or reverse-commute travel direction as well as during the midday time period. The intercity routes' productivity is slightly lower than local routes.
- **Dial-a-Ride** carries around three rides per revenue hour, which is common for demand-response systems that offer curb-to-curb trips. Productivity has increased slightly from 2015 to 2016.

Figure 3-10 YCTA Productivity (Boardings per Revenue Hour) by Service Type, 2012-2016

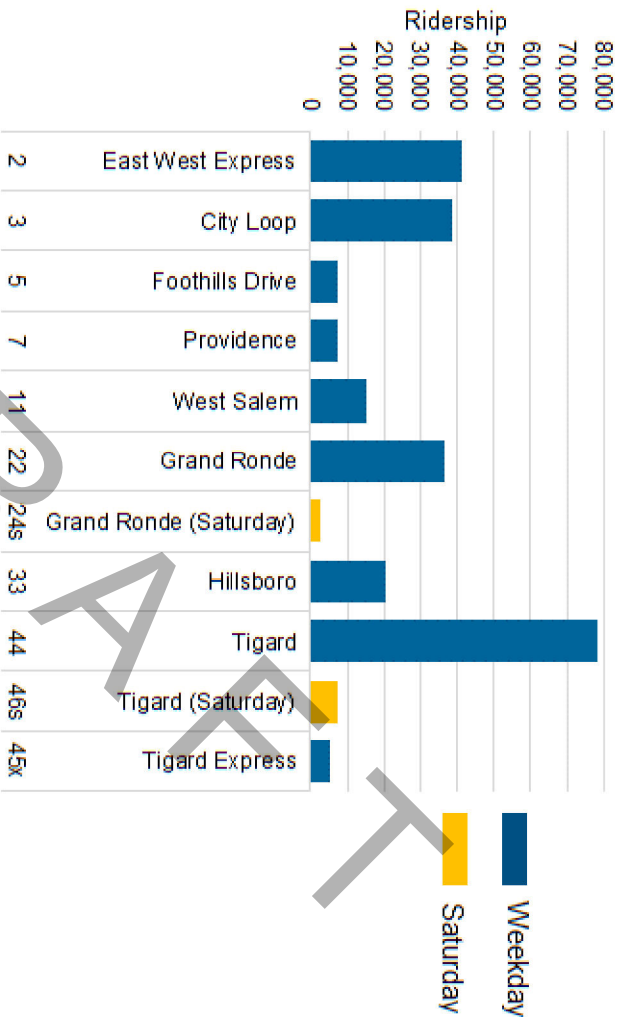
Service Type	2012	2013	2014	2015	2016
Local Fixed-Route	10.8	13.3	10.3	9.8	11.1
Intercity	9.4	13	10.6	10.6	10.4
Dial-a-Ride	4.8	3.4	3.6	3.6	3.3
Total	8.7	9.8	8	7.9	8.1

Source: 2012-2014 from National Transit Database. 2015-2016 from YCTA.

Fixed Route Performance

This section provides a more detailed look at performance of YCTA fixed-route service on a route-by-route basis. Figure 3-11 shows YCTA ridership in 2016 by route. The local routes (2, 3, 5, 7) reflect distinct use and markets in McMinnville and Newberg. Local ridership is much higher in McMinnville than Newberg (approximately 80,000 compared to 15,000 annually, respectively). Intercity routes 11, 22, and 33 have ridership levels similar to the local routes, while route 44 on the OR 99W corridor served nearly 90,000 rides in 2016—slightly more than combined ridership of the two local routes in McMinnville (2 and 3).

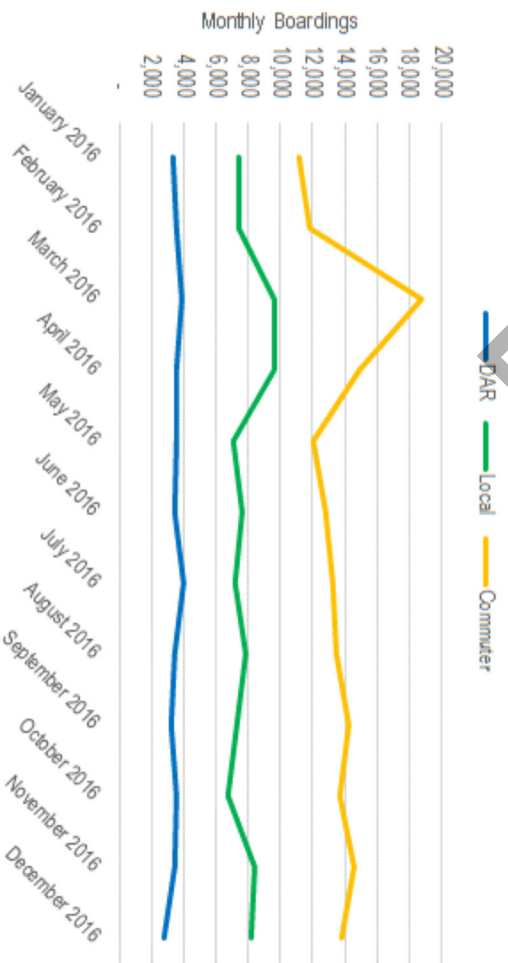
Figure 3-11 YCTA Monthly Boardings by Route, 2016



Source: Yamhill County Transit Area monthly reports

Figure 3-12 illustrates YCTA ridership by month in 2016. On average, YCTA carried 25,125 passengers per month in 2016. Ridership was higher in Spring 2016, but relatively consistent the rest of the year.

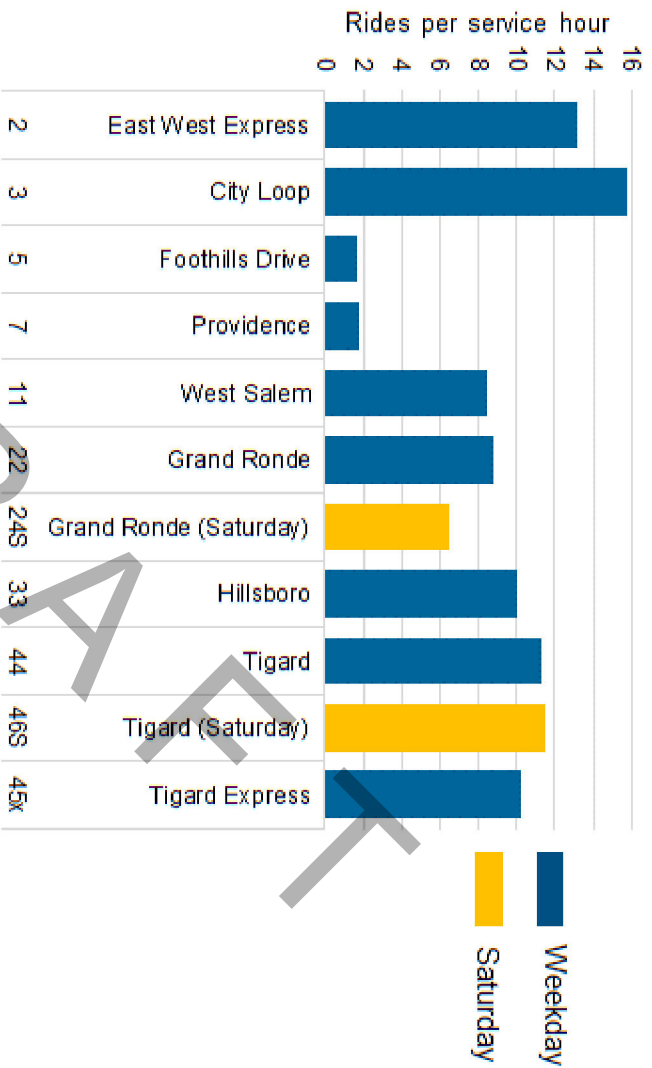
Figure 3-12 YCTA Boardings by Month, 2016



Source: Yamhill County Transit Area monthly reports

Productivity by route illustrates distinct differences in the rider markets served. Figure 3-13 shows the local route (2, 3, 5, 7) and intercity route (11, 22, 33, 44) productivity statistics for 2016. The McMinnville routes carry 13 to 16 rides per revenue hour, compared to Newberg routes with less than two rides per revenue hour. The intercity routes have similar productivity profiles, with between eight and 12 rides per revenue hour; although the Tigard service has high ridership (Figure 3-11 above) it requires multiple buses and a larger number of service hours than other routes.

Figure 3-13 YCTA Daily Productivity by Route, 2017



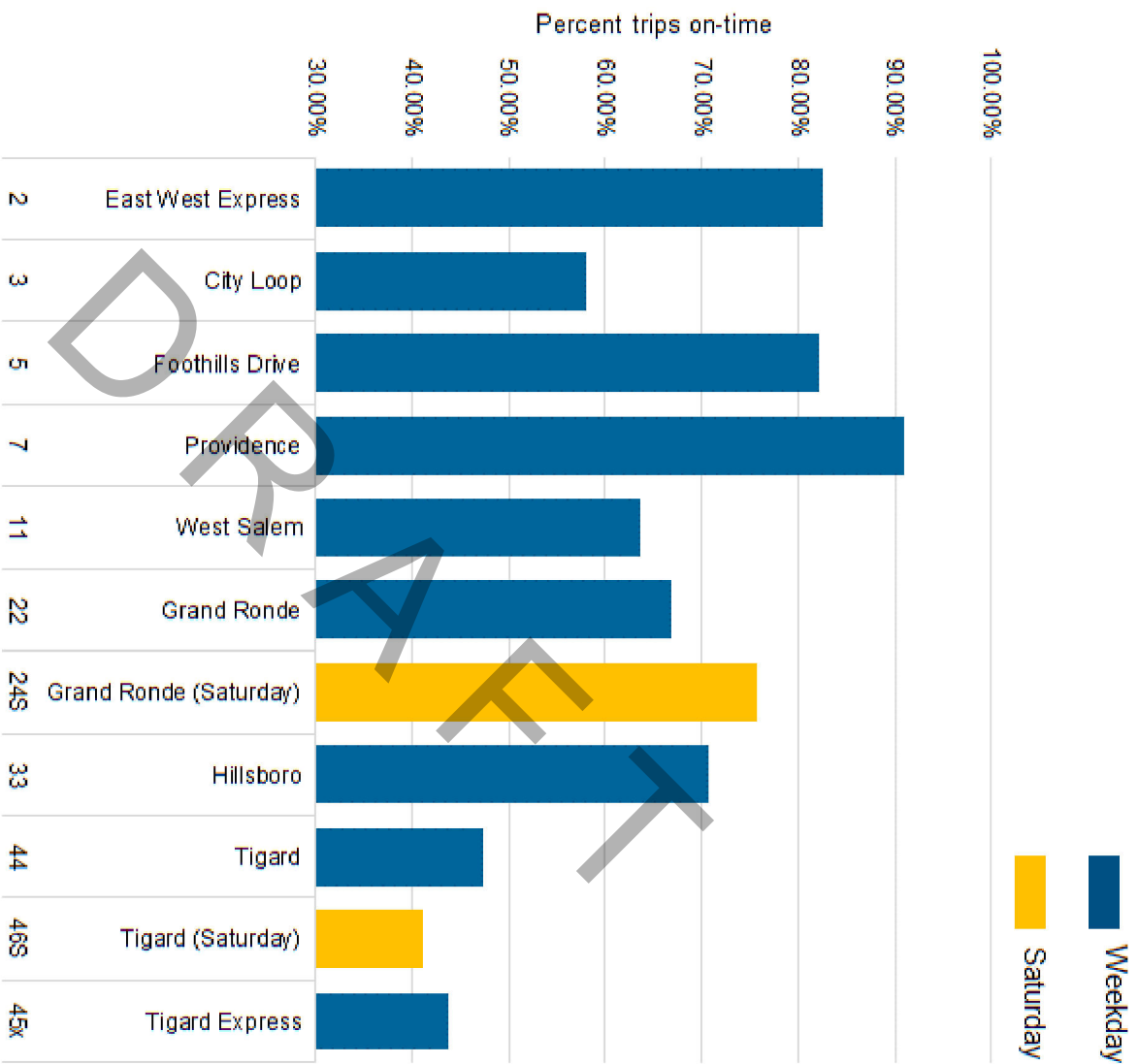
Source: Ridecheck, April-May 2017 (one-day sample for each trip)

Figure 3-12 illustrates on-time performance for each route, defined as no more than 5 minutes late or 1 minute early. This data is based on a “Ridecheck” performed as part of this study in April/May 2017. Each trip on each route was sampled on one day.

- **Local routes** 2, 5, and 7 have the highest on-time performance, while the McMinnville City Loop (Route 3) was on time on less than 60% of trips surveyed. High ridership can be correlated with poor on-time performance (and vice versa) – a large number of boardings and alightings on a route reduce its ability to arrive and depart on time. This is particularly true when there are a large number of individual stops, including flag stops, or a large number of wheelchair boardings and alightings.
- **Intercity routes** show on-time performance of less than 50% of trips surveyed on Route 44 while between 60 and 70% of trips were on time for the routes 11, 22 and 33. The length and relatively high ridership on Route 44 combined with high traffic congestion in the OR 99W corridor causes it to run significantly behind posted schedules.

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Figure 3-14 YCTA Schedule Adherence by Route, April/May 2017, One-Day Sample per Route



Source: Ridecheck, April-May 2017 (one-day sample for each trip).

Route Profiles

The operating characteristics, major destinations, and assessment of the strengths and weaknesses of each route are discussed in an examination of each bus route's efficiency and performance. This section describes the following characteristics of YCTA fixed-route bus service including both local and intercity service:

- Alignment and major destinations
- Service span and frequency
- Boarding and alighting activity
- Schedule adherence

Methodology

One service day of ridership and on-time performance data was analyzed to evaluate ridership by stop and trip and individual route performance. On-time performance was estimated using scheduled, arrival, and departure times recorded for every timepoint. Each record was classified as one of the following categories:

- Early – more than one minute earlier than the scheduled departure time.
- Late – more than five minutes later than the scheduled departure time.
- On-Time – all other records.

On McMinnville and Newberg local routes YCTA allows flag stops. Flag stops are stops made anywhere on a bus route when a passenger flags down a bus, and the bus pulls over to the closest point it is safe for the passenger to board. These flag stop boardings were recorded but lack precise location information; flag stop were located between scheduled/fixed stops. For mapping purposes, ridership at flag stops was addressed using the following procedure:

- Each flag stop observed was defined by the fixed stop before and after it (to establish a unique flag stop definition)
- Each unique flag stop was then located as the midpoint on a line drawn between the locations of the two fixed flag stops. Estimated flag stop location data can be provided upon request.
- Each flag stop in the stop sequence was assigned a stop sequence between the stop sequences of the fixed stops before and after it.
- When there were multiple flag stops between two fixed stops, these flag stop locations were estimated manually from inspection of a map.

Route-by-route scorecards (by segment and trip) can be found in Appendix A. Additional methodology details can also be found in Appendix A.

Systemwide Overview

The majority of ridership occurs at regional transit centers. There were 958 daily boardings for the system, 811 on weekdays and 147 on Saturdays. Total system boardings, service hours, and productivity (boardings divided by service hours) can be found in Figure 3-15. Systemwide boardings per stop are illustrated in Figure 3-18, Figure 3-19, and Figure 3-21.

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Figure 3-15 Systemwide Summary Table based on Ridecheck, May 2017, Daily

Route		Boardings	Alightings	Service Hours	Productivity	On Time	Early	Late	Max Load	Max Load Stop
Weekday										
2	East-West Express	108	108	8.2	13.1	83%	17%	1%	8	NE Tanger Dr & NE Norton Ln (DHS)
3	City Loop	121	119	7.7	15.8	58%	1%	41%	9	Town Center / Dutch Bros.
5	Foothills Drive	8	5	4.6	1.7	82%	4%	14%	2	Nap's Thriftway (Newberg)
7	Providence	11	12	6	1.8	91%	6%	3%	2	Newberg (Radio Shack)
11	West Salem	56	53	6.6	8.5	64%	11%	25%	12	Amity Hwy 99 @ Chevron
22	Grand Ronde	124	104	11.1	8.8	67%	6%	27%	13	Spirit Mountain East Entrance
33	Hillsboro	85	61	8.5	10	71%	2%	28%	24	Carlton - N Pine St. Bus Shelter
44	Tigard	275	270	22.9	11.2	47%	6%	47%	25	Sherwood Shari's
45x	Tigard Express	22	22	2.2	10.2	44%	6%	50%	13	Sherwood Shari's
Total / Average		810	754	77.8	9	67%	7%	26%	12	
Saturday										
24S	Grand Ronde (Saturday)	41	34	6.3	6.5	76%	1%	23%	6	Spirit Mountain East Entrance
46S	Tigard (Saturday)	107	113	9.3	11.5	41%	3%	56%	17	Sherwood Shari's
Total / Average		148	147	15.6	9	58%	2%	40%	11.5	

McMinnville Routes

Route 2: McMinnville East-West Express

Route 2 travels east-west through McMinnville between Chemeketa Community College (CCC), Willamette Valley Medical Center, and several senior services.

Major Destinations

- Chemeketa Community College
- Department of Human Services
- Linfield College
- McMinnville Transit Center
- McMinnville Public Library
- Willamette Valley Medical Center

Ridership

Route 2 has above average boardings per service hour relative to other YCTA routes. Most of this ridership is on the mid-day trips (between 10 a.m. and 2 p.m.). The 'East Loop' (the eastern portion of the route) has a much higher load during the mid-day period than the 'West Loop'. The highest ridership stops are the McMinnville Transit Center, Chemeketa College, and DHS.

Schedule Adherence

Route 2 has above average on-time performance, with 83% of timepoint observations on time. Most of the trips run close to on time, with the longest observed run time occurring on the 'West Loop' on the 3 p.m. trip. Route 2 was observed to run early at the Medical Center, indicating that schedule adjustments may be needed.

Routing Detail

Route 2 in the eastern part of the city circulates through the hospital parking area and the parking area serving Chemeketa Community College and the Department of Human Services. The routing pattern the bus takes is shown in Figure 3-16.

Route Characteristics		
Start Time		7:00 a.m.
End Time		6:00 p.m.
Average Daily Boardings		108
Service Hours		8.2
Boardings per Service Hour		13.1
Headway (mins)		60 min.
Schedule Adherence	On Time	82.6%
	Early	16.5%
	Late	0.9%

Figure 3-16 Route 2 Routing through Hospital and CCC



Route 3: McMinnville City Loop

Route 3 travels north-south through McMinnville, serving a variety of shopping and healthcare destinations, as well as Linfield College.

Major Destinations

- Linfield College
- McMinnville Transit Center
- McMinnville Immediate Health Care
- Walmart
- WinCo

Ridership

Route 3 is the most productive, in terms of boardings per service hour, of all of YCTA's bus routes at nearly 16 boardings per hour. The 'North Loop' (the northern portion of the route) has higher ridership than the 'South Loop', especially on mid-day trips. The single highest ridership trip is the 9 a.m. trip.

Schedule Adherence

Route 3's on time performance is below average, with only 58% of timepoints observed as on time and over 40% observed as late. Trips on the 'North Loop' perform worse (in terms of on-time performance) than the 'South Loop' with run times often long by 5-10 throughout the day. Restructuring of the route is likely needed to address on-time performance issues.

Routing Detail

The north section of Route 3 goes past several shopping destinations, including Safeway, Winco, and Walmart. The main stop in this area is called "Big 5" and sits along OR 99 in front of the Big 5 Sporting Goods store. The path the bus takes through this retail area is shown in Figure 3-17. Bus stops may be 300 to 600 feet from the front door of retail stores through parking lots that typically lack pedestrian accessways.

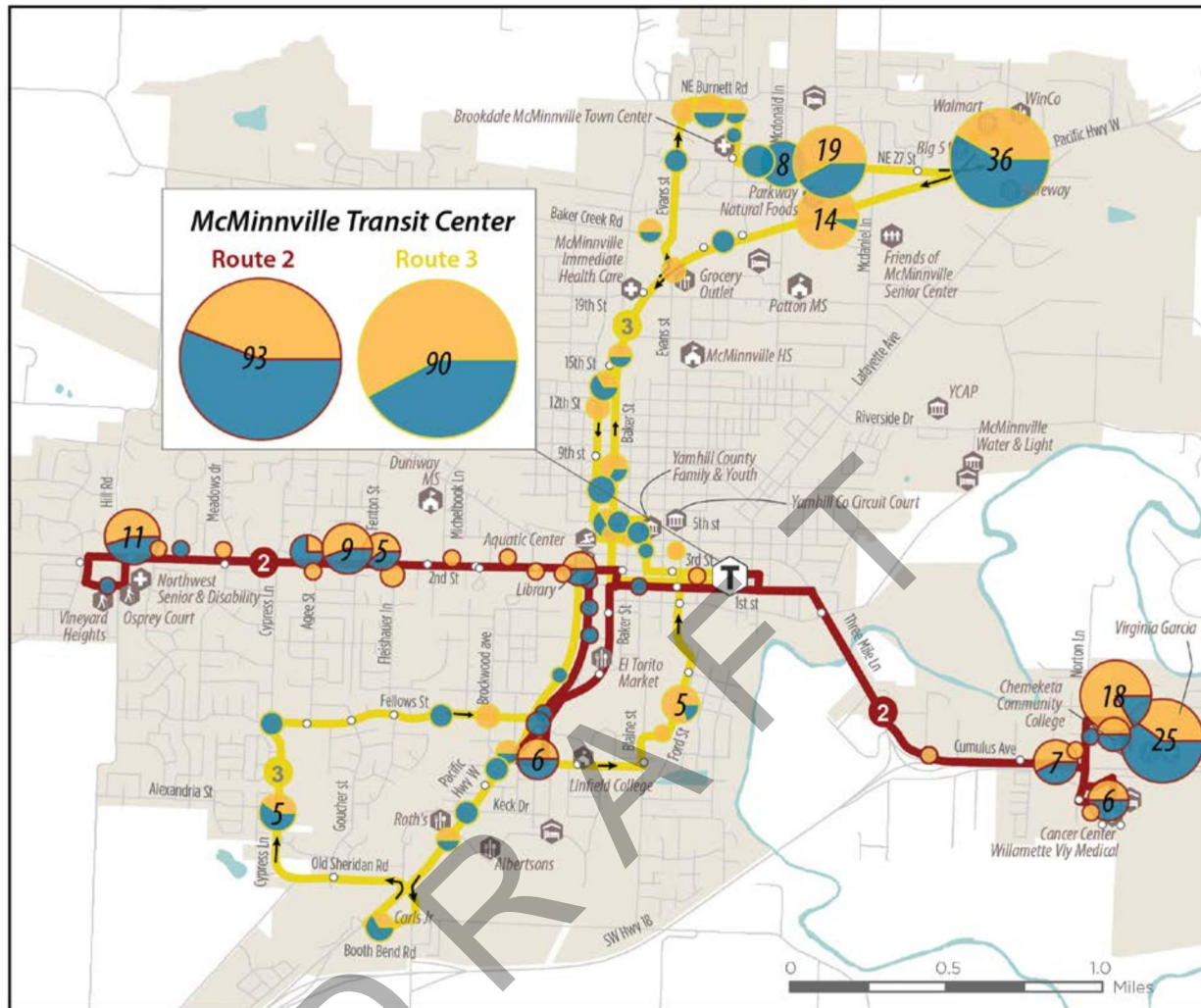
Figure 3-17 Route 3 Routing Near Big 5 Stop



Route Characteristics		
Start Time		8:00 a.m.
End Time		5:00 p.m.
Average Daily Boardings		121
Service Hours		7.7
Boardings per Service Hour		15.8
Headway (mins)		60 min.
Schedule Adherence	On Time	57.9%
	Early	1.3%
	Late	40.8%

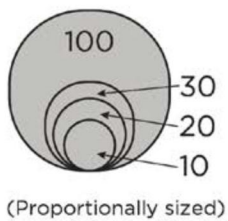
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Figure 3-18 McMinnville Routes Daily Ridership Map



**Average Daily
Total Activities (Ons + Offs)**

Weekday, June 2017



- Boarding
- Alighting
- Zero Activity

Newberg Routes

Route 5: Foothills Drive

Route 5 travels a loop around the north side of Newberg, serving George Fox University and several senior facilities, with a “there-and-back” line south of downtown connecting to Woodview Village Apartments.

Major Destinations

- Downtown Newberg
- George Fox University
- Woodview Village Apartments

Ridership

Ridership and productivity for route 5 were very low on the day data was collected – a productivity of 1.7 boardings per hour is below average ranges for even a demand response system. Data was collected outside of George Fox University’s fall and spring semesters, when university-related ridership is likely higher; however a surveyor was posted at the stop serving George Fox University prior to the end of the Spring 2017 semester, and minimal ridership activity was observed.

Schedule Adherence

Route 5 has above average on-time performance at 82%. Trips running late were mostly after 2:30 pm.

Route Characteristics		
Start Time		7:30 a.m.
End Time		6:30 p.m.
Average Daily Boardings		8
Service Hours		4.6
Boardings per Service Hour		1.7
Headway (mins)		60 min.
Schedule Adherence	On Time	82.1%
	Early	4.2%
	Late	13.7%

Route 7: Providence

Route travels east-west through Newberg, connecting Providence Medical Center, Portland Community College, and local grocery stores to downtown Newberg. Bus stops along OR 99W may be 300 to 600 feet from the front door of retail stores, through parking lots that typically lack pedestrian accessways.

Major Destinations

- Downtown Newberg
- Fred Meyer
- Portland Community College
- Providence Medical Center
- Safeway

Ridership

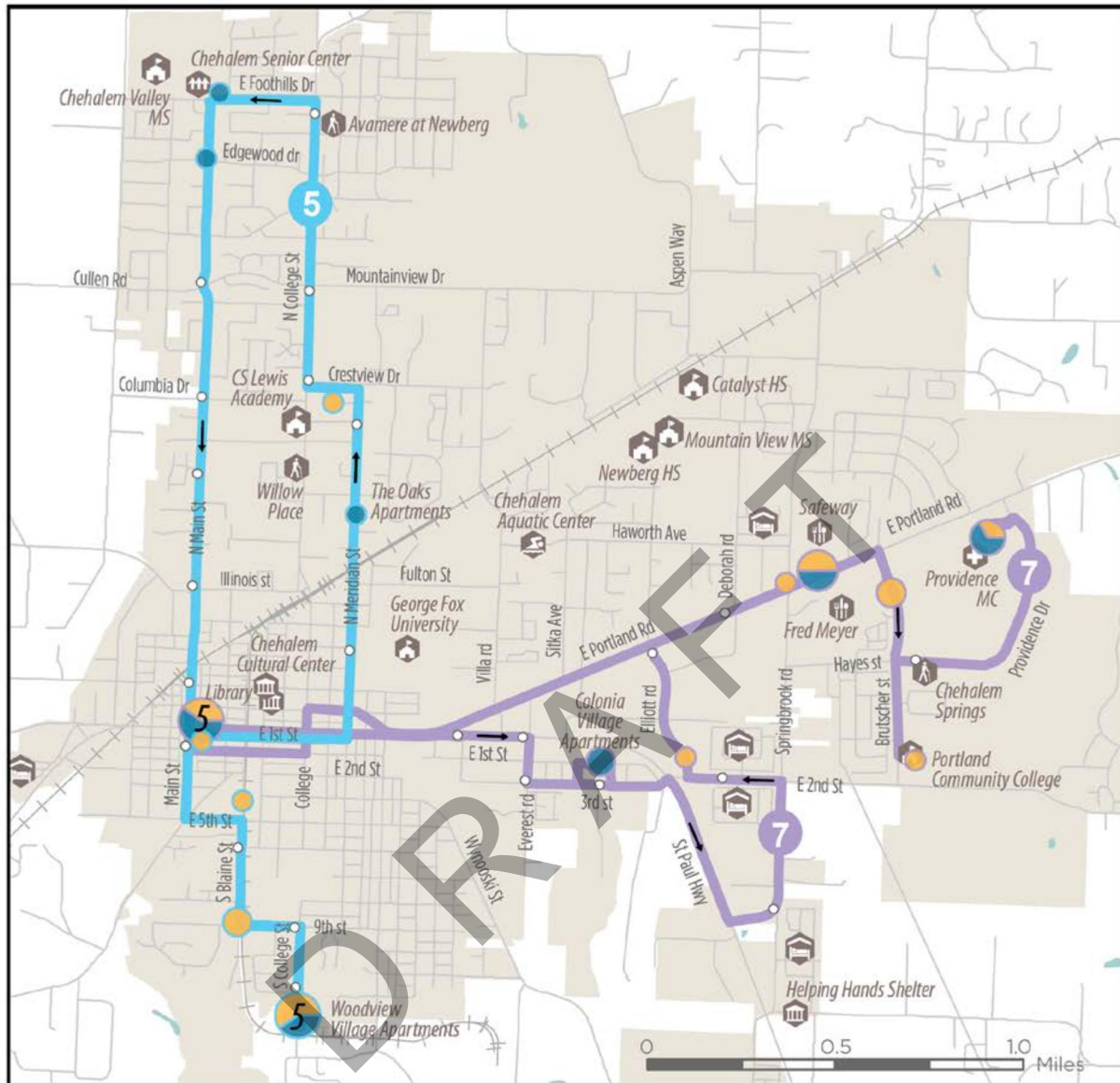
Ridership and productivity for route 7 were very low on the day data was collected – a productivity of 1.7 boardings per hour is below average productivity ranges for even a demand response system. Data was collected outside of George Fox University’s fall and spring semesters, when university-related ridership is likely higher; however a surveyor was posted at the stop serving George Fox University (on Route 5) prior to the end of the Spring 2017 semester, and minimal ridership activity was observed.

Schedule Adherence

Route 7 has above average and the highest on-time performance at 91%, although it was observed to be impacted by congestion on OR 99W, which anecdotally is worst on Thursdays and Fridays.

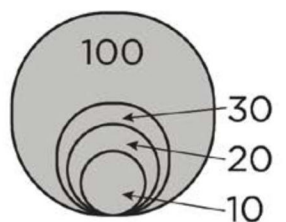
Route Characteristics		
Start Time		7:00 a.m.
End Time		7:00 p.m.
Average Daily Boardings		11
Service Hours		6.0
Boardings per Service Hour		1.8
Headway (mins)		60 min.
Schedule Adherence	On Time	90.9%
	Early	6.1%
	Late	3.0%

Figure 3-19 Newberg Routes Daily Ridership Map



Average Daily Total Activities (Ons + Offs)

Weekday, June 2017



(Proportionally sized)

- Boarding
- Alighting
- Zero Activity

Regional Routes

Route 11: McMinnville – Salem

Route 11 travels between McMinnville and West Salem, serving several stops along OR 99W, Zena Road, and OR 221. The route connects with Cherriots routes (16, 17, West Salem Connector) at Glen Creek Transit Center.

Major Destinations

- McMinnville Transit Center
- Amity
- West Salem – Glen Creek Transit Center

Ridership

Ridership to McMinnville Transit Center is highest in the morning, and ridership to West Salem Transit Center is highest in the afternoon. The productivity (8.5 boardings per service hour) is typical for rural intercity routes.

Schedule Adherence

On-time performance for Route 11 is average for the system, with a quarter of timepoints observed late and 11% observed early. Trips tend to run early in the McMinnville Transit Center direction, and late in the Glen Creek Transit Center direction, especially in the afternoon. These likely indicate a need for a schedule adjustment.

Route Characteristics		
Start Time		6:00 a.m.
End Time		7:00 p.m.
Average Daily Boardings		56
Service Hours		6.6
Boardings per Service Hour		8.5
Headway (mins)		40-45 min.
Schedule Adherence	On Time	63.6%
	Early	11.4%
	Late	25.0%

Route 22 and 24S: McMinnville – Grand Ronde

Route 22 and 24S travel along OR 18 between McMinnville and Grand Ronde. Service is provided Monday – Saturday, with reduced service hours on Saturday. Route 22 operates on weekdays and Route 24S operates on Saturdays.

Major Destinations

- McMinnville Transit Center
- Sheridan
- Willamina
- Spirit Mountain Casino
- Grand Ronde Community Center

Ridership

Ridership for Route 22 is healthy – productivity is above average at 11.1 boardings per service hour, which is high relative to the long haul/intercity configuration of the route.

Schedule Adherence

On-time performance during the week (Route 22) is approximately average for the system, with 2/3 of timepoints observed on time. On-time performance is better on Saturdays (Route 24S), with 3/4 of timepoints observed on time.

Route Characteristics		Weekday (22)	Weekend (24S)
Start Time		5:30 a.m.	9:00 a.m.
End Time		7:30 p.m.	5:00 p.m.
Average Daily Boardings		124	41
Service Hours		11.1	6.3
Boardings per Service Hour		11.1	6.5
Headway (mins)		55 min.	35-55 min.
Schedule Adherence	On Time	66.8%	75.7%
	Early	6.0%	1.1%
	Late	27.2%	23.2%

Route 33: McMinnville – Hillsboro/MAX Link

Route 33 travels north-south along OR 47 between Hillsboro Central Station and McMinnville Transit Center, with stops in Forest Grove and Yamhill.

Major Destinations

- McMinnville Transit Center
- Yamhill (City)
- Forest Grove
- Hillsboro Central Station

Ridership

Ridership for the route is the highest in the northbound direction toward Hillsboro Transit Center, especially during the mid-day trips. The highest ridership trip is the 10:30 a.m. trip bound for Hillsboro Central Station.

Schedule Adherence

On-time performance for the route is slightly above average for the system at 71%. Runtimes are slightly long throughout the schedule, pointing to a need for a slight adjustment.

Route Characteristics		
Start Time		6:00 a.m.
End Time		7:30 p.m.
Average Daily Boardings		85
Service Hours		8.5
Boardings per Service Hour		10.0
Peak Headway (mins)		60 min.
Schedule Adherence	On Time	70.6%
	Early	1.9%
	Late	27.5%

Routes 44, 45X, and 46S: McMinnville – Tigard Transit Center

Routes 44 and 46S travel between McMinnville and Tigard Transit Centers, with stops in Lafayette, Dayton, Dundee, and Newberg. Route 44 operates on weekdays and 46S operates on Saturdays. Route 45X is a weekday express route with stops only in McMinnville, Newberg, Sherwood, and Tigard.

Major Destinations

- McMinnville Transit Center
- Lafayette
- Dundee
- Newberg
- Sherwood
- Tigard Transit Center

Ridership

Ridership for the three routes is healthy, ranging between 10-12 boardings per hour for the weekday, express, and Saturday service periods. Ridership was highest at Tigard Transit Center, McMinnville Transit Center, and Nap's Thriftway.

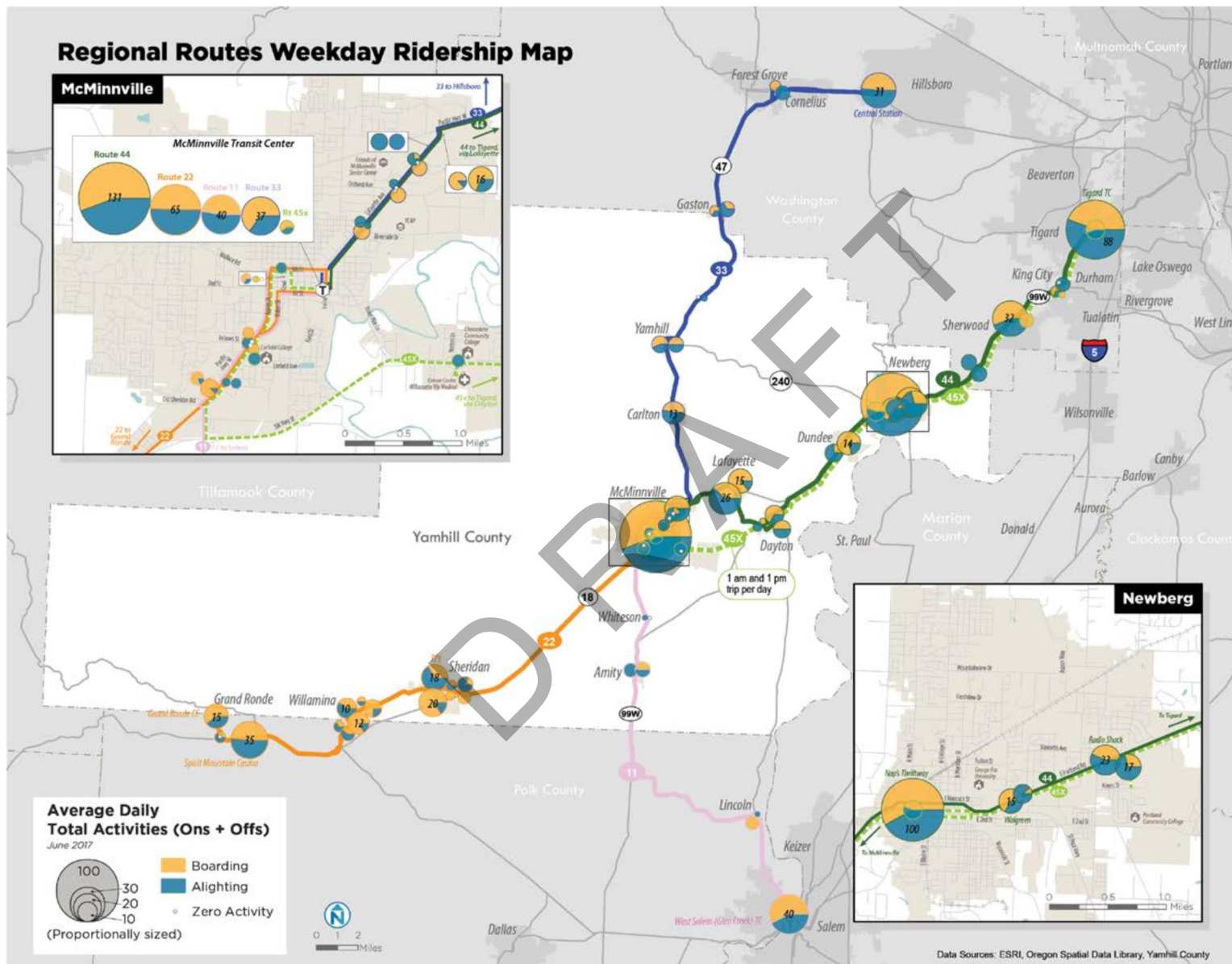
Schedule Adherence

On-time performance for Routes 44, 45X, and 46S is poor – it is below 50% for all of the service periods. Runtimes are longest in the Tigard Transit Center direction – often late throughout the service day. Schedules should be adjusted to more accurately reflect typical conditions.

Route Characteristics		Weekday (44)	Weekday Express (45X)	Weekend (46S)
Start Time		5:10 a.m.	6:40 a.m.	8:00 a.m.
End Time		9:00 p.m.	6:10 p.m.	7:30 p.m.
Average Daily Boardings		275	22	107
Service Hours		22.9	2.2	9.3
Boardings per Service Hour		12.0	10.2	11.5
Average Headway (mins)		45 min.-	2 trips, one AM & one PM	80 min.
Schedule Adherence	On Time	47.3%	43.8%	41.1%
	Early	5.5%	6.3%	2.7%
	Late	47.2%	50.0%	56.3%

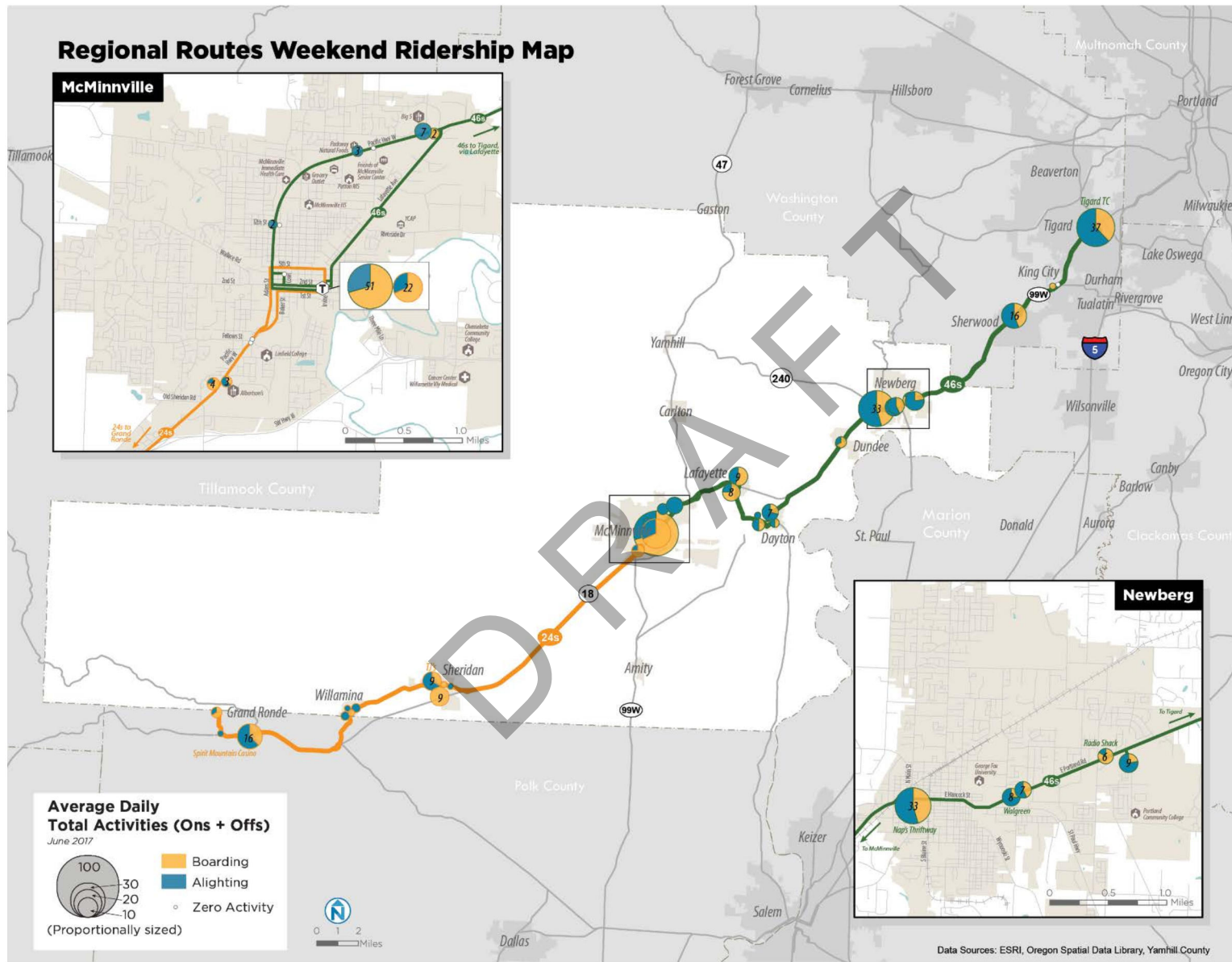
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Figure 3-20 Regional Routes Weekday Ridership Map



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Figure 3-21 Regional Routes Weekend Ridership Map



Dial-a-Ride Performance

YCTA's demand-response system includes general public Dial-a-Ride and ADA paratransit (within McMinnville and Newberg only). In 2016, the demand-response system carried 31,264 riders in the McMinnville area and 10,701 in the Newberg area. On an average month in 2016, the demand-response services transport 3,497 boardings using 1,059 revenue hours.

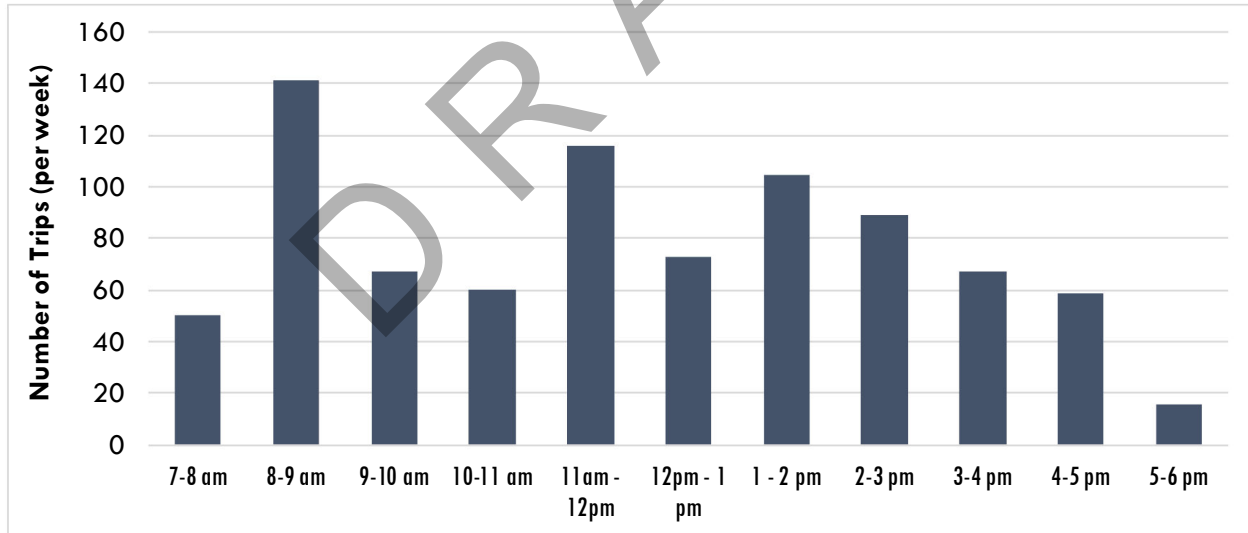
A more detailed look at demand-response origins and destinations can be found in Figure 3-24 (Top Origins/Destinations), Figure 3-25 (McMinnville), and Figure 3-26 (McMinnville) below, based upon Dial-A-Ride manifests from April 10 to April 22, 2017. Analysis of these patterns will help identify trips and travel patterns that could be served by modifications to YCTA fixed-route service.

DAR and paratransit trips are booked and operated through the same schedulers and vehicles, and dispatchers note whether a passenger is ADA-certified. During the analysis time period, 1,848 trips were allocated to DAR and 18 were categorized as ADA.

Demand-response service is offered countywide, but 90% of the ride records analyzed for this report either started or ended in McMinnville (60%) or Newberg (30%), with some rides serving Amity and Dundee. This is due in part to limited capacity.

Demand is spread generally across the day, with peaks occurring at 8:00 a.m., 11:00 a.m., and 1:00 p.m., as shown in Figure 3-22. This pattern generally remains consistent on all days of the week, with slightly above average ridership on Monday, Wednesday and Friday, which could indicate part time work schedules or other regularly scheduled activities. Of the 1,417 trips in April with a recorded booking purpose, 80% were work trips.

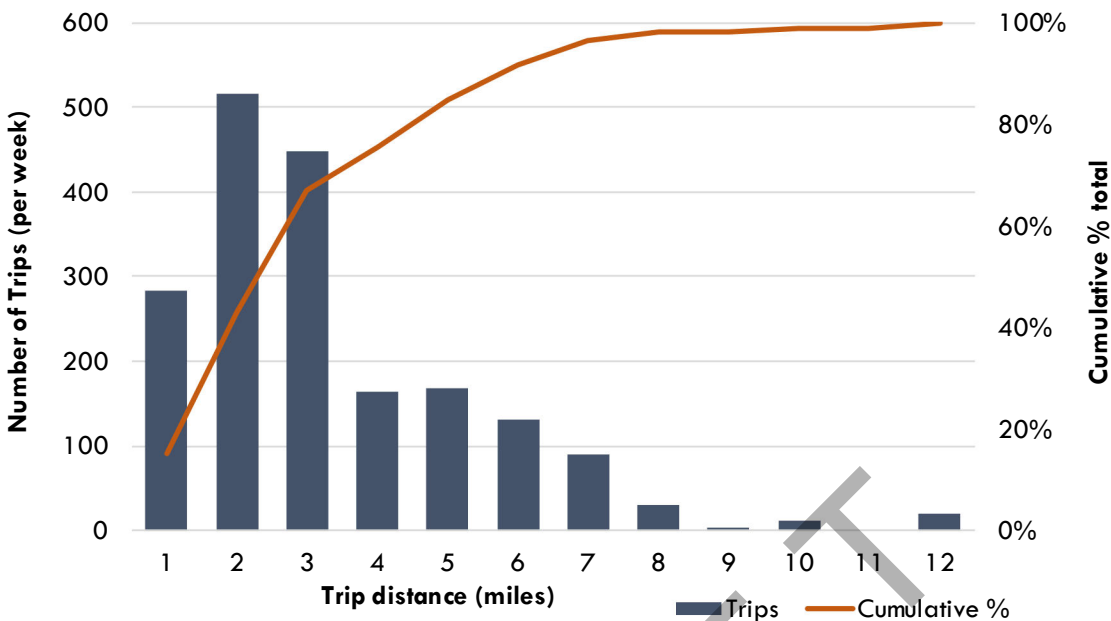
Figure 3-22 Dial-A-Ride Trips by Time of Day



Source: Analysis of Data from Dial-A-Ride Manifests, April 10 to April 22, 2017

Demand-response trip lengths are relatively short, with about half (43%) of passengers traveling less than two miles and about two-thirds (67%) of passengers traveling less than three miles; given that most trips are within McMinnville and Newberg, the relatively short trip distances is not surprising. About 60% of trip origins and destinations are within $\frac{3}{4}$ -mile of a fixed-route stop, and about one quarter are within a $\frac{1}{4}$ -mile of both trip ends. Figure 3-23 illustrates the number of trips by distance, and the share of total trips by distance.

Figure 3-23 YCTA Demand Response Trip Length

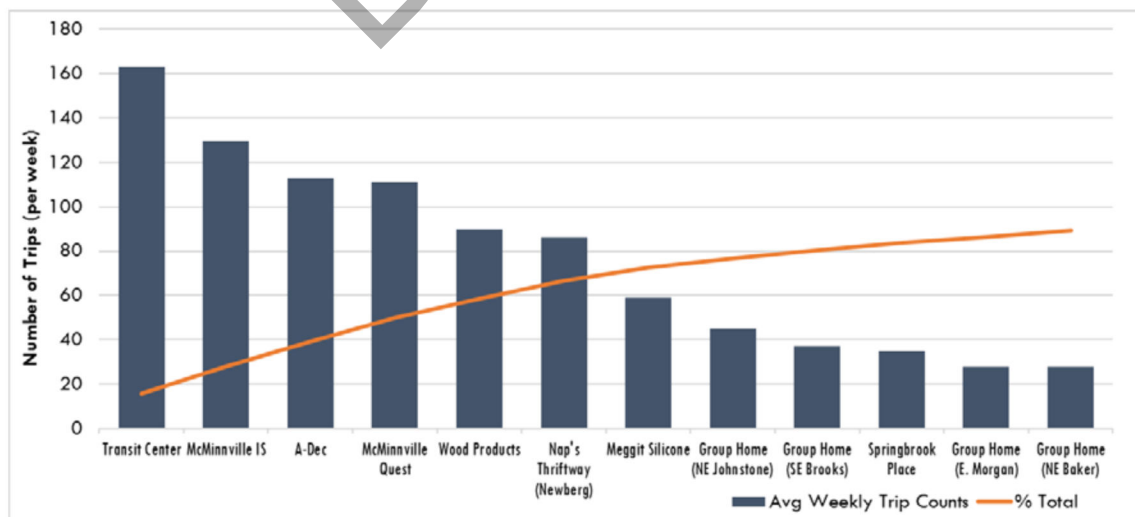


Source: Analysis of Data from Dial-A-Ride Manifests, April 10 to April 22, 2017

Many of YCTA's demand-response trips are scheduled to occur on a weekly basis, which is also called a "subscription" trip. These type of trips allow riders the convenience of having a reserved trip without having to make a reservation.

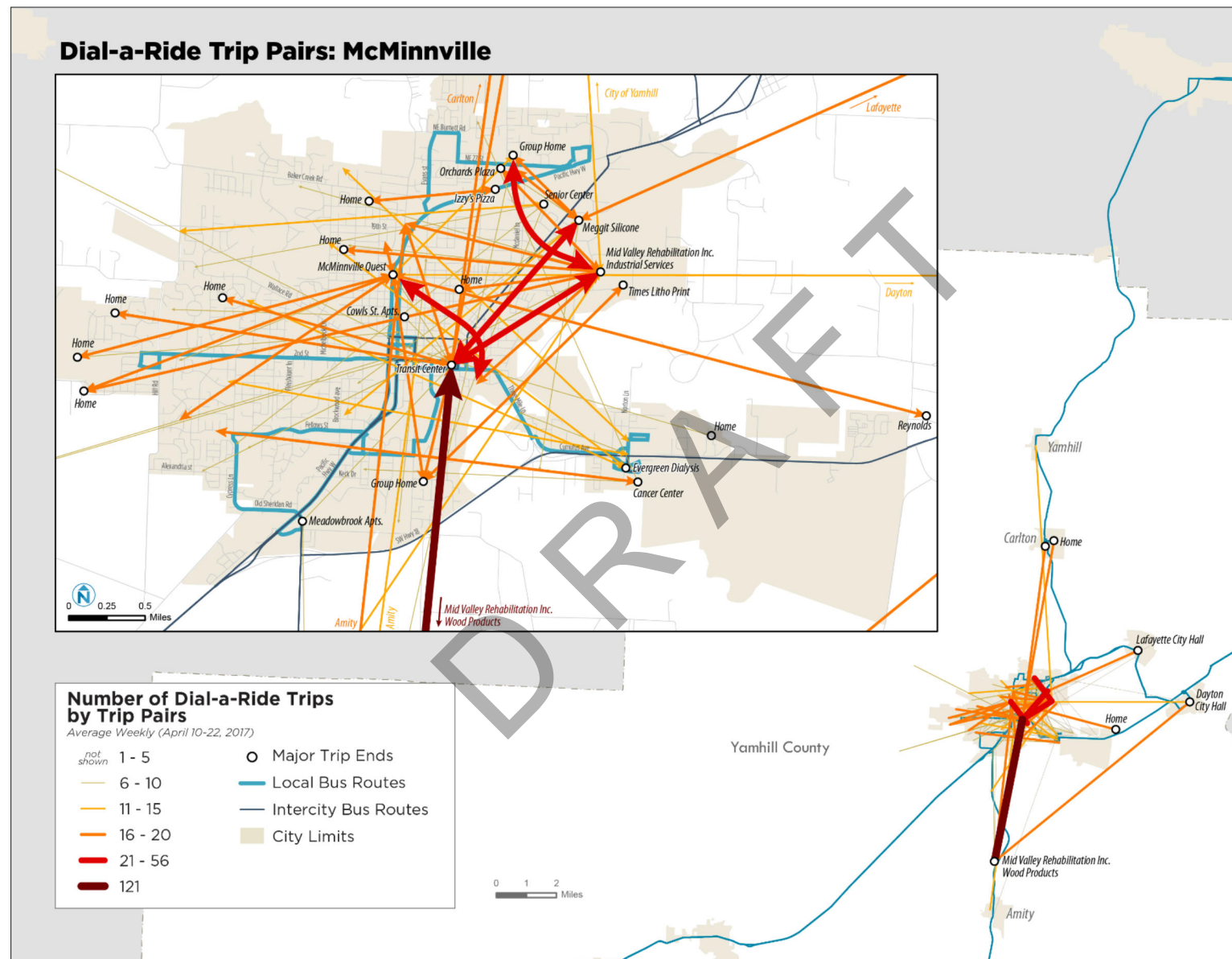
Figure 3-24 shows the top trip origin and destinations in the County. These trips accounted for half of all demand response trips in April 2017. The McMinnville Transit Center is the most common destination. Top destinations include employment locations such as A-Dec, and Meggit Silicone; other locations are residential care or supportive housing facilities facilitating work placement and training. Wood Products is associated with MV Advancements, YCTA serves trips by people with disabilities to its location for employment and other support. IS is another worksite where YCTA provides service to people with disabilities.

Figure 3-24 Dial-A-Ride Top Origin Destination Patterns



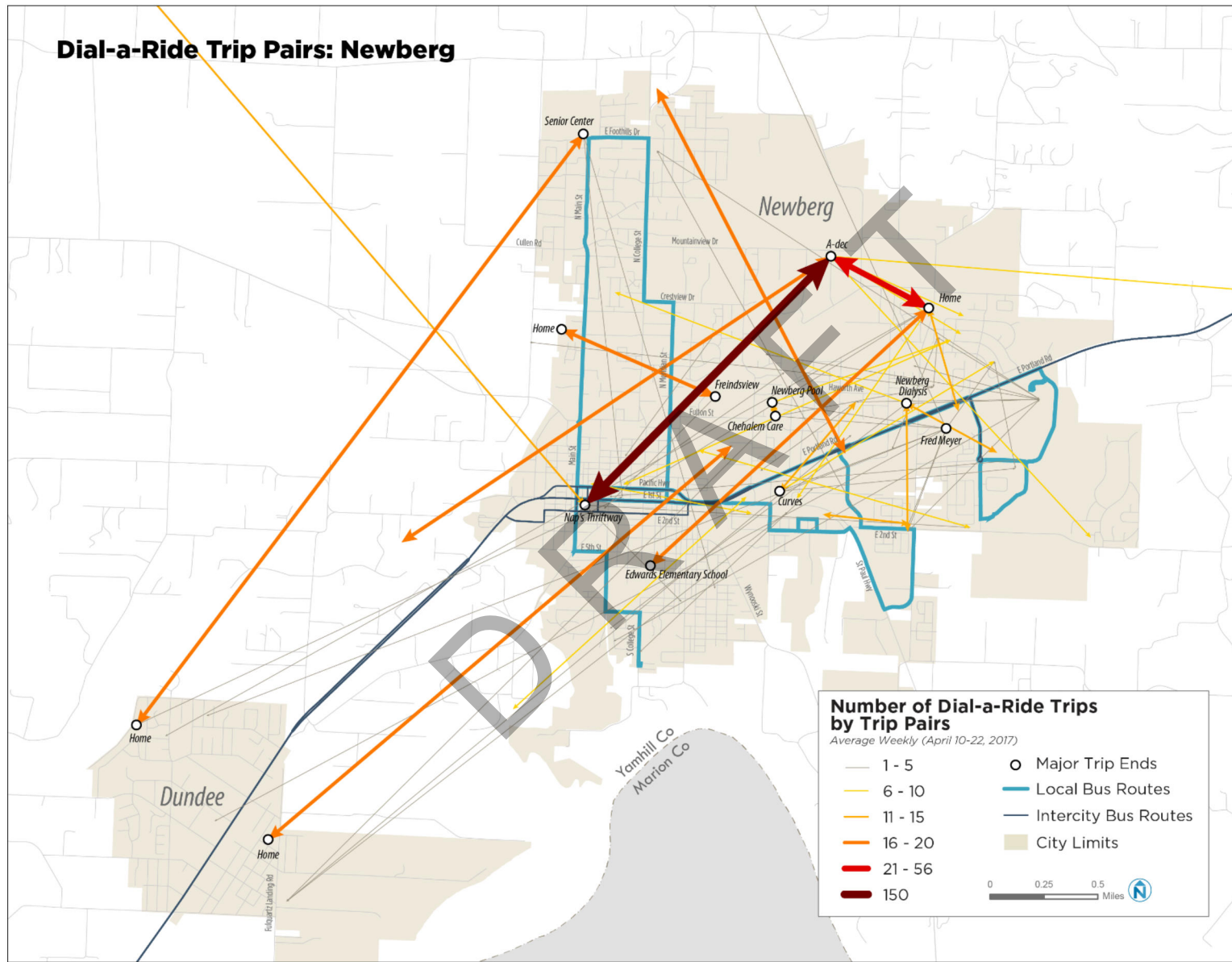
Source: Analysis of Data from Dial-A-Ride Manifests, April 10 to April 22, 2017

Figure 3-25 Dial-A-Ride Origin Destination Patterns, McMinnville



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Figure 3-26 Dial-A-Ride Origin Destination Patterns, Newberg



PEER COMPARISON

This chapter summarizes YCTA conditions and performance compared to peer transit providers. This provides context and supports creating benchmarks for YCTA service delivery and management.

Six transit agencies were selected for performance comparisons. The peer transit agencies were selected based on geography, urban form, and transit operating and financial characteristics. Data sources included the National Transit Database and the US Census Bureau. Specific factors considered included:

- Community size
- Population countywide and key cities
- Ridership
- Revenue miles
- Revenue hours
- Vehicles
- Operating budget

Figure 3-27 summarizes the peer agencies based on these operating and revenue characteristics. Each peer has unique characteristics that are relevant to different parts of the YCTA system. For example, Basin Transit's service area is the city of Klamath Falls. The agency does not serve an entire county like YCTA does, but is comparable because the population of McMinnville and Newburg is similar to that of Klamath Falls. As another example, a system like the Sunset Empire Transportation District (Clatsop County, including Astoria, Warrenton, Seaside, and Cannon Beach) has a smaller population than Yamhill County but a similarly shaped system, with local service in the county's most populous city and longer-haul routes covering the entire county.

Figure 3-27 YCTA Peer Comparison Summary Table, 2015

Provider	State	Service Area Jurisdiction	Service Area Pop	Service Area Size	Pop. Density	Annual Ridership	Vehicle Revenue Hours	Vehicle Revenue Miles	Operating Budget	Farebox Recovery
Yamhill County	OR	Yamhill County	101,119	716	141	299,202	37,691	669,390	\$2.04 M	16%
Basin Transit Service	OR	Klamath Falls	21,261	20	1,073	357,433	25,355	332,613	\$2.01 M	16%
Central Oregon Intergovernmental Council / Cascades East Transit	OR	Deschutes, Jefferson, Crook Counties	209,639	7,778	27	604,387	59,053	903,141	\$4.39 M	14%
Clallam Transit System	WA	Clallam County	72,397	1,738	42	921,688	89,532	1,979,720	\$7.64 M	14%
Lincoln County Transportation Service District	OR	Lincoln County	46,347	980	47	315,170	31,243	547,096	\$1.65 M	14%
Napa Valley Transportation Authority	CA	Napa County	140,295	748	187	941,747	110,786	1,757,134	\$9.65 M	13%
Sunset Empire Transportation District (SETD)	OR	Clatsop County	37,382	829	45	203,356	21,077	433,351	\$1.85 M	11%

Source: National Transit Database 2015; US Census Bureau American Community Survey 5-year estimate, 2011-2015.

Note: Service area size in square miles. Farebox recovery is the ratio of fare revenue to total operating costs. Transit data includes demand response and fixed route.

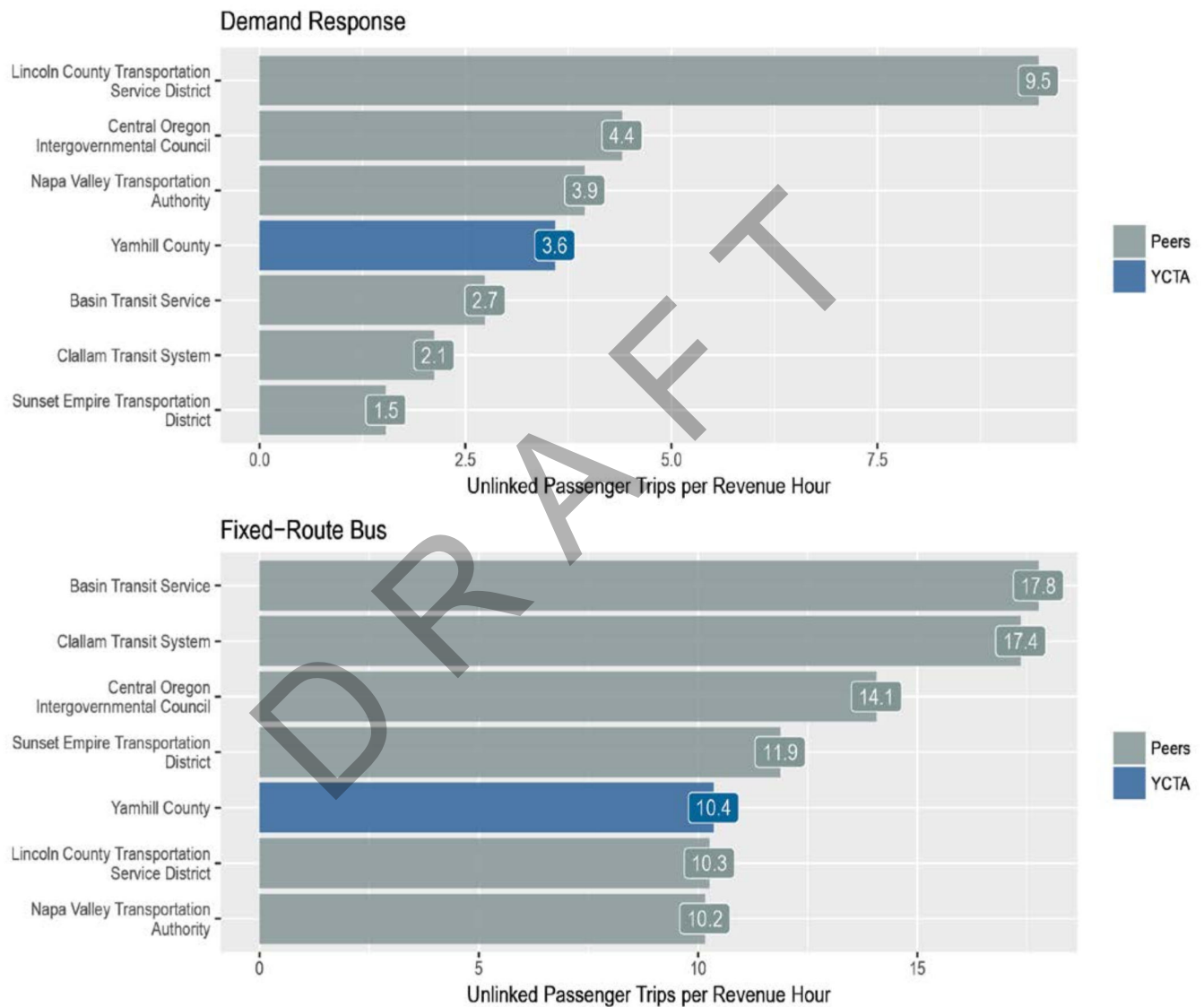
The figures below summarize performance measures related to:

- **Service effectiveness:** Service effectiveness is a measure of the productivity of a transit system, or how much ridership is being generated in relation to the amount of service available. Service effectiveness is illustrated here by **passengers per revenue hour** (Figure 3-28). The measure of **trips per capita** (Figure 3-29) illustrates how much service is being consumed compared to the community's overall population.
- **Financial efficiency:** Cost efficiency is a measure of the cost to achieve a particular result – in the case of transit operations, a particular level of service or level of ridership. Cost efficiency is reflected by the **operating cost per revenue hour** (Figure 3-30).
- **Financial effectiveness:** Public transportation's financial effectiveness is often measured in terms of **farebox recovery**, or the share of operating costs covered by fare revenues (Figure 3-31). Small to medium transit operators can generally achieve 10% to 15% farebox recovery.

The full set of performance measures comparing YCTA and peers is located in Appendix C.

Figure 3-28 shows that YCTA passenger trips per revenue hour rank in the middle of the selected peers for both demand-response and fixed-route service; YCTA provides moderately productive service relative to the amount of service it provides. Lincoln County Transit – like other transit providers – may report deviated fixed route (buses serve set timepoints and passengers can request a deviation) passengers as demand response riders, which can explain its strong performance on this measure. In terms of fixed route services, YCTA performs relatively well on trips per revenue hour; Basin Transit and Clallam Transit System perform higher, due in part to higher per capita service levels and operations spending.

Figure 3-28 YCTA Operating Effectiveness by Mode (trips/revenue hour) Peer Comparison, 2015

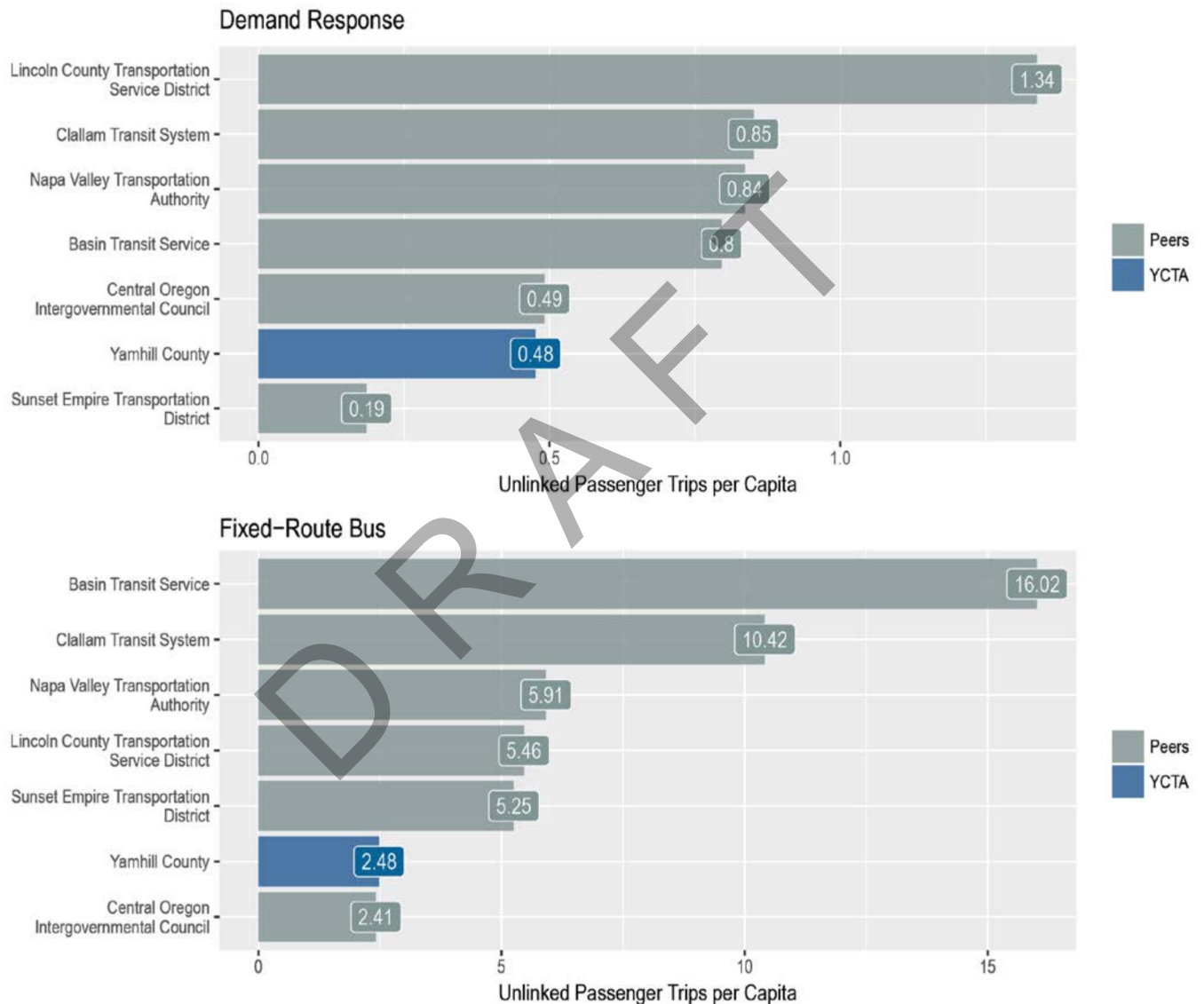


Source: National Transit Database 2015; US Census Bureau American Community Survey 5-year estimate.

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Figure 3-29 illustrates the number of passenger trips per capita in the respective service areas. Lincoln County demand-response service is likely skewed high due to allocation of deviated fixed-route riders, as noted above. Three other peers – Clallam Transit, Napa Valley Transportation Authority, and Basin Transit Service – provide slightly less than two times the number of demand response trips per capita (0.8 to 0.85) compared to YCTA, reflecting in part higher levels of spending and capacity. Yamhill performs lowest of the peers in fixed-route trips per capita.

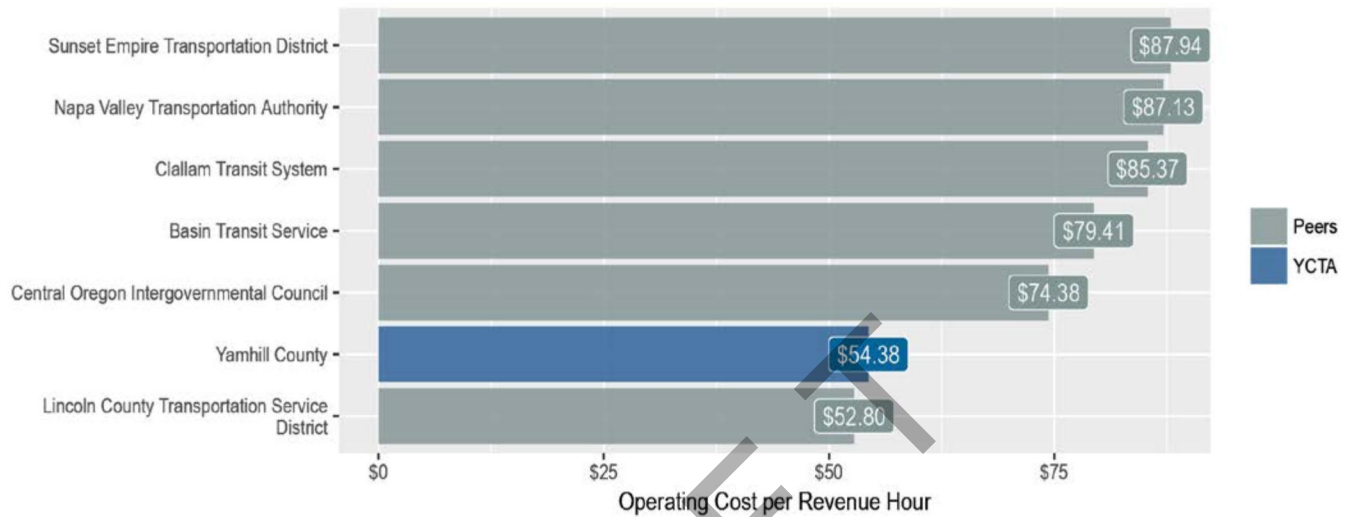
Figure 3-29 YCTA Operating Effectiveness by Mode (trips/capita) Peer Comparison



Source: National Transit Database 2015; US Census Bureau American Community Survey 5-year estimate.

Financial efficiency in terms of cost per revenue hour of transit service is illustrated in Figure 3-30. This reflects both demand-response and fixed-route, because financial data is not reported by mode. Yamhill County shows relatively good efficiency by having a low cost per revenue hour (\$54.38). Generally, demand-response trips cost more per hour due to the individualized nature of its service.

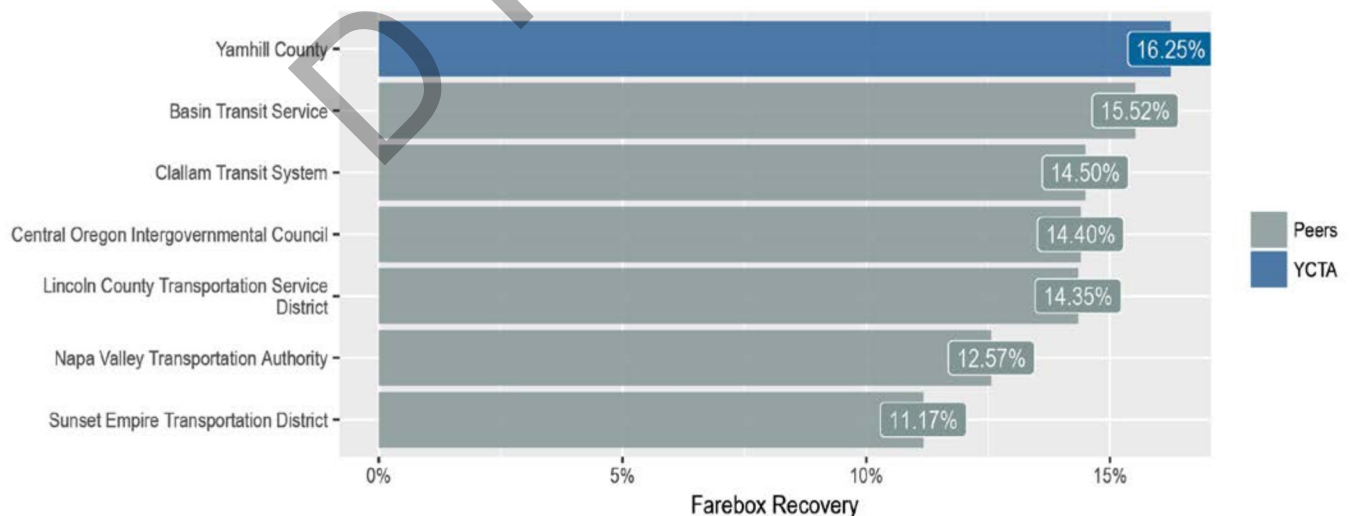
Figure 3-30 YCTA Financial Efficiency (Cost/Revenue Hour) Peer Comparison



Source: National Transit Database 2015; US Census Bureau American Community Survey 5-year estimate.

Figure 3-31 shows that YCTA performs well in farebox recovery relative to peers, with a rate of more than 16%. A typical rate for large areas with relatively low development density typically ranges from 5% to 25%. The recovery ratio is a function of fare policies (i.e. the price of a ticket or pass), ridership, and total operating costs. YCTA's moderate ridership and low operating costs support a strong farebox recovery ratio.

Figure 3-31 YCTA Financial Effectiveness (Farebox Recovery Ratio) Peer Comparison



Source: National Transit Database 2015; US Census Bureau American Community Survey 5-year estimate.

REGIONAL COORDINATION

Regional Connections

Seven of YCTA's routes connect passengers to four neighboring transit systems outside the county. These neighboring systems include:

- Tri-County Metropolitan Transportation District of Oregon (TriMet)
- Ride Connection (Community Connectors, deviated fixed-routes)
- Salem-Keizer Transit (SKT; Cherriots, CARTS)
- Tillamook County Transportation District (Coastal Connector)

The following sections describe the transit services available from each of these neighboring systems, and Figure 3-32 highlights routes directly connecting with YCTA service.

TriMet

The Tri-County Metropolitan Transportation District of Oregon (TriMet) operates transit service in the Portland metropolitan area, serving communities in Clackamas, Multnomah, and Washington counties. TriMet operates several modes of fixed-route service, including five light rail (MAX) lines, one commuter rail line (WES), and 79 bus lines. In addition, TriMet also operates the Portland Streetcar. LIFT is TriMet's complementary paratransit service, operating within a $\frac{3}{4}$ -mile buffer of TriMet fixed routes.

TriMet operates daily services from approximately 4:30 a.m. to 2:30 p.m. TriMet fixed-route fares are \$2.50 per trip, with a \$1.25 discounted fare for honored citizens (age 65 and older) and youth (age 7 - 17). Fares on TriMet's LIFT paratransit service are \$2.50 per trip. Various multi-pass options are also available. TriMet tickets are honored on all TriMet buses, light rail, WES, and Portland Streetcar.



YCTA Route 33 at the Hillsboro Central MAX Station/Transit Center. There is no designated bay or signage for YCTA.

Ride Connection

Ride Connection is a private, non-profit organization made up of network of agencies who partner together to serve older adults, people with disabilities, low-income individuals, and the general public. Ride Connection serves the same three counties as TriMet – Clackamas, Multnomah, and Washington counties.

Ride Connection's Community Connector deviated fixed-route services based in Hillsboro and Forest Grove connect with YCTA. Ride Connection's Community Connector services are fare-free and open to the public.

A deviated fixed-route service allows riders to call in advance, and request a pick-up within a set radius around the scheduled route. Ride Connection allows riders to request deviations within a half mile of the route, with a minimum 24-hours' notice.

The GroveLink service in Forest Grove operates from 6 a.m. to 7 p.m. with peak service in the morning and evening commute times. It features two loops – an east and a west loop – as well as an employment service providing a dedicated route to TTM Technologies in eastern Forest Grove. The Washington County Community Bus operates a morning (approximately 7 a.m. to 9 a.m.) and evening (approximately 4:30 p.m. to 7 p.m.) commuter bus between Forest Grove, Hillsboro, Banks, and North Plains.

Cherriots (Salem Area Mass Transit District)

Cherriots provides public transit service in the Salem metropolitan area. Cherriots services run weekdays from approximately 6 a.m. to 9 p.m. The Cherriots fare system has a graduated pricing system; base fares are \$1.60 for the Cherriots/West Salem Connector, \$2.25 for Cherriots Regional Routes 10 – 50X and Polk County Flex, and \$3.00 for Cherriots Regional Routes 1X and 2X.¹⁷ Reduced fares and multi-trip passes are available as well.

CherryLift is Cherriots' ADA paratransit service, available within a ¾-mile buffer of Cherriots fixed route service. RED Line is a shopper shuttle available for trips to designated grocery stores and limited demand-response service within the Salem-Keizer urban growth boundary.

Cherriots also operates a demand-response, short-reservation service in West Salem, known as the West Salem Connector. Its intended function is to link riders in West Salem to Cherriots fixed-route service. Fares on the West Salem Connector are \$1.60 per trip. This connector service runs between 6 a.m. and 9 p.m. daily. This service will become a fixed-route circulator in January 2018.

Tillamook County Transportation District (TCTD, "The WAVE")

The Coastal Connector route operated by Tillamook County Transportation District (TCTD, also known as the "The WAVE") links Lincoln City, Chinook Winds Casino, and Rose Lodge to Grand Ronde daily. It operates on weekdays between 7:30 a.m. and 6:15 p.m., and on weekends from 8 a.m. to 9:20 p.m. On weekdays, Salem-Keizer Transit's Cherriots 2X Route provides connecting service between the Coastal Connector in Grand Ronde and downtown Salem. The Coastal Connector's one-way fare between Lincoln City and Grand Ronde is \$3, with a reduced fare available (\$1.50).

¹⁷ Cherriots will be discontinuing Route 2X after September 2017. As of June 2017, it is anticipated that the Confederated Tribes of Grand Ronde may put a request for proposals for a new service provider to operate fixed-route public transit service between Grand Ronde and Salem.

TCTD is one of five member agencies¹⁸ of the Northwest Connector (NW Connector), a coordinated regional transit system serving northwestern Oregon. Under the NW Connector, member agencies' routes are seamlessly branded to improve connectivity between communities across northwestern Oregon. The Coastal Connector is therefore simultaneously marketed as a service of TCTD and of NW Connector.

Figure 3-32 Summary of Regional Connections

Community	Location	Provider	Routes
Tigard	Transit Center	TriMet	WES commuter rail Routes 12, 45, 64, 76, 78, 93
		YCTA	Routes 44, 45X, 46S
Hillsboro	Transit Center	TriMet	MAX Blue Line Routes 46, 47, 48, 57
		Ride Connection	Washington County Community Bus
		YCTA	Route 33
Forest Grove	Tualatin Valley Hwy and OR 47	TriMet	Route 57
		Ride Connection	GroveLink
		YCTA	Route 33
West Salem	Glen Creek Transit Center	Cherriots	Routes 16, 17, West Salem Connector
		YCTA	Route 11
Grand Ronde	Spirit Mountain Casino	Cherriots	Route 2X (to be discontinued Sept 2017)
		TCTD	Coastal Connector
		YCTA	Route 22, 24S

Proposed/Planned Regional Public Transportation Services

Regional land use and/or transportation plans (service or facilities) may affect Yamhill County public transportation needs and opportunities. This section will summarize how these plans may affect YCTA, in particular those with connecting transit services.

Potential plans or information sources include Washington County Futures, Portland regional employment forecasts from Metro, Metro Climate Smart, Trimet Southwest Corridor, and High Capacity Transit plans to Tigard TC, TriMet SW Service Plan, and the Wilsonville Transit Master Plan.

Trimet Southwest Corridor, and High Capacity Transit plans to Tigard TC

TriMet is conducting environmental study on a proposed MAX light rail line that would connect the Tigard/Tualatin area to downtown Portland along the I-5/OR 99W corridor. Figure B-2 (appendix) illustrates the project under study.

TriMet Southwest Service Enhancement Plan

TriMet's future service plan for its Southwest service area calls for several relevant services in the OR 99W corridor currently served by YCTA routes 44, 45X, and 46s between Tigard and Sherwood (see Figure B-3 in the appendix) including:

¹⁸ The five member agencies of the NW Connector regional transit system are: Columbia County Rider, Sunset Empire Transportation District, Tillamook County Transportation District, Benton County Transit, and Lincoln County Transit.

- A new bus route along Tualatin-Sherwood Road (Sherwood-Tualatin), connecting to employment areas including along SW 72nd Avenue.
- A new bus route connecting new residential development with Tigard TC via SW 124th Avenue and OR 99W.
- Upgrading Line 76 to frequent service. Line 76 connects Tualatin, Tigard TC, Washington Square, and Beaverton.

Wilsonville Transit Master Plan

SMART adopted a transit master plan in 2017. The plan calls for SMART to realign its 2X commuter route between Wilsonville and Barbur TC in Southwest Portland to serve Tigard TC, filling in gaps when TriMet WES service does not operate.

Additional Transportation Services

Human Services / Medical Transportation

Social service transportation providers in Yamhill County include a mix of schools, churches, nonprofits and human service agencies. Many of these providers operate a single van or passenger vehicle. As of 2016, nine social service agencies are actively involved or interested in providing transportation service in Yamhill County. Eight agencies are based in McMinnville, and two are based in Salem. Figure 3-33 outlines the transportation services these agencies are involved with, and for whom they are available.

Figure 3-33 Yamhill County Social Service Agencies Involved in Transportation Services

Organization	Transportation Services	People Services Are Available For
McMinnville		
Yamhill County Health and Human Services - Abacus Program	5 vans/cars in operation for medical treatment and employment	People with disabilities
Yamhill County Health and Human Services – Developmental Disability Service	Not a current provider of transportation services, but may become one if necessary grants can be obtained to fund it	People with disabilities
Yamhill Community Action Partnership	Bus passes provided	Older adults, people with low-income, people with disabilities
Head Start of Yamhill County	Provides bus for students to/from school, as well as bus passes	Children of families with low-income
Yamhill County Special Olympics	Transportation to/from athletic events, provided by rental vehicles	People with disabilities
Yamhill Community Care Organization	Medical and wellness trips provided to members by First Transit, who operates 15 wheelchair accessible vans	Oregon Health Plan (OHP) members
Oregon Mennonite Residential Services (OMRS)	11 vans used for transportation of residents of OMRS group homes	People with disabilities
MV Advancements	Many MV clients use YCTA for transportation. MV also operates 25 vans/min-buses for work crews, community activities, and some medical appointments	People with disabilities
Salem		
Willamette Valley Transport (WVT)	5 wheelchair-accessible vans for general purpose demand response services	People with physical injuries or disabilities preventing them from transporting themselves
United Way of the Mid-Willamette Valley	Bus passes	General public, with specified interest programs

Source: Yamhill County Coordinated Public Transit – Human Services Transportation Plan, 2016

Vanpool/Carpool

Cherriots Rideshare is a public ridesharing service operated in Marion, Polk, and Yamhill counties. It is a part of Cherriots' Trip Choice program, which connects commuters with carpool, vanpool, and bicycle partners through Drive Less Connect, a demand-management program operated by the State of Oregon.

Volunteer Service

Yamhill-Carlton Volunteer Transit is a volunteer demand-response service, intended for first/last-mile trips connecting with YCTA fixed-route bus services. Volunteer drivers, operating a Yamhill-Carlton Volunteer Transit van, drive passengers between their trip origin in Carlton (often their home) and the nearest YCTA bus stop. Trips must be reserved at least 24 hours in advance, and the fare is \$2. The fare includes a YCTA fixed-route day pass.

Yamhill County oversees this program and provides funding from the County General Fund. The program has one vehicle, which is owned by the County and maintained by the County maintenance shop.

Airport Transportation

HUT Airport Shuttle operates a shuttle service to Portland International Airport seven days per week. The service is based in Albany, and has stop locations south and east of Yamhill County in Corvallis, Salem, and Woodburn. As an example of fares, a one-way adult rate for service from Corvallis to the airport is \$49.

Taxi Service

According to Yamhill County's 2016 Coordinated Public Transit – Human Services Transportation Plan, four taxicab companies operate in Yamhill County. These include:

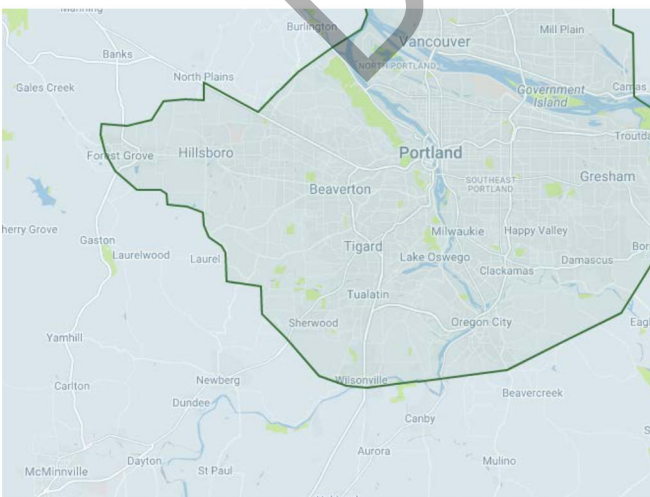
- McMinnville:
 - Super Cab
 - Rick Shaw Taxi
- Newberg:
 - Advanced Taxi Service
- Beaverton:
 - Yellow Cab Taxi Company

Transportation Network Companies (e.g., Lyft and Uber)

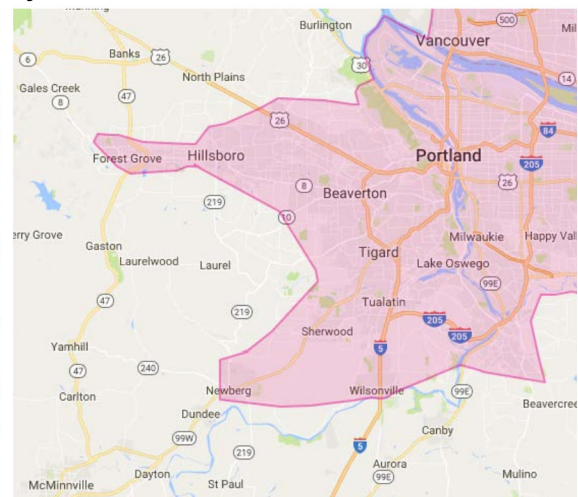
Although Yamhill County is mostly outside of the official Lyft and Uber service areas, shown in Figure 3-34, trips on these services can be scheduled for parts of Yamhill County. The ability to schedule a trip appears to be somewhat limited based on availability of drivers to serve the trip, particularly outside of the OR 99W and OR-18 corridors, such as a trip in the OR 47 corridor that originates outside of the service areas.

Figure 3-34 Uber and Lyft Service Areas

Uber



Lyft



Tourist-Oriented Services

Spirit Mountain Casino operates a shuttle bus between Newberg and the casino. The shuttle leaves from the BiMart at 590 Haworth Ave in Newberg every Monday and Wednesday at 9 a.m. and leaves the casino at 3:15 p.m. The shuttle also serves Salem, Keizer, Woodburn, Wilsonville, and other Portland area suburbs. The shuttle is basically free; it is advertised as free for Coyote Club members, but membership is free and passengers must simply agree to sign up. The casino operates the service with five over-the-road coaches. There must be 10 passengers or more for the shuttle to operate.

Several private shuttle services specialize in wine tours throughout the Willamette Valley, including Yamhill County. These private shuttles range from standard transportation to and from regional wineries, to tours that include additional wine-related programming. A list of shuttle services is provided in Appendix B (Figure B-1).

Park-and-Ride Lots

Park-and-ride lots are public parking lots that allow people to park their cars and access transit, bike facilities, or ridesharing (or lots owned by a private organization, such as a church, that allow transit riders to park at certain times under an agreement between the organization and a transit agency).

There are no official park-and-ride lots in Yamhill County, according to the ODOT.¹⁹ Several park-and-ride lots in communities near the county include: Adair Village, Beaverton, Dallas, Hillsboro, Keizer, Salem, Sherwood, Tigard, Tualatin, Wilsonville, and Woodburn.

¹⁹ Oregon Department of Transportation. *Park & Ride Lots*. <https://www.tripcheck.com/Pages/RLPark-ride.asp>

TRANSIT CAPITAL ASSETS

Vehicle Fleet

YCTA owns a bus fleet of 30 vehicles serving demand-response and fixed-route services. Figure 3-35 summarizes the vehicles, grouped by vehicle size and sorted by manufacture year. First Transit provides the maintenance for the YCTA fleet of 30 buses. The Yamhill County Fleet Department maintains small transit vehicles on behalf of non-profit transportation partners, including MV Advancements, Abacus (Yamhill County), and the Yamhill-Carlton Volunteer Program. The maintenance costs are valued at approximately \$5,000 to \$15,000 per year.

YCTA has funding available through ODOT to purchase two medium duty buses and four new heavy-duty buses by 2018. The new buses will replace the oldest six vehicles with the lowest condition rating. FTA guidance on vehicle useful life, or when a vehicle should be replaced, varies by type of vehicle. In general, however, transit vehicle useful life for medium duty buses is defined as when a vehicle reaches seven years of age or 200,000 miles and for heavy duty buses when the vehicle reaches 12 years or 500,000 miles.

Examples of YCTA Vehicles



YCTA operates a range of vehicles with different types of markings, including some vehicles which are not marked.

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Yamhill County Transit Area

Figure 3-35 YCTA Vehicle Fleet Inventory

Year	Description	Odometer January 2017	Acquired Date	Vehicle Condition	Seating Capacity	Wheelchair stations
Heavy - duty vehicles (Class A and B)						
1992	Orion	157,719	3/2/2016	fair	30	2
1992	Orion	379,108	3/2/2016	fair	30	2
1992	Orion	817,425	3/2/2016	fair	30	2
1992	Orion	811,658	3/2/2016	fair	30	2
1994	Gillig Phantom	44,638	NA	fair	38	2
2001	Gillig Phantom	416,818	5/19/2016	fair	30	2
2002	Eldorado Escort	326,190	2/3/2010	poor	29	2
2009	Chevy 5500 Eldorado	547,608	1/7/2009	fair	29	2
2009	International 3200 EZ Tran	198,600	7/1/2012	good	21	2
2009	International 3200 EZ Tran	220,576	7/1/2012	good	21	2
2010	Eldorado Easy rider	434,266	5/7/2010	fair	36	4
2010	Eldorado Easy rider	433,599	6/22/2010	fair	36	4
2010	Eldorado Easy rider	401,916	5/13/2010	fair	36	4
2002	Eldorado Escort	199,513	8/7/2015	fair	19	2
2004	Ford E450 Eldorado	369,832	4/16/2009	poor	18	2
2008	Ford E450 Eldorado	247,384	5/15/2008	poor	18	3
2010	Ford E450 Eldorado	287,609	1/5/2010	fair	18	2
2014	Chevy Champion	41,349	8/26/2014	good	17	2
Medium-duty and small vehicles						
2005	Chevy Venture	137,984	1/12/2010	good	5	1
2006	Ford Freestar (van)	199,876	9/21/2006	fair	5	0
2006	International 3200 Aerolight	566,339	9/21/2006	fair	NA	NA
2007	Chevy Uplander	121,627	8/17/2006	good	5	2
2008	Chevy Uplander	101,351	4/3/2007	good	5	1
2008	Ford 240 Aerotech	277,870	NA	fair	16	2
2013	Eldorado Aerotech	121,623	8/23/2013	good	14	2
2013	Eldorado Aerotech	115,575	8/23/2013	good	14	2
2013	Eldorado Aerotech	122,338	8/23/2013	good	14	2
2013	Eldorado Aerotech	101,581	8/23/2013	good	14	2
2013	Eldorado Aerotech	124,331	8/23/2013	good	14	2
2013	Eldorado Aerotech	116,780	8/23/2013	good	14	2

Source: Yamhill County Transit Area

Facilities

YCTA owns and maintains the McMinnville Transit Center. YCTA completed the transit center in 2013. The building was funded through Oregon Department of Transportation's ConnectOregon IV program, and supplemented with FTA, ODOT and Yamhill County funds. The transit center provides facilities for customers and First Transit operations staff.

YCTA buses are maintained by First Transit under its contract with Yamhill County. The maintenance shop is located on Lafayette Avenue in McMinnville.

Most bus stops are not marked. Some bus stops have signs and some have shelters.

Technology

YCTA employs the following technologies:

- Driver Radios
- Dispatch and Scheduling Software: Trapeze product called Simpli but now called TripSpark (provided by First Transit)
- Website: www.yctransitarea.org
- General Transit Feed Specification (GTFS)

Driver radios are used for communication between drivers and dispatch staff. Drivers and dispatch staff report that radios do not function in rural areas of the county. This is particularly an issue for drivers on regional routes or Dial-a-Ride trips communicating over long distances with dispatch in McMinnville.

YCTA uses a software package called Simpli (now known as TripSpark) that is provided by First Transit for its dispatch and scheduling software.

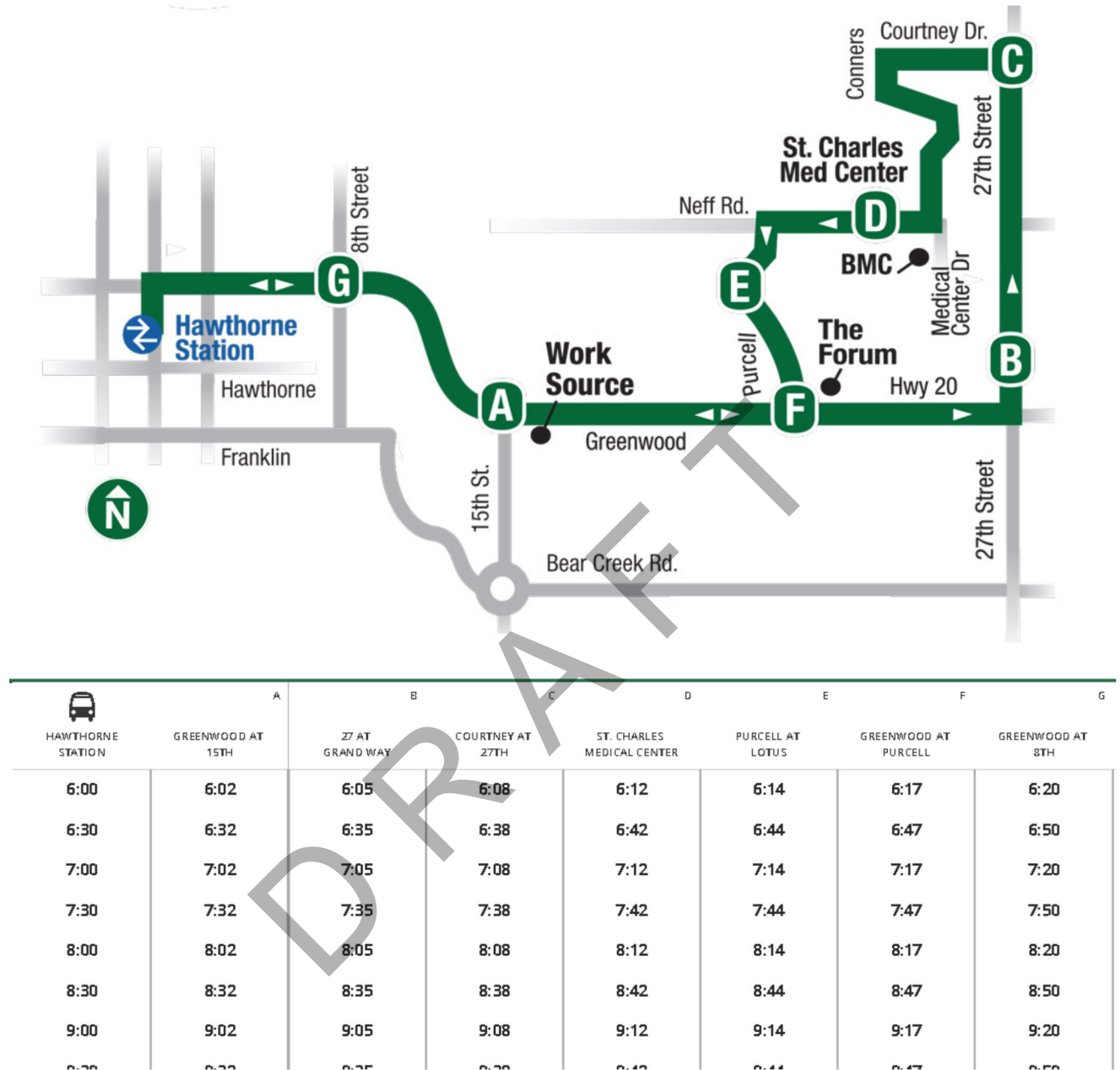
The YCTA website is a central information source for route maps and schedules, Dial-a-Ride and paratransit scheduling, paratransit qualifications, fare prices, agency contact information, system news and alerts, and advisory committees.

General Transit Feed Specification (GTFS) is a schedule output that connects YCTA routes and schedules to the navigation functions in Google Maps. This allows anyone using Google Maps to search for navigation directions in Yamhill County and find routes and schedules for YCTA fixed-routes. This allows riders or prospective riders to use Google Maps to search for navigation directions in Yamhill County and identify YCTA fixed-routes and stops serving their trip path. YCTA's website includes a link to Google Maps for trip planning. ODOT provides GTFS creation and maintenance services at no cost to Oregon transit providers through a third-party contract.



McMinnville Transit Center bus bays are well marked and amenities include lighting, bike parking, and a restroom.

Figure 3-37 Example of Peer Agency Schedule and Route Map with Numbered Timepoints



4 COMMUNITY INPUT

INTRODUCTION

This chapter summarizes public input gathered in the Existing Conditions phase of the YCTA TDP. Input was gathered from current riders, the general public, and a variety of stakeholders. It is organized into several sections corresponding to each of the outreach elements of the Existing Conditions phase, which are listed in Figure 4-1. This chapter summarizes the results; a more detailed appendix presents more complete results from each outreach element as indicated in the table below.

The current phase of public input was aimed at understanding current conditions and needs, and helping develop goals for YCTA. Additional public outreach is planned in early 2018, focused on solution strategies and service design.

Figure 4-1 Summary of Community Input

Time Frame	Project Tasks	Outreach Tools	Detailed Results
Spring/Summer 2017	Goals* Existing Conditions	▪ On-board rider survey	▪ Appendix D
		▪ Outreach events	▪ Appendix E
		▪ Community survey	▪ Appendix F
		▪ Stakeholder meetings and focus groups	▪ Appendix G
Winter/Spring 2018	Solution Strategies Service Design	▪ Bus operator interviews	▪ Appendix G
		▪ Outreach events	N/A
		▪ Community survey	

Note: * Input related to YCTA goals is summarized in Technical Memorandum #1.

Figure 4-2 summarizes each outreach event or survey, and the number of people that participated or engaged with a member of the project team.

Key themes and findings from all aspects of the Existing Conditions analysis and engagement are summarized in Chapter 5.

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Figure 4-2 Summary of Participation/Engagement at Focus Groups, Outreach Events, and Surveys

Event / Location	Date	Location	Approximate # of People Engaged
Focus Group Meetings			
McMinnville: Elderly & Disabled Community, Local Riders, Agency Representatives	5/4/2017	Senior Center, McMinnville	12
Social Service Agency Representatives (emphasis on those serving Latino Community)	6/6/2017	Yamhill County Housing Authority Offices, McMinnville	8
Latino/Limited English Speaking Community	6/6/2017	Yamhill County Housing Authority Offices, McMinnville	5
Newberg: Elderly and Disabled Community, Local Riders, Agency Representatives	7/20/2017	Chehalem Senior Center, Newberg	5
Leadership (Government) Focus Group	8/22/2017	Yamhill County Courthouse, McMinnville	11
Economic Development	TBD	TBD	TBD
Community Locations/Events			
UFO Festival	5/20/2017	McMinnville	<ul style="list-style-type: none"> ▪ 37 completed surveys ▪ 6 interested in participating in plan ▪ 6 interested in e-mail updates ▪ 3 potential focus group participants
Grange Famers Market	6/4/2017	McMinnville	30
Albertsons	6/4/2017	McMinnville	15
Sheridan Days	6/17/2017	Sheridan	3
Fred Meyer	6/17/2017	Newberg	20
Turkey Rama	7/7 & 7/8/2017	McMinnville	<ul style="list-style-type: none"> ▪ 20 engaged in discussion/information ▪ 41 completed surveys ▪ 6 interested in participating in plan ▪ 26 interested in e-mail updates
Yamhill County Fair	August 2-5	McMinnville	<ul style="list-style-type: none"> ▪ 20-30; 5 people completed surveys
Surveys			
Community Survey	June – August 2017	Online and paper (various)	405
Onboard Rider Survey	May 2017	Each bus route and trip	306 including 10 in Spanish

ON-BOARD RIDER SURVEY

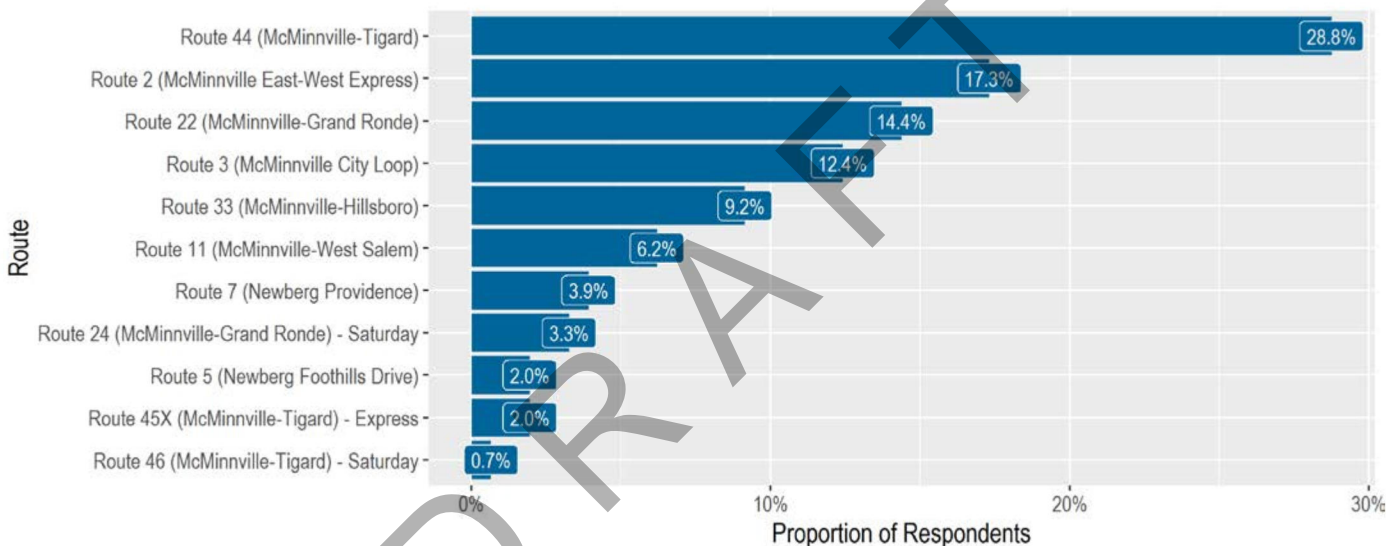
This section summarizes the on-board rider survey results. Appendix D provides additional detail.

Overview

YCTA conducted a survey of current riders on-board buses in April 2017, covering all trips on at least one weekday and weekend day. The survey was available in both English and Spanish. A total of 306 surveys were collected, including 10 in Spanish.

Figure 4-3 illustrates the routes on which respondents were surveyed. Nearly 30% of survey respondents were riding Route 44 and a combined nearly 30% were riding local fixed-route service in McMinnville (Routes 2 and 3). The level of response on each route is generally consistent with overall ridership patterns, e.g., Route 44 served nearly 40,000 rides annually while Routes 2 and 3 accounted for approximately the same number of annual rides (see Chapter 3).

Figure 4-3 Breakdown of Survey Respondents by Route



Summary of Survey Results

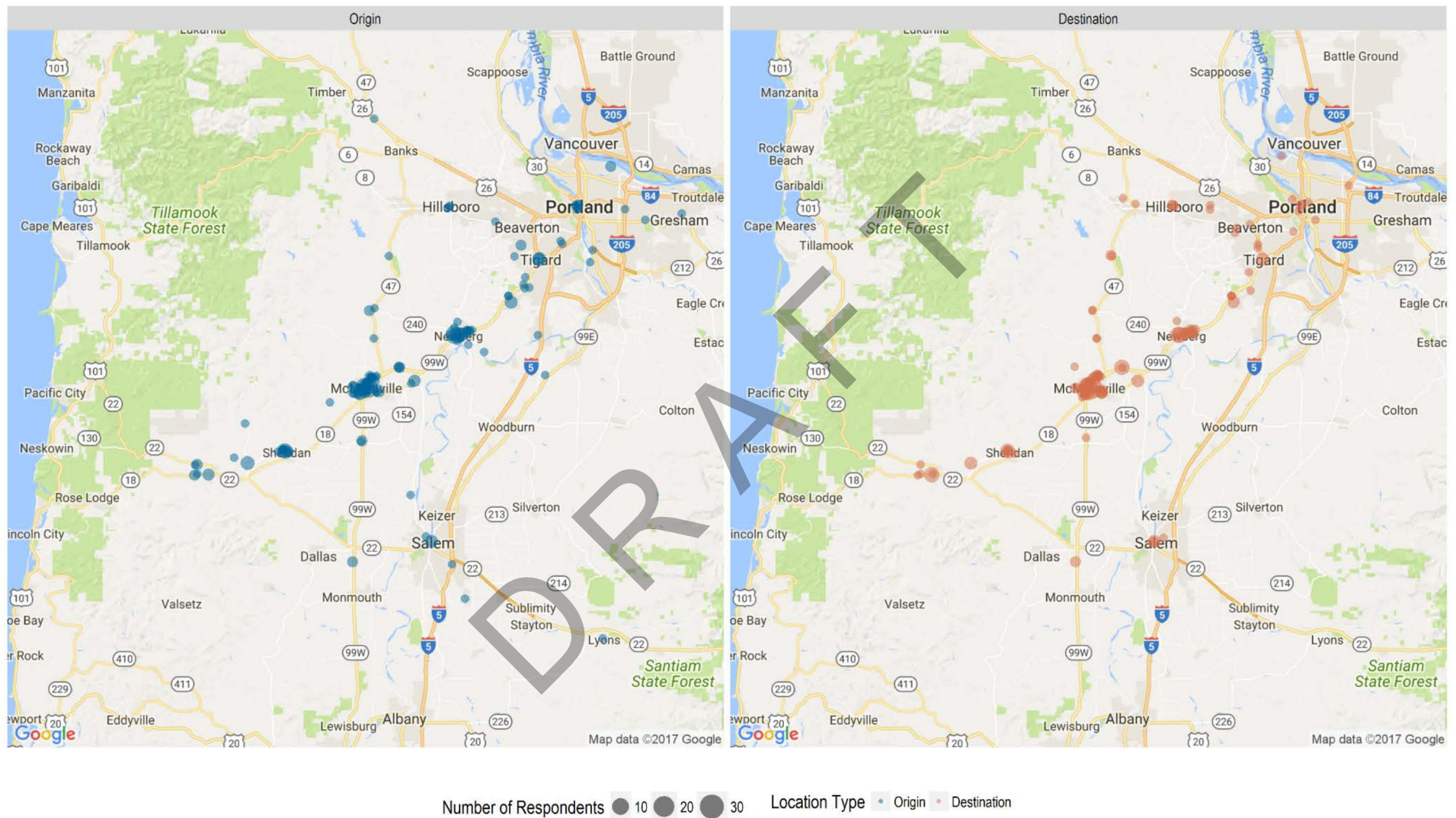
Passenger Origins and Destinations

Passengers were asked their origins and final destinations—where they started their trip before they got on the bus and will end their trip. Figure 4-4 shows that in most cases, passengers are starting or ending their trips fairly close to the local bus routes in McMinnville and Newberg or the bus stops for the intercity routes in Yamhill County.

Outside of Yamhill County, passengers use YCTA Route 44 (to/from Sherwood, Tualatin, and Tigard) and YCTA Route 33 (to/from Forest Grove and Hillsboro) to make connections for travel to locations in Beaverton, Hillsboro, and Tigard as well as locations around the Portland area. Along Route 22, riders primarily travel into Salem, beyond YCTA service to West Salem Transit Center.

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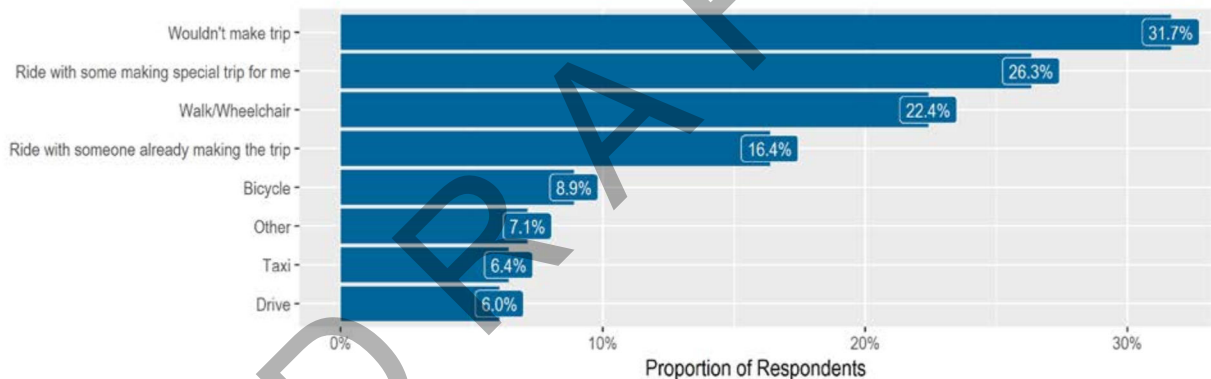
Figure 4-4 Trip Origins (left panel) and Destinations (right panel)



Passenger Characteristics and Use of YCTA Service

- **Trip Purpose:** The largest share of trips was traveling to or from work (47%), with other purposes evenly split between personal business, recreation/social, college/school, medical, and shopping. Of respondents who identified a school or college name, Linfield College and Chemeketa Community College were the most common destinations.
- **Transfer Activity:** Approximately 29% of survey respondents connected to/from another YCTA route and/or another provider on at least one end of their transit trip. Key connections to other providers occur in Tigard and Hillsboro.
- **Access to Transit:**
 - More than 60% of respondents indicated they walk to and from the bus stop and the walk takes 10 minutes or less for most riders, both common in transit systems.
 - Approximately 20% of riders connect to/from another YCTA route or another provider.
- **Frequency of use:** The vast majority of riders (81%) are frequent riders—who use YCTA service two or more days per week.
- **Transit Reliance:** Nearly a third of respondents indicated they would have been unable to make the trip if the bus services were not available (see Figure 4-5).

Figure 4-5 Alternate Means to Make Trip without Bus Service



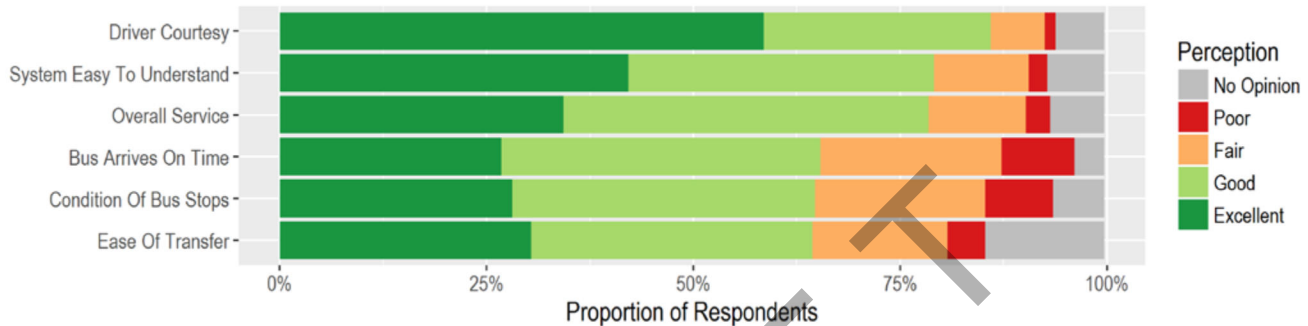
Q7: How would you have made this trip if bus service was not available? (N=281)

Customer Satisfaction

Figure 4-6 illustrates rider satisfaction with several attributes of YCTA service. Over three-quarters of respondents rated their overall satisfaction with service as “good” or “excellent.”

- The vast majority of respondents (86%) rated driver courtesy as “good” or “excellent.”
- Most respondents (over three-quarters) indicated the system is easy to understand, although most respondents are frequent riders who are already familiar with the system.
- Satisfaction was lowest for on-time arrivals, the condition of bus stops, and ease of transfers.

Figure 4-6 Satisfaction with Transit



Q10: Please rate your perception of YCTA service (N=306)

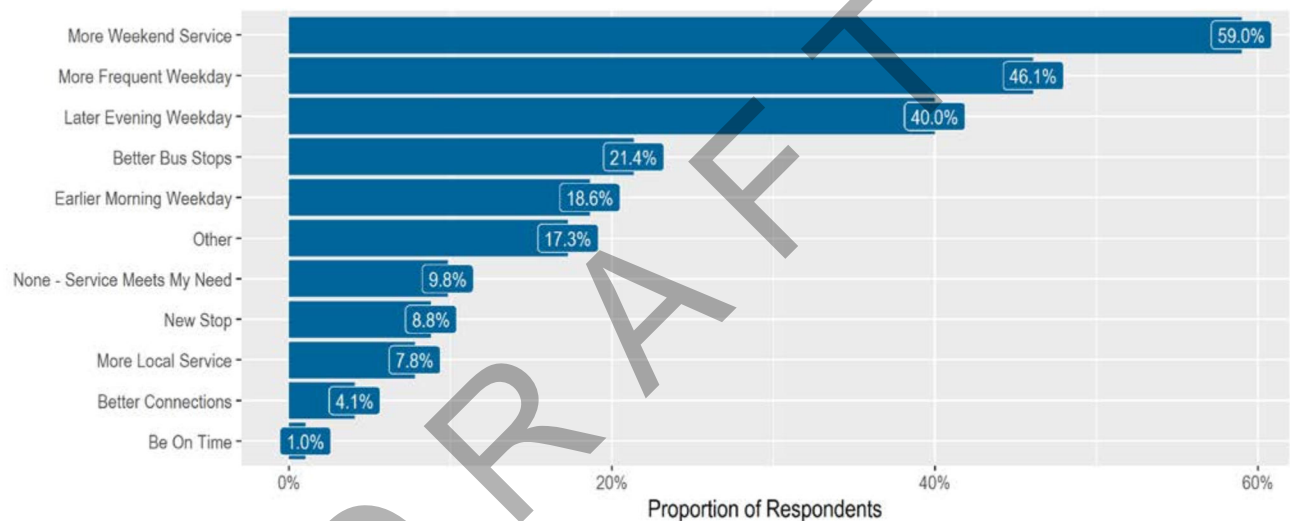
Improvement Priorities

Respondents were asked to identify their top three priorities for improving service, shown in Figure 4-7. The top priorities were:

- More service on weekends (nearly 60%), which was also the most important improvement for over 28% of respondents
- Increased frequency on weekdays (46%)
- Later evening weekday service (40%). Most of these respondents service wanted service to run until 8 p.m. or 9 p.m. (Respondents who identified earlier morning service as an improvement wanted service to start at 6 a.m. or earlier.)

Smaller shares of respondent identified better bus stops and earlier morning service within their “Top 3” improvements. Nearly 10% of passengers indicated that service as it operates today already meets their needs.

Figure 4-7 Top Service Improvements Requested by Respondents

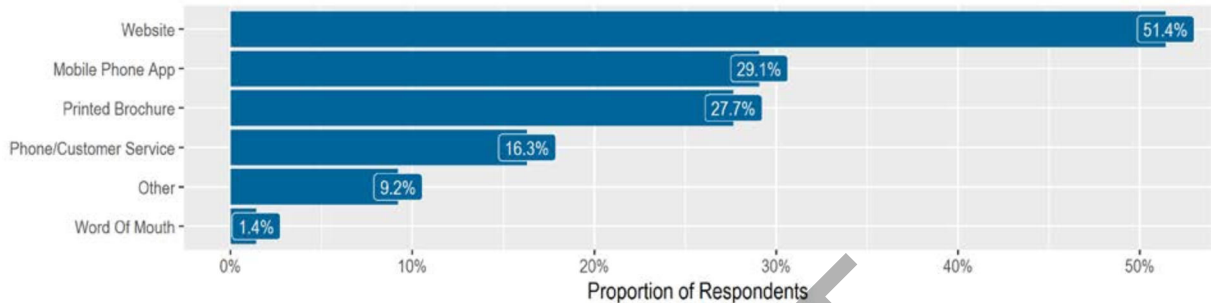


Q11: Please select up to THREE improvements that would help you choose to ride the bus more often (n=296)

Preferences for Obtaining Transit Information

Figure 4-8 indicates riders' preferences for obtaining information about YCTA service. A majority (51%) would like to obtain information on the YCTA website, while nearly equal shares of passengers wanted to access information via a mobile phone application (29%) and printed materials (28%). Only 16% indicated they preferred to call a YCTA representative by phone.

Figure 4-8 Preference for Obtaining Transit Information



Q9: How do you get (or would you like to get) the information you need to ride the bus? (N=282)

Passenger Characteristics

YCTA passengers are:

- **Age:** Mostly between age 18 and 64. Approximately 4% of riders are 17 or under and 6% are 65 or over.
- **Labor Market Status:** Two-thirds of riders surveyed are employed, with nearly 43% working full-time and 24% working part-time. Nearly 20% are students.
- **Income:** Over 70% of YCTA riders have a household income of less than \$30,000 annually, including 43% who earn less than \$15,000 per year.

COMMUNITY SURVEY

This section summarizes the community survey results. Appendix E provides additional detail.

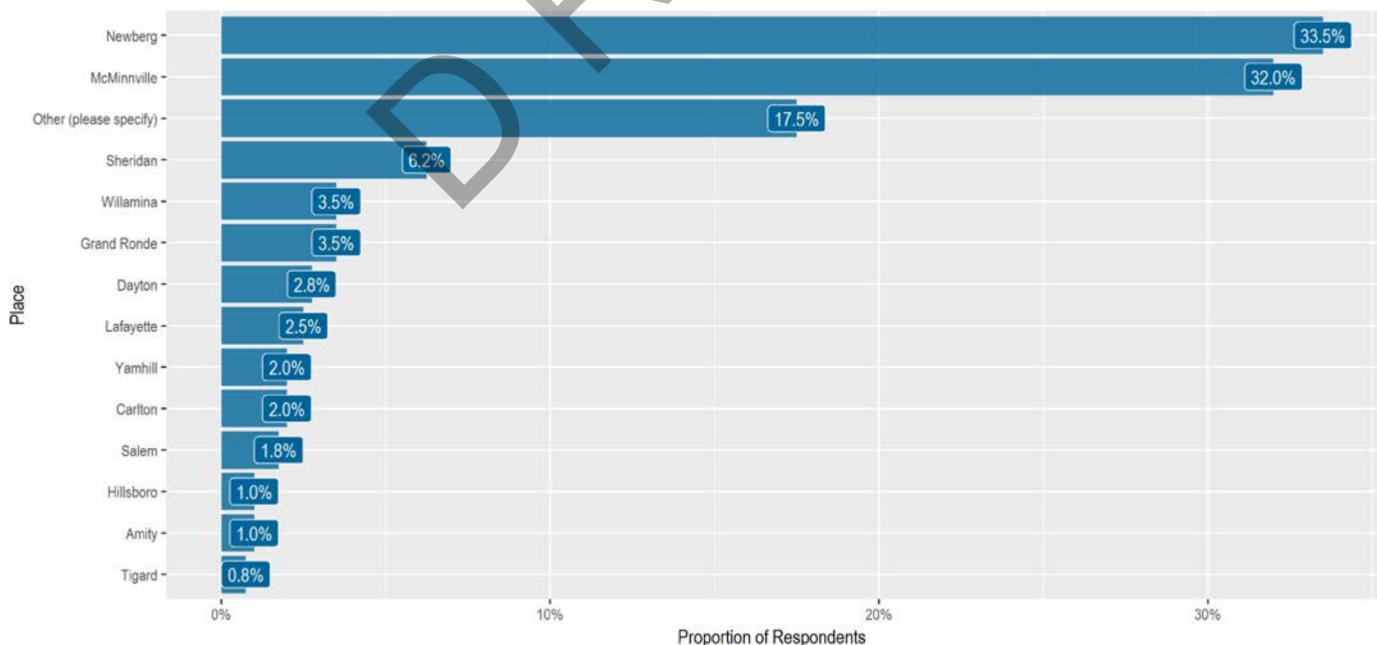
Overview

YCTA conducted a survey of the overall community to help understand the travel patterns, opinions about transit, and likelihood of taking transit for the county overall. The survey was available from late June 2017 through August 22, 2017. The survey was available online in English, and a paper version of the survey was available in both English and Spanish. The paper survey was available at community outreach events and at various locations in the community. The survey was publicized through the following:

- TDP project website.
- YCTA Facebook page.
- Emails to over 250 stakeholders asking them to “get the word out.” Some of these stakeholders included the survey link in newsletters.
- Ads in local newspapers in McMinnville and Newberg.
- Local event notices on local cable service.
- Flyers in locations around the community.
- Spanish-language surveys were distributed at locations suggested by participants in the Latino Community TDP focus group.

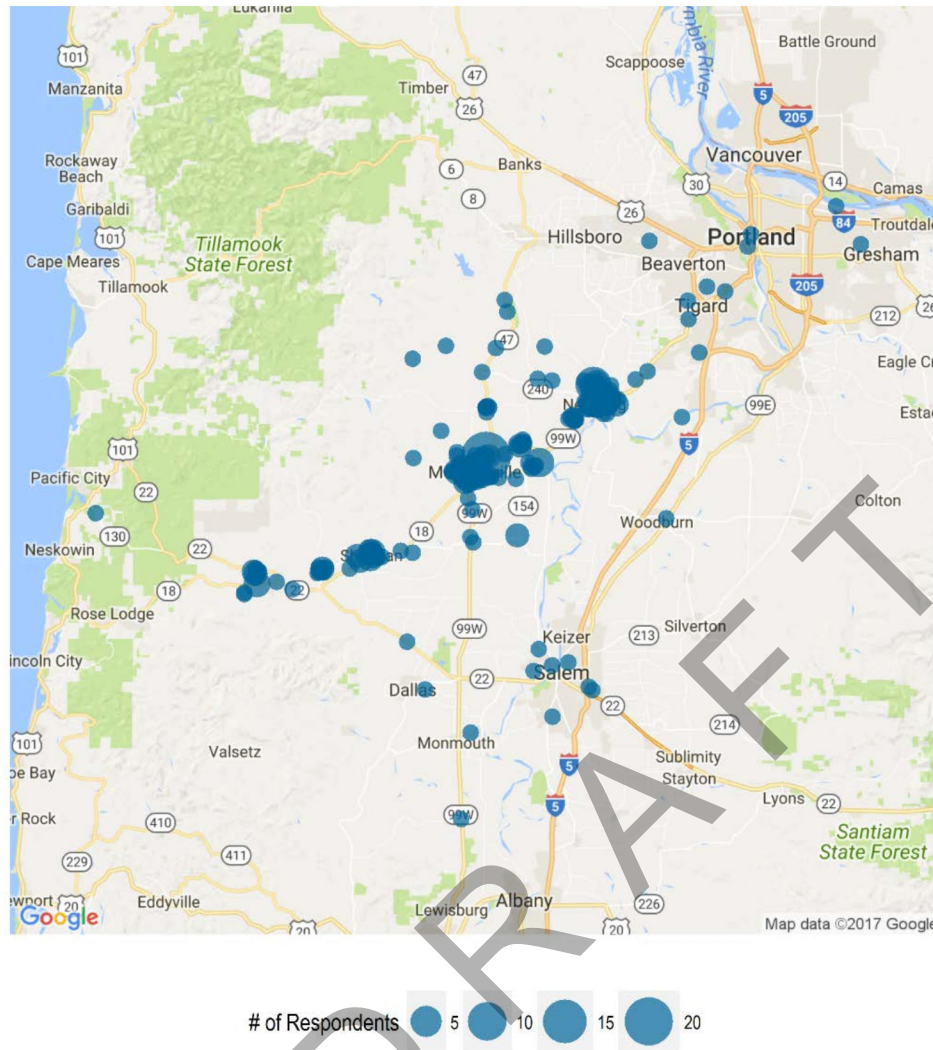
A total of 405 surveys were collected—329 online and 76 hard-copy responses. Spanish-language surveys were available in a hard-copy format and assistance with completing the online survey was available upon request. Figure 4-9 and Figure 4-10 show where community survey respondents live. Most respondents (90%) live in Yamhill County. Approximately a third of respondents live in Newberg and an additional third live in McMinnville. Approximately a quarter of respondents reside elsewhere in Yamhill County.

Figure 4-9 Respondents' Place of Residence by City



Q1 What city/ZIP code do you live in?

Figure 4-10 Map of Respondents' Place of Residence by Zip Code



Summary of Survey Results

Major Destinations

Transit connects people to their desired destinations, thus understanding where people commonly travel helps determine where transit routes should go. Respondents were asked to list their top three destinations and to identify how they currently access those destinations. The top destinations include major retailers (Fred Meyer, Winco, Safeway, Walmart, Albertson's, etc.) and major institutions (George Fox University, Providence Newberg Medical Center, etc.). McMinnville and Newberg were identified as key destinations from other Yamhill County cities, as were regional connections to the Portland and Salem areas. (Appendix E provides additional detail on the destinations identified.)

The data collected will be analyzed in more detail in the subsequent phases of the TDP to understand how YCTA routes can better serve the places where people want to travel.

Automobile Access

- Most community survey respondents (over 75%) have access to an automobile. People who have other travel options and choose to use transit would be considered “choice” riders.

Public Transportation Usage

- Over 60% of survey respondents indicated that they and/or a member of their household used public transportation within the past year.
- Among households that used public transportation, approximately 60% used YCTA and/or TriMet public transportation services. Over 10% of respondents used Cherriots (Salem area), while a small share of respondents used a variety of other public transportation services.
- Of respondents who used YCTA service, nearly half used service between McMinnville, Newberg, and Tigard (Routes 44, 45X, and 46S) and 46% used local fixed-route service in McMinnville (Routes 2 and 3). Over a third used service between McMinnville and Grand Ronde (Routes 22 and 24s). These results are similar to YCTA ridership patterns.
- Among the community survey respondents who used YCTA service in the past year, most (over 60%) are occasional riders.
- Survey respondents who used YCTA service in the past year most often used it for shopping (52%) and work (50%), followed by recreation/social (42%), personal business (40%), and medical (35%) purposes.
- Among people who have used public transportation, the top reason for taking transit was environmental motivation and lack of car ownership. The reduced financial cost of using transit relative to driving also ranked as a high priority for selecting transit.

Non-Rider Attitudes towards Transit

- Among respondents who did not use transit, nearly half simply prefer to drive. However, 41% of respondents who did not use transit indicated that service is not available near their home. Service also takes too long (37%) or does not run when (34%) or where (28%) people need it to go. A relatively small share (22%) felt uncomfortable riding transit or were concerned that it is unsafe.
- Among respondents where no one in their household had used public transportation in the past year, 71% still identified a moderate or high benefit to the community from public transit service (a rating of “5” or higher on a 1 to 10 scale), including 30% who rated the benefit as “8” or higher).

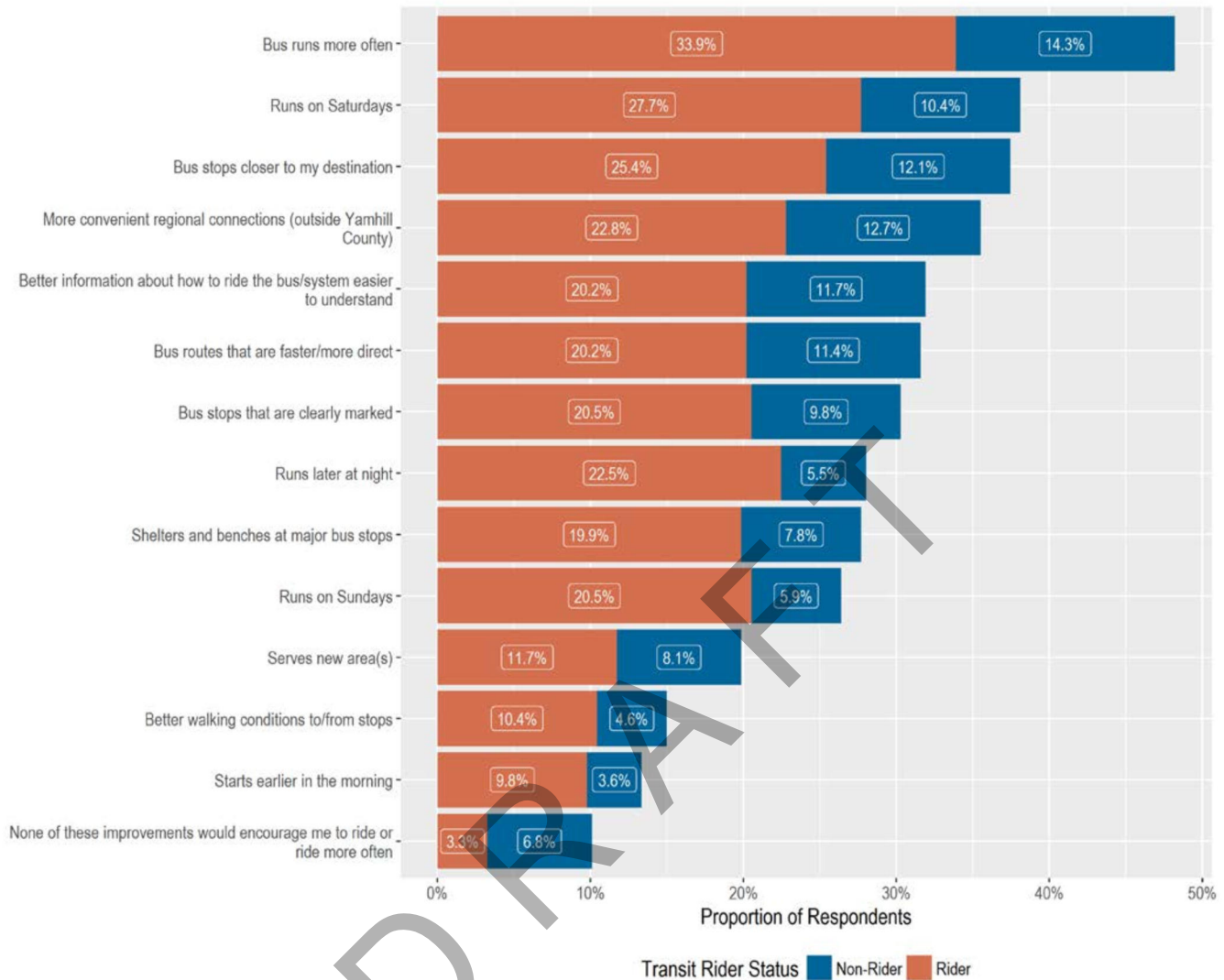
Preferences for Transit Improvements

Respondents were asked to identify transit improvements that would encourage them to ride transit or to ride it more often. Nearly half of respondents prioritized more frequent bus service (Figure 4-11). Other top priorities (selected by 35-40% of respondents) include more Saturday service, bus stops closer to destinations, and more convenient connections to destinations outside the county. Slightly fewer than a third of respondents prioritized more direct service, better information, and clearly marked bus stops.

There did not appear to be a significant difference in priorities between “riders” (those who had used public transportation in the past year) and respondents who had not used transit.

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Figure 4-11 Support for Potential Improvements (up to 5 Priorities)



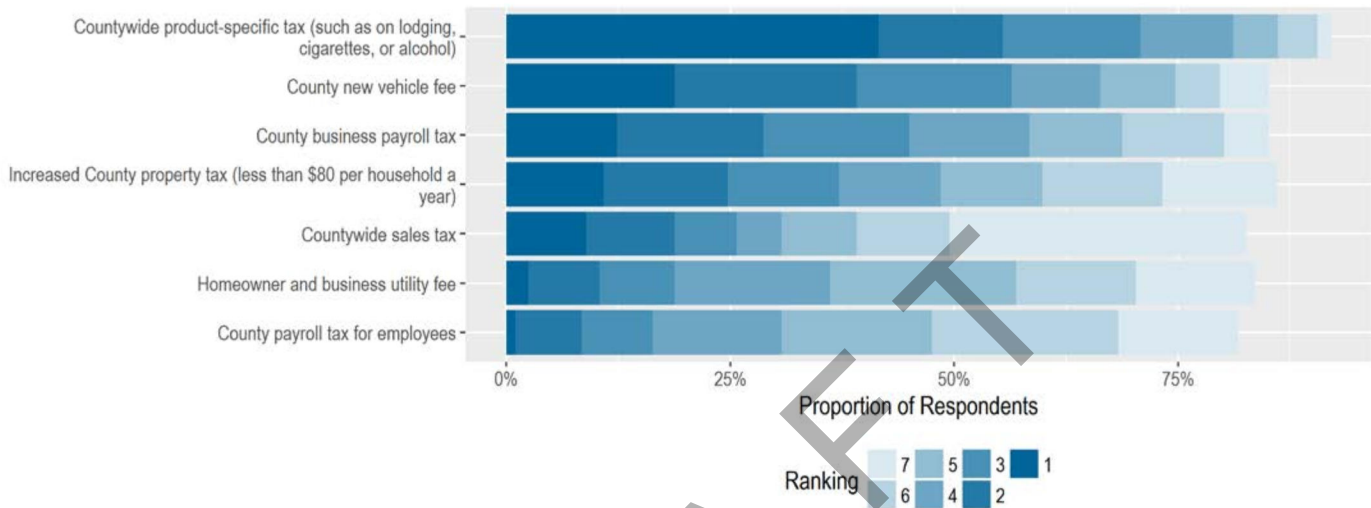
Q20 (Q8) What types of improvements to bus service would help you ride Yamhill County Transit or ride more often? Please rank your top five choices. (n=307)

Nearly 29% of respondents prioritized later evening hours and several people commented that expanding the hours of service are an important factor in making transit work for people who don't get off work until 6 p.m. or 7 p.m., work later evening shifts, or attend college classes that run at night. Most of these respondents (70%) suggested that service end between 8:00 p.m. and 10:00 p.m. Of the 14% of respondents who said earlier service would encourage them to use the service, most wanted a start time before 6:00 a.m.

Relative Preferences for Potential Transit Funding Options

Respondents were asked to identify their *relative* preference for different potential local options for funding public transportation improvements in Yamhill County. By a wide margin, respondents preferred a countywide product-specific tax (such as on lodging, cigarettes, or alcohol)—77% of the top three ranked choices. A new vehicle fee and a business payroll tax were the next most favorably ranked local funding options—66% and 52% of the top three choices, respectively. (See Figure 4-12.)

Figure 4-12 Preference for Local Transit Funding Options (1=Most Preferred, 7=Least Preferred)

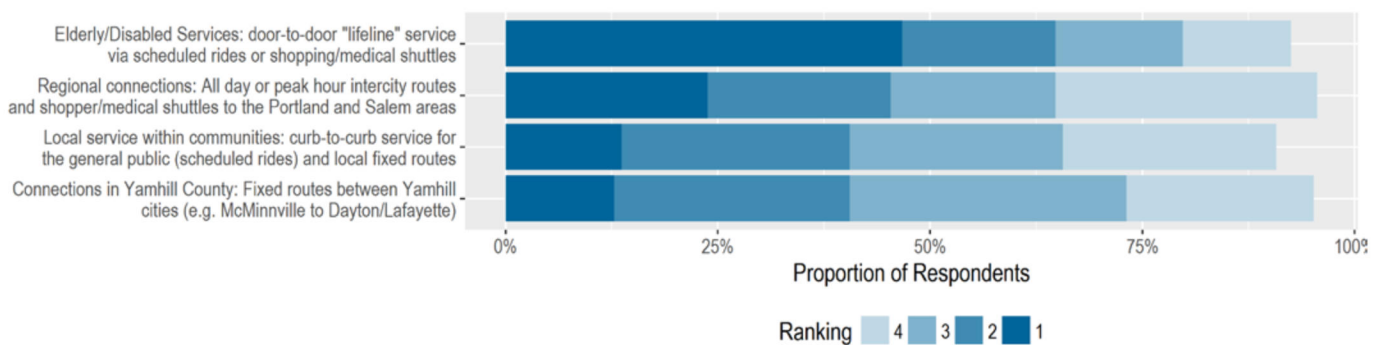


Q22 (Online Only): Today, the County General Fund makes up about 10% of the YCTA operating budget (about \$2 million annually). State and Federal funding may not keep pace with the cost of YCTA's current service levels. Please rank the following local funding options for public transportation improvements in order of preference. 1 is most preferred, 7 is least preferred. (n=202)

Priorities between Local and Regional Service

Respondents were also asked to weigh in on how Yamhill County should prioritize resources between local and regional services. The highest share of respondents (nearly 50%) ranked “door-to-door ‘lifeline’ service for seniors, people with disabilities, and low-income persons (including scheduled rides and shuttle services)” as the top priority (Figure 4-13). The next highest priority was “regional connections,” followed by “connections between Yamhill County cities” and “local service within communities” (either curb-to-curb service for the general public or fixed routes).

Figure 4-13 Priorities between Regional and Local Service



Q23 (Online Only): How should Yamhill County Transit prioritize resources between local and regional service? Please rank the following service types in order of priority. 1 is highest priority, 4 is lowest priority. (n=227)

Open-Ended Comments

Respondents were also given the opportunity to provide additional comments that would help YCTA better serve the needs of Yamhill County residents, employees, and visitors. A small sample of comments is included below:

- Clearer markings on the buses for routes, shelter or bus signs for pick up and drop off along routes.
- If this is to look at a long range period, then developing a short range to meet growth should be a priority. The current system in MAC needs to better serve residents. The system, as currently used, is not reflective of the growth of areas of (particularly) McMinnville. It fails to provide transportation for major apartment complexes which would enhance ridership.
- My experience riding Yamhill Transit has been positive overall. I think getting more information about riding options would improve ridership, for example, information targeted to middle school age and high school age kids about where and when routes work. Unless you look at the YCTA website, there is very little info about how and where to ride.
- The buses needs to be better maintained cleaner and maintenance free. Increase employee hours so they will stick around longer. Constant turn over on drivers impacts the riders.
- Many GFU (George Fox University) students/staff and Adeco employees commute in from the Portland area, and public transportation is NOT an option due to the infrequency of the buses etc. I'd love to not drive in daily from Portland, and the GFU students also need reliable public transportation options from Portland and Salem.
- More options for college students to get out of McMinnville would be fantastic. Multiple runs on the weekends with access to the airport or direct connections to the MAX would be awesome. Sunday service would be great.
- Remember that YCTA stands for Yamhill County Transportation Area, it's not the McMinnville Transit System! Better serve the rest of the county. Have a Newberg Transit Center. Have routes between the various communities that do not require a transfer in Mac.
- It is a very important service for rural communities. If more elderly knew how to use the service and it would drop off at locations that is convenient for them, such as Walmart and Doctor offices, you would see an increase in use.
- Small communities in need of door to door vans run by volunteer drivers.
- I have friends who rely on public transportation to get where they need to go. It greatly helps them feel confident and independent.
- Transit is necessary for the disabled and non drivers in our community.
- Public Transit is an essential community service. Thank you YCTA for providing this service and trying to make it better!
- I think transit is really important for a community to stay connected and continue growing. Especially in Rural areas, small towns, and sub-metro areas. It is important to create connections to large cities and jobs, as well as our local grocery store.
- The bus service in Dundee area is not needed except for the elderly community members. Buses for other reasons have only increased crime and have brought an undesirable element into the area.
- Useful YCTA service is important to us even though we don't use it....
- YCTA is no use to me at all the way it is now. Need more frequent and more visible service....
- Improvement needed before consideration to ride
- A friend from out of town always includes a bus ride when she comes to town. She's from a large, dangerous city and marvels at the safety, warm ambiance, and availability of our bus services.
- You have great caring team of drivers that go above and beyond to provide outstanding service

STAKEHOLDER FOCUS GROUPS

This section summarizes issues discussed at the focus group meetings; Appendix F contains notes from the meetings.

Overview

The project team conducted a series of meetings to gather input from the public and stakeholders in a small group setting, including over 40 participants at four meetings facilitated as part of the TDP process; see Figure 4-2 (above) for details. Additional meetings were facilitated by Yamhill County Commissioner Richard “Rick” Olson.

1. McMinnville: Elderly & Disabled Community, Local Riders, Agency Representatives
2. Social Service Agency Representatives (emphasis on those serving Latino Community)
3. Latino/Limited English Speaking Community
4. Newberg: Elderly and Disabled Community, Local Riders, Agency Representatives
5. Leadership (Government) Focus Group

Summary of Focus Groups

Figure 4-14 summarizes the issues discussion, input and ideas from focus group participants, and key opportunities.

Figure 4-14 Focus Group Summary

Issue / Discussion Topic	Description/Comments	Opportunities
Discussion of awareness and importance of transit in the community		
Awareness of YCTA service	<ul style="list-style-type: none"> People in the community are not aware of current service 	<ul style="list-style-type: none"> Bus stop signs and shelters are needed Travel training and transit ambassadors could raise awareness YCAP could do travel training at events; could use events at the Presbyterian Church
Importance of transit in the community	<ul style="list-style-type: none"> Transit is important for: <ul style="list-style-type: none"> Older and younger people who can't drive Kids (because major roadways and crossings are not safe for kids) Environmental reasons Door-to-door service is seen as important for older adults, people “aging in place” (Focus Groups 1 & 4) 	<ul style="list-style-type: none"> Coordinate with the business community
Discussion of “markets” that YCTA serves today and how YCTA could better serve current and new markets		
Agricultural Workers	<ul style="list-style-type: none"> Agricultural work starts early in the morning (5:30 – 7:00 am until mid-afternoon) 	<ul style="list-style-type: none"> Vans could meet workers at points along the highway; consider vanpools through Cherriots Consider seasonal hours to accommodate agricultural work

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Issue / Discussion Topic	Description/Comments	Opportunities
Special Events	<ul style="list-style-type: none"> Numerous special events occur and transit could improve access and reduce congestion during them 	<ul style="list-style-type: none"> YCTA should serve special events like Dayton Friday Nights, Newberg Old Fashioned Festival, and local sporting events on weekends
Students	<ul style="list-style-type: none"> George Fox University students primarily live on campus (i.e., the commute market is small, although students who live on campus might use transit to get around). 	<ul style="list-style-type: none"> Partner with Linfield College around later evening service
Route-Specific Comments		
Service to Salem (Route 11)		<ul style="list-style-type: none"> Improve the connection to Cherriots in West Salem
Service to Grand Ronde (Route 22)	<ul style="list-style-type: none"> Always on time Great way to get to the coast (Coastal Connector) 	
Service to Hillsboro (Route 33)	<ul style="list-style-type: none"> Reliability is an issue There was a desire for more stops in Forest Grove 	
Service to Tigard (Route 44)	<ul style="list-style-type: none"> Reliability is an issue (Dundee) Good way to get to Portland Focus Group #1 participants did not favor cutting service back to Sherwood. However, Focus Group #4 participants felt a well-timed connection to TriMet in Sherwood could be acceptable. 	
What are barriers to using existing services?		
Lack of signage and fixed stops	<ul style="list-style-type: none"> Stops should have signs (or at minimum, some sort of painted marking), benches, and shelters Flag stops are not ideal, but should be better advertised It is difficult for the visually impaired to read route names on bus readerboards; this is a particular issue at stops served by multiple routes 	<ul style="list-style-type: none"> Develop graphical communication of how to use flag stops
Safety of stops and ability to access to destinations	<ul style="list-style-type: none"> Major roadways and crossings are not safe for kids Safety of stops along OR 99W; difficult to navigate to front door of stores through parking lots (for example, Winco/Walmart in McMinnville) No stop directly at Senior Center in McMinnville Roth's (across from Albertson's in McMinnville) is not directly served Route 3 changes made it harder and less safe to access the Walgreens/Waterfall stop in McMinnville The McMinnville Hospital two-way loop is unsafe and should be one-way Safeway in McMinnville is no longer served by local buses Main roads in Newberg are far from many locations 	<ul style="list-style-type: none"> Consensus was that a "shopper shuttle" could provide the desired access Suggestion for County to write a letter to the Hospital regarding a change from two-way to one-way operation

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Issue / Discussion Topic	Description/Comments	Opportunities
Dial-A-Ride/ ADA Paratransit	<ul style="list-style-type: none"> There is limited awareness of ADA service Dial-A-Ride is inconvenient – need to reserve in advance Dial-A-Ride is appealing to some people – can get picked up closer to home than with fixed-route buses 	<ul style="list-style-type: none"> Participants are open to alternative service models, e.g., feeder service to fixed-routes, central connection points, point deviation, shopper shuttles, deviated fixed-routes, etc.
Buses	<ul style="list-style-type: none"> Need to upgrade vehicles and make them more passenger-friendly 	<ul style="list-style-type: none"> YCTA is currently in the process of purchasing new vehicles
Fares	<ul style="list-style-type: none"> Generally perceived as reasonable – not a barrier A modest increase in exchange for more service would be OK Pass costs are high for some populations and fare cost can be high for large families May not be able to purchase passes in Newberg 	<ul style="list-style-type: none"> Consider 12 and under, student, and low-income discounts (latter using other agencies' screening processes) Consider bulk pass program Confirm/expand locations where passes can be purchased (e.g., Newberg)
Communications	<ul style="list-style-type: none"> Use a variety of communication mechanisms (email, phone, etc.) Baker/Evans change not communicated well Challenging due to driver turnover Language barrier – drivers and dispatchers; people may not be aware of the translation service that is available Send service alerts through Facebook and Twitter and post on website 	<ul style="list-style-type: none"> Ensure policies allow/facilitate communications and coordination between drivers YCTA should communicate detour routes to riders (e.g., parades, construction) Worksource training grants are available and could help to increase diversity (and ability to speak multiple languages) among drivers Explore possible partnership with High School computer lab (around website/service alerts)
Information	<ul style="list-style-type: none"> Difficult to obtain printed materials in the past Website and online are both important An online trip planner would be useful – website and phone 	<ul style="list-style-type: none"> Place printed materials at key locations in the community YCTA technology grant will help enhance capabilities
Safety	<ul style="list-style-type: none"> Perceived as safe by people who use the system – not considered a barrier. But new riders may not know that (related to awareness). 	<ul style="list-style-type: none"> See items under "Awareness of YCTA Service"
Discussion of where routes run and provide service today, and areas that should be served (including growth areas)		
McMinnville	<ul style="list-style-type: none"> No service beyond Hill Road in McMinnville (many apartments in growing area) Apartments near 27th & Hembree near Goodwill (south of Hembree, north of 27th); Burnett Road Housing at Baker Creek & Hill Road North American Plants (east of McMinnville) 	
Newberg	<ul style="list-style-type: none"> Cultural Center/Library needs to be served Springbrook north of Fred Meyer (lower-income housing) needs to be served NE Newberg – High School, Aquatic Center – needs to be served Could reduce service frequency in order to increase coverage (more routes that run less often) 	

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Issue / Discussion Topic	Description/Comments	Opportunities
Service in other Yamhill County communities	<ul style="list-style-type: none"> No service in Sheridan to Deer Meadows. Bus goes past but does not stop. 	
Service between communities	<ul style="list-style-type: none"> Travel patterns like Yamhill-Newberg require transferring in McMinnville. It may not be practical to have direct connection, however. Newberg-McMinnville travel patterns are mostly for access to services (McMinnville is the county seat) 	
How could YCTA attract more riders and what are the priorities?		
Service Hours ("Span")	<ul style="list-style-type: none"> Earlier and later hours are needed for work Schedules need to get people to arrive at work at 8 am and 9 pm (including connections between intercity and local routes) Later hours needed for classes – both college and community (e.g., at Head Start) 	<ul style="list-style-type: none"> Consider alternative models for late night service; partner with Linfield College Seasonal hours (e.g., agricultural workers)
Days of Service	<ul style="list-style-type: none"> Weekend service is seen as a priority, particularly Saturday but also to Church on Sundays. 	<ul style="list-style-type: none"> Fares could be higher for Sunday service
Frequency	<ul style="list-style-type: none"> Focus Group 1 participants felt convenience of local service is more important than frequency/speed Focus Group 2 participants saw frequency as more important 	
Local vs. Regional Service	<ul style="list-style-type: none"> Regional connections are useful, but local service needs improvement Local service is seen as more important than regional 	
Improve Transfers	<ul style="list-style-type: none"> Need to time local services to make connections from intercity routes, e.g., 44 connection is too tight There used to be a direct stop from Route 44 to Oregon Mutual Insurance (OMI) that went away when the transit center opened – fewer riders now 	
Other Discussion Items		
Transit Center	<ul style="list-style-type: none"> Restroom lock and cleanliness issues 	<ul style="list-style-type: none"> Explore transit center in Newberg
Coordination	<ul style="list-style-type: none"> The many community organizations in the county can help raise awareness of transit 	<ul style="list-style-type: none"> Groups that YCTA should coordinate with include: <ul style="list-style-type: none"> – Latino Advisory Committee – Services Integration Teams (SIT) in each community – YCCO – Providence Community Connections – Community Coalition (Newberg) Cities should include the transit agency in development process
Park-and-Ride	<ul style="list-style-type: none"> Informal carpooling already occurs 	<ul style="list-style-type: none"> Explore agreements with churches or other locations to support ride sharing and park-and-ride access to YCTA service

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Issue / Discussion Topic	Description/Comments	Opportunities
Street Infrastructure / Pedestrian Access	<ul style="list-style-type: none">▪ Consider Newberg ADA/Pedestrian/Bike Route Improvement Plan▪ Cities should consider street infrastructure, including the ability to accommodate transit, related to new development applications	

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OPERATOR INPUT AND FIELD OBSERVATIONS

This section summarizes operator input and field observations; Appendix G contains notes from bus operator interviews.

Overview

The consultant team met with bus operators and dispatchers either one-on-one or in small groups to obtain their input, and also rode most bus routes to observe how the system works and had additional informal conversations with drivers while riding the bus routes.

Summary of Operator Input and Field Observations

Figure 4-15 synthesizes the bus operator input and field observations. In addition, drivers generally communicated that they enjoy their job and appreciate that everyone works as a team to help out (e.g., Dial-A-Ride drivers pick up portions of Routes 3 and 7 when these routes get behind). They feel that they are doing their best but that the current design and timing of some routes is challenging, and that the lack or quality of infrastructure reflects badly upon them.

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Figure 4-15 Summary of Operator Input and Consultant Team Field Observations

	Issues/Concerns/Observations					
Route	Passenger Activity, Transfers, & Connections	Routing, Stops, & Legibility	Schedule, On-Time Performance	Safety, Accessibility, Buses	Passenger Amenities and Information	Opportunities
Overall						
		<ul style="list-style-type: none">▪ Routes are interlined for efficiency, which can create confusion for passengers, e.g., buses going out of service or changing signs, particularly on local routes when passengers may ride between two sides of the TC▪ Bus stops are not signed▪ Flag stops are challenging for drivers	<ul style="list-style-type: none">▪ Schedules need to be retimed to reflect realistic running times▪ Some operators appeared to be driving at the speed limit. While this meets the “letter of the law,” in practice a slightly higher speed may be still safe and help buses remain on schedule.	<ul style="list-style-type: none">▪ Passengers using mobility devices can’t reach stop pull cords▪ Snow chains▪ Some buses are not marked, not recognizable as public▪ Some readerboards do not work▪ Some buses have maintenance issues▪ Radios don’t work in some areas (provider issue)	<ul style="list-style-type: none">▪ GPS not enabled – needed for real-time information▪ People are not aware of the service and extensive route coverage	<ul style="list-style-type: none">▪ New traffic signals and timing in downtown McMinnville may require adjustments to signal timing or bus schedules▪ Review protocols for snow chain installation and integrate chains into new vehicle procurements▪ Ramps to reduce wheelchair boarding times▪ New and/or consistently branded vehicles▪ Technology upgrades
Local						
General - Local		<ul style="list-style-type: none">▪ Ons/offers occur between fixed-stops (flag stops) and many fixed stops have no activity. Many stops are not marked.			<ul style="list-style-type: none">▪ Stops and shelters generally do not have posted information.	<ul style="list-style-type: none">▪ Numbering timepoints on schedules would improve legibility of routing
Dial-A-Ride	<ul style="list-style-type: none">▪ Dispatch software doesn’t group trips or schedule same-day trips; DAR drivers work together to distribute DAR trips to better serve all passengers.					<ul style="list-style-type: none">▪ Use for non-emergency medical transportation (NEMT)
2W	<ul style="list-style-type: none">▪ Generally a low-activity route		<ul style="list-style-type: none">▪ Some segments run slightly early			

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Route	Issues/Concerns/Observations					Opportunities
	Passenger Activity, Transfers, & Connections	Routing, Stops, & Legibility	Schedule, On-Time Performance	Safety, Accessibility, Buses	Passenger Amenities and Information	
2E	<ul style="list-style-type: none"> There is no ridership behind the hospital; loop adds time to route 	<ul style="list-style-type: none"> Reduce looping pattern around hospital Could serve Virginia Garcia clinic just east of Chemeketa Community College, and adjacent apartments Could serve Old Stone Village (only served by Dial-A-Ride now). 		<ul style="list-style-type: none"> Two-way traffic on hospital loop may be unsafe 	<ul style="list-style-type: none"> Cumulus & Dunn Pl stop could be noted as Housing Authority in schedules Booth Bend & Hwy 18 stop is called out as "Carls Jr"; should be noted as this in printed schedules and map 	<ul style="list-style-type: none"> A gate signed for emergency vehicles only precludes access from the Virginia Garcia clinic. If buses were allowed to use this access, an unused shelter near CCC could be served.
3S		<ul style="list-style-type: none"> Passengers traveling to Safeway/Walmart on Burnett/Hembree can't easily return home since westbound route uses OR 99W 	<ul style="list-style-type: none"> Consistently late in the midday and afternoon Carls Jr stop requires several turns at signals, adding about 5 minutes to the length of the route 			<ul style="list-style-type: none"> Split into two routes, A and B, with two dedicated vehicles
3N	<ul style="list-style-type: none"> Very busy route Typically at least one wheelchair boarding per trip; sets the bus behind schedule 	<ul style="list-style-type: none"> Big 5 stop is a major location but there is no bus stop sign or amenities 	<ul style="list-style-type: none"> Runs well behind schedule and has high passenger demand Lateness means passengers miss transfers 	<ul style="list-style-type: none"> Drivers cited locations as dangerous for stopping: Library, Adams St/99W (19th St - 14th St), Adams St (2nd St - 4th St), Dutch Brothers 	<ul style="list-style-type: none"> Printed schedules show routing on Evans, which has now been shifted to Baker 	<ul style="list-style-type: none"> Driver suggestion to use McDaniel (has signal) to turn left onto OR 99W (prior to Safeway/Walmart) Provide more convenient access to retail destinations. Vehicles with additional space for shopping carts and grocery bags would be helpful given the retail destinations served

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Route	Issues/Concerns/Observations					Opportunities
	Passenger Activity, Transfers, & Connections	Routing, Stops, & Legibility	Schedule, On-Time Performance	Safety, Accessibility, Buses	Passenger Amenities and Information	
5	<ul style="list-style-type: none"> Route is highly underutilized, particularly north of OR 99 W 		<ul style="list-style-type: none"> Generally runs on-time or ahead of schedule, but can be impacted by OR 99W congestion and delay on Route 7 (operated by same bus) Southbound on Main, unprotected left at Illinois 			<ul style="list-style-type: none"> Real-time information would be a particular asset in Newberg given lack of a staffed transit center.
7			<ul style="list-style-type: none"> On-time performance can be significantly impacted by traffic on OR 99W Inbound to Nap's Thriftway, left-turn from Brutscher to OR 99W is challenging (has to yield to southbound through traffic on Brutscher) Backup from drive-in on OR 99W was observed to be one factor in congestion within Newberg; driver noted as being the worst on Thursday and Friday afternoons. 			<ul style="list-style-type: none"> Dundee bypass may relieve traffic congestion when completed. Real-time information would be a particular asset in Newberg given lack of a staffed transit center.

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	Issues/Concerns/Observations					
Route	Passenger Activity, Transfers, & Connections	Routing, Stops, & Legibility	Schedule, On-Time Performance	Safety, Accessibility, Buses	Passenger Amenities and Information	Opportunities
Intercity						
General – Intercity					<ul style="list-style-type: none">Many stops along intercity routes lack stops signs, information, and shelters.	<ul style="list-style-type: none">Connecting times and stops could be listed on the YCTA schedules (at least online)Equip shelters with a beacon that allows drivers to easily see when passengers are waiting
11	<ul style="list-style-type: none">Connections to school in AmityIn West Salem, passengers typically walk a short distance to destinations or transfer to CherriotsPrimary connecting route is Cherriots Route 17, which runs every 15 minutesWait times are 10 minutes or less for either direction of travel	<ul style="list-style-type: none">In West Salem, YCTA stops at same platform as Cherriots but doesn't have a marked stop. There is seating but no shelters at the West Salem facility.	<ul style="list-style-type: none">Outbound schedule (to Salem) appears to be too tight between McMinnville TC and BiMartThere is no recovery time before the 5:30 pm departure in McMinnvilleBike capacity is sometimes constrained		<ul style="list-style-type: none">Cherriots Route 17 brochure lists YCTA Route 11 as a transfer opportunityCherriots system map could show YCTA Route 11No posted signage or information at West Salem TCYCTA brochure should list destination as "West Salem Transit Center" rather than "Salem Transit Center"	<ul style="list-style-type: none">Consider direct connection to downtown Salem (potential shared service model with Cherriots, similar to Salem-Wilsonville service)No fare reciprocity or other agreement with Cherriots
22, 24s	<ul style="list-style-type: none">Low ridership at the Grand Ronde Community CenterPassengers need transfers between Routes 22 and 44Most riders board/alight between McMinnville and the Casino; not many use the Community Center Stop (could become on-call stop).	<ul style="list-style-type: none">Add a stop for the mobile home community along the south side of Fort Hill RoadThere is transit demand from Deer Meadow but no safe place to stop the bus				<ul style="list-style-type: none">Make Grand Ronde Community Center stop on demandAdd a stop west of the South Yamhill River crossing in front of Hofenbredl TimberAdditional service in Sheridan

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Route	Issues/Concerns/Observations					Opportunities
	Passenger Activity, Transfers, & Connections	Routing, Stops, & Legibility	Schedule, On-Time Performance	Safety, Accessibility, Buses	Passenger Amenities and Information	
33	<ul style="list-style-type: none"> MAX Blue Line is frequent and wait times are 11 minutes or less for either direction of travel Line 57 (TV Highway / Forest Grove) is frequent and wait times are typically 15-17 minutes 	<ul style="list-style-type: none"> YCTA doesn't have a designated bay or a marked stop at the Hillsboro MAX station, and police or other vehicles may block the location typically used by YCTA (directly north of station). The TC provides covered seating within view of this location Routing in Carlton has a variety of turns 	<ul style="list-style-type: none"> The outbound schedule is too tight, e.g., along Lafayette, by several minutes particularly in the afternoon. Southbound stop at in Forest Grove requires passing OR 47 and returning to it via local streets (approx. 5 minutes of additional running time); it is not clear to drivers whether passengers are waiting for TriMet or YCTA. 	<ul style="list-style-type: none"> SB Cove Orchard stop is on the highway with limited shoulder to pull out of traffic (could pull in to Cove Orchard Grocery lot) Crossing the WB leg of Hwy 99 turning left onto Hwy 47, people post signs on a pole (could install a sign restricting postings); congestion can impact bus' ability to make a timely crossing 	<ul style="list-style-type: none"> No posted signage at Hillsboro MAX station Many intercity stops only have shelters in one travel direction 	<ul style="list-style-type: none"> Secure marked stop location at Hillsboro MAX station, within the TC if possible

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Route	Issues/Concerns/Observations					Opportunities
	Passenger Activity, Transfers, & Connections	Routing, Stops, & Legibility	Schedule, On-Time Performance	Safety, Accessibility, Buses	Passenger Amenities and Information	
44, 45X, and 46s	<ul style="list-style-type: none"> Many riders transfer to/from TriMet services TriMet Line 12 stops at Tigard TC and provides frequent service; the maximum wait time is 15-17 minutes, but often is less. TriMet Line 94 (express to Portland) stops a block away from Tigard TC and the YCTA stop and could be difficult for new riders; some connections are reasonably well-timed. TriMet WES connects to/from Beaverton and Wilsonville every 30 minutes during peak hours. Some connections are well-timed, but schedule adjustments could make additional connections possible. Passengers were observed to use Sherwood Shari's stop as a park-and-ride. Some riders only go to Sherwood but most commuters ride to Tigard 	<ul style="list-style-type: none"> At the Tigard Transit Center, the stop is adjacent to the transit center and is marked, but there is no shelter or seating. The TriMet station map includes YCTA and the route numbers There is a YCTA sign on the stop post at the 124th stop Service to Spruce Goose / Evergreen Aviation Museum could attract recreational riders 	<ul style="list-style-type: none"> On-time performance is a significant issue, due to traffic congestion (through Dundee to King City) Deviation to Sherwood Shari's requires approx. 3 minutes northbound and 5 or more minutes southbound Peak service is relatively frequent but there are several 2-3 hours gaps The first departure from Tigard TC is not until 7:48 (arrives in Newberg by 8:30 and McMinnville at 9:00), which doesn't support commuting to Yamhill County. There is a southbound 6:45 am trip leaving from Newberg. One minute between timepoints in McMinnville and Lafayette is not realistic 		<ul style="list-style-type: none"> Bus runs out of bike space and must turn away riders with bicycles 	<ul style="list-style-type: none"> Dundee bypass may relieve traffic congestion when completed Real-time information (or social media alerts) would be a particular asset given the level of chronic congestion affecting this route Look at schedule adjustments both to local service in Yamhill County and to connecting services outside of Yamhill County Additional service needed between Newberg and McMinnville

5 CONCLUSIONS


ISSUES AND OPPORTUNITIES

The existing conditions analysis yielded a number of insights useful for development of the Transit Development Plan. Figure 5-1 lists key issues and opportunities by topic area.

Figure 5-1 Issues and Opportunities

Topic Area	Issue	Opportunity
Transportation System (Chapter 2)	Congestion on OR 99 results in transit delays for Routes 44, 45X, and 46S.	Construction of Newberg-Dundee Bypass in progress.
Land Use (Chapter 2)	The bulk of land uses in the rural portions of the county are within a ½-mile of YCTA routes.	Better promotion of service, including fixed bus stops to identify the presence of transit and where to catch the bus, may help those who can walk to access existing routes.
	Newberg's residential uses are primarily low and medium density.	The land uses and development patterns of Newberg may be better served by a different type of service than the fixed-routes that are provided today.
	In general, transit routes travel through and between all of Yamhill County's population centers.	Route alignment is generally good, but changes to service times, frequencies, or better marketing are needed to get people onto buses.
Market Analysis (Chapter 2)	Unincorporated areas of the county make up 23% of the population but accounted for 43% of the population growth from 2010-2016.	Opportunities may be limited; unincorporated areas are typically low-density and difficult to serve with fixed-route transit.
	The population growth rates of Carlton, Lafayette, and Newberg were the highest in the county from 2010-2016.	These communities may need additional transit service. Service in Newberg, which has two routes today, may need to be modified to tap into the city's rider market.
	Willamina has high percentages of both low-income residents and people with disabilities.	Many members of this community may be unable to walk to the existing Route 22 McMinnville-Grand Ronde service.
Economy (Chapter 2)	Vineyards are a major player in the local economy. Locations are spread out throughout the county.	Multiple private companies offer visitor transportation, but there may be an opportunity for YCTA to help transport employees, especially along the OR 99W corridor.
	Four of the county's top 10 employers have no transit service available.	Potentially reroute services to attract employees.

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Topic Area	Issue	Opportunity
Existing Services (Chapter 3)	YCTA does not serve several major activity centers in McMinnville, including YCAP, Virginia Garcia clinic and senior housing between the clinic and Evergreen Aviation Museum.	Consider revising route alignments.
	Drivers and focus group participants noted that the Virginia Garcia clinic along Cumulus Avenue in eastern McMinnville is a frequent destination; however, the road linking the Chemeketa Community College campus and Virginia Garcia is only open for emergency vehicles.	Route 2 could serve Virginia Garcia if the emergency roadway were open for transit vehicles. 
	Service was requested at Deer Meadow Assisted Living outside Sheridan. Route 22 McMinnville-Grand Ronde passes Deer Meadow, but does not stop. There is no safe place to pull over.	Work with Deer Meadow to determine if a roadway change for transit is worthwhile.
	Passengers are not aware of where it is safe for buses to stop or how to signal drivers, and become frustrated when buses pass them by.	Consider educating the public about flag system and transitioning to set stops.
	Shopping areas and other destinations are challenging for older adults, people with disabilities, and others to access from stops along major roadways (OR 99W).	Explore alternative service models, such as shopper shuttles (and/or other types of shuttles), to provide near front-door access to retail store, senior centers, medical centers, and other locations
System Performance (Chapter 3)	Newberg routes 5 and 7 have very low ridership and productivity.	Determine if route alignment changes are needed, or if a different type of service would better fit Newberg.
	On-time performance is generally poor. Route 44 Tigard, which has the highest ridership, is on time less than 50% of the time. On-time performance is poor for Route 3 McMinnville City Loop. Frequent flag stops may exacerbate problems caused by the length of the route.	Retime routes with traffic and adjust schedules to show actual running times. Evaluate whether routes are too long for predicted run time. Evaluate use of additional and well-marked fixed stops to mitigate performance issues.

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Topic Area	Issue	Opportunity
Regional Coordination (Chapter 3)	Numerous agencies connect with YCTA, giving passengers the ability to traverse a large area, but it can be challenging for potential new riders to plan a multi-agency trip.	Show regional connections on a system map. Coordinate with agencies to improve signage and information at transfer locations outside of Yamhill County, and identify other potential opportunities such as coordinating schedules or making fares easy to pay and affordable.
Transit Capital (Chapter 3)	Certain major stops such as Big 5 do not have a shelter or sign.	YCTA has a contract to relocate and/or install shelters and benches in the Fall 2017 time frame. As part of the TDP, create standards for when to add shelters, such as based on ridership.
	Few bus stop signs exist across the system.	Install signs at scheduled and/or other high-ridership stops with information about schedule and route alignment.
Technology (Chapter 3)	Radios cut out in rural portions of the county.	GPS equipment can not only help dispatchers locate buses, it can also provide an opportunity to give real-time information to passengers. YCTA has a technology grant that will include GPS and AVL (Automatic Vehicle Location) capabilities and is procuring new radios (by 2018 or sooner). Some issues that will be addressed relate to the current provider and towers which are not sufficient and the system is analog instead of digital.
	Deficiencies in scheduling software capabilities inhibits system performance.	Software is needed that allows dispatchers to efficiently group Dial-a-Ride trips and schedule same-day trips. This is also being addressed through YCTA's technology grant and should be in place sometime in 2018.
	YCTA's GTFS data is slightly different from the actual route alignments, making information accessed through online maps or trip planner inaccurate.	Update GTFS.
Information (Chapter 3)	Individual brochures show each route map and schedule. Some routing is not consistent with printed and online materials.	Create a system map. Update printed and online materials.
	Lack of marketing for transit services.	YCTA will receive discretionary funding that can be used for communications and marketing – potential to ramp up marketing efforts with this funding.

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Topic Area	Issue	Opportunity
On-Board and Community Surveys (Chapter 4)	Existing riders appreciate the system overall (over three-quarters rated it as "excellent" or "good," but were least satisfied with on-time performance, conditions of bus stops, and ease of transfers	Refine schedules to more accurately reflect travel times and improve transfers, and install markings at fixed bus stops.
	Top improvement priorities identified by YCTA riders in the on-board survey were service on weekends, more frequent weekday service, and later evening service, followed by better stops and earlier morning service. More frequent and weekend service were also top priorities in the community survey, although later service was a lower priority. Bus stops closer to respondents' destinations, better information, and faster/more direct service were higher priorities.	Priorities suggested by both riders and the community overall will inform the TDP analysis of solution strategies.
	Riders prioritized obtaining information on the YCTA website, followed by a mobile phone app and printed materials.	YCTA has a technology grant that can be used to improve its online capabilities. Using the YCTA website and mobile phones to communicate delays in real-time is a key priority.
Focus Groups and Operator Interviews	Issues incorporated into individual topic areas	

SYSTEM GOALS EVALUATION

Goals and objectives for the YCTA system are described in Memo #1: Goals and Objectives. Performance measures and benchmarks were created to determine if YCTA is achieving its goals. To understand progress, the agency must first benchmark its existing system. As described in Memo #1, several of the performance measures can be benchmarked using the results of the existing conditions analysis. Figure 5-2 includes the performance measures that can be benchmarked using the data in this report, and the right-most column shows the performance measure values for existing conditions.

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Figure 5-2 Assessment of Existing Services Compared to Goals and Objectives

Goal	Objective	Performance Measure (Existing Conditions)	Performance Metric/Standard (Existing Conditions)	Existing Conditions Assessment
Goal 1: Mobility	1. Achieve high route productivity by serving key ridership markets	Riders per revenue hour	10 fixed-route passengers per hour 3 demand response passengers per hour	<ul style="list-style-type: none"> FR: 10.4* DR: 3.6**
	2. Serve key activity centers with convenient hours and days of service that meet the travel needs of workers and residents	Service span (weekday and weekend hours of service)	Weekday 5am – 9pm; Weekend 7am – 8pm (or as determined based on TDP public outreach)	<ul style="list-style-type: none"> Weekday varies, but generally service is available 7 a.m.-7 p.m. Local service in McMinnville stops running at 6 p.m. while the 44 Tigard route runs to 9 p.m. In terms of start times, the commuter services have early morning runs at 5:30 a.m. and 6 a.m., while local service starts at 7 a.m. Saturday service is available from 9:30 a.m.-4:50 p.m. (24S Grand Ronde) and from 8 a.m.-7:30 p.m. (46S Tigard).
	3. Provide direct and reliable service that supports reliable transfers to intra- and inter-county regional connections	Schedule alignment with connecting providers (quantitative/qualitative)	Schedule alignment with connecting providers (quantitative/qualitative)	<ul style="list-style-type: none"> Generally 10-15 minutes or less for inter-county connections (Cherriots #17; TriMet MAX, Line 12 or 94). This varies by time of day and connections to some routes or directions of service could be improved (e.g., TriMet WES and bus routes in Tigard and Line 57 in Hillsboro). Timing of YCTA route connections could be improved, e.g., 44-22. Intercity routes need to arrive prior to local route departures on the hour or half hour so that passengers can reliably make connections.
	4. Identify areas that will support additional or improved transit services using data-driven and customer focused methods, and coordinate improvements to the coverage, reliability, and frequency of services	Coverage of geographic areas based on service standards e.g., land use density (quantitative)	Service area land use density (quantitative)	<ul style="list-style-type: none"> Analyzed in TM #3.

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Goal	Objective	Performance Measure (Existing Conditions)	Performance Metric/Standard (Existing Conditions)	Existing Conditions Assessment
Goal 2: Accessibility	1. Coordinate with local agencies to guide transit-supportive land use policies and practices	N/A	N/A	N/A
	2. Provide access to public transportation services that meets applicable County, State and Americans with Disabilities Act (ADA) standards	Service denials per registered ADA paratransit rider Percentage of vehicles and stops meeting ADA standards	0% of total requests. 100% of vehicles and stops	<ul style="list-style-type: none"> Denials not available All vehicles are ADA accessible Data on individual stops not available
	3. Provide local connectivity within and between the various communities in the County	Revenue hours dedicated to connections between Yamhill County communities	% of total service hours in communities under 10,000 population (target to be established based on TDP analysis)	55% of service is dedicated to connecting communities across the county.
	4. Provide a mix of public transportation services to meet the needs of different rider markets, such as fixed routes, deviated fixed routes, commuter routes, dial-a-ride, community shuttles and rideshare services	Riders per capita Service hours per capita	Targets based on increasing current service levels and peer comparison (targets to be established based on existing conditions and TDP analysis)	<ul style="list-style-type: none"> Riders per capita: 0.48 (DR*), 2.48 (FR**), 2.96 (Total) Service hours per capita: 0.13 (DR*), 0.24 (FR**), 0.37 (Total)

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Goal	Objective	Performance Measure (Existing Conditions)	Performance Metric/Standard (Existing Conditions)	Existing Conditions Assessment
Goal 2: Accessibility (continued)	5. Distribute the benefits and impacts of services fairly and address the transportation needs and safety of all users, including the young, older adults, people with disabilities, and people of all races, ethnicities, and income levels	% youth, older adults, people with disabilities, racial and ethnic minorities, and low income households within ¼ mile of bus stops (quantitative)	X % of total population (target to be based on TDP analysis)	<ul style="list-style-type: none"> Upon more detailed review of this measure, Census data is not sufficient granular to support use of this performance measure for all of the identified groups.
	6. Coordinate with human services agencies serving adults, seniors, and people with disabilities and veterans to identify specific resources, training and needs for these markets	Percentage of YCTA budget resources comprised of human services program funding	10%	5%
	7. Provide easy to understand, affordable fare policies, products and payment systems	Fare products and fare cost	Targets to be determined based on customer feedback and peer comparison	<ul style="list-style-type: none"> Fares are low according to community feedback There is no senior discount
Goal 3: Passenger experience.	1. Deliver transportation information to riders and the community at-large across multiple print, online, and mobile platforms †	<ul style="list-style-type: none"> Bilingual materials and printed materials (yes/no) 	Online and printed schedules and maps available and up-to-date in other languages as determined based on YCTA Title VI analysis and Limited English Proficiency (LEP) plan.	<ul style="list-style-type: none"> Schedules with maps are available in Spanish. Bilingual drivers/schedulers would be useful. Schedules with maps available for all routes. No system map available, but YCTA plans to adapt the map developed as part of the TDP.
	2. Enhance marketing, education, and promotion efforts	<ul style="list-style-type: none"> N/A 	N/A	N/A

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Goal	Objective	Performance Measure (Existing Conditions)	Performance Metric/Standard (Existing Conditions)	Existing Conditions Assessment
	3. Translate all printed and online materials into priority languages identified in the YCTA Limited English Proficiency plan (e.g., translate into Spanish and employ Spanish-speaking customer service staff)	<ul style="list-style-type: none"> Availability of translation and interpretation resources (yes/no) 	All print materials translated and spoken language access available during all service hours.	<ul style="list-style-type: none"> Print materials not currently available in other languages. YCTA provides a translation service.
	4. Invest in technologies that enhance customer service, service reliability and access to information	<ul style="list-style-type: none"> Assessment of technology platforms (qualitative) 	Targets to be based on available resources and peer comparison	YCTA has a technology grant that it is using to enhance its website and other capabilities, e.g., radios.
	1. Achieve high customer satisfaction by supporting employee training and outreach.	Customer satisfaction rated good or higher in rider surveys.	80%	Approximately 80% of on-board survey respondents rated their overall satisfaction with the system as "Excellent" or "Good." However, only approximately a third of these riders provided an "Excellent" rating.
	2. Provide system legibility by clearly identifying bus stop locations	Percentage of bus stops marked with sign.	100%	Signage is not present at many stops (quantitative evaluation to be completed based on YCTA inventory.)
Goal 4: Safety and security	1. Provide for high-quality driver and dispatcher training to ensure passenger and driver safety and security	N/A	N/A	N/A
	2. Provide high-quality transit facilities by including bus stop shelters, seating and other amenities that support customer comfort and convenience.	General assessment of transit facilities	100% (To be achieved consistent with TDP phasing plan)	Quantitative evaluation to be completed based on YCTA inventory.

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Goal	Objective	Performance Measure (Existing Conditions)	Performance Metric/Standard (Existing Conditions)	Existing Conditions Assessment
	3. Maintain vehicles in a state of good repair and replace in accordance with the Transit Asset Management Plan to ensure a reliable, safe and attractive public transportation system	Share of vehicles and facilities meeting asset management maintenance schedule targets	100% (To be achieved consistent with TDP phasing plan)	10% of YCTA's fleet of 30 buses are rated in "poor" condition. YCTA secured funding to replace these vehicles in 2018.
	4. Coordinate with local jurisdictions to provide safe ways to cross streets at or near major bus stops	Bus stops with crosswalks within ¼ mile, where appropriate to street design and safety regulations	100%	Data not available, not assessed as part of existing conditions analysis.
	5. Coordinate with local jurisdictions and Oregon Department of Transportation (where relevant) to provide safe ways to cross streets at or near major bus stops	N/A	N/A	N/A
Goal 5: Livability and economy	1. Enhance access to major activity centers (e.g., major residential, employment, industrial, and institutional locations) and emerging or underserved activity centers (e.g., agricultural employment) as resources warrant *	Percentage of employees within ¼ mile of a transit stop Percentage of residents within ¼ mile of a transit stop	Targets to be based on TDP analysis	<ul style="list-style-type: none"> Employees: 70% across all cities and 58% in cities other than McMinnville and Newberg. Residents: 60% across all cities and 36% in cities other than McMinnville and Newberg. See Figure 3-2 in TM #3 for details.
	2. Maintain and explore innovative partnerships with employers and institutions to serve rider markets and supplement public transportation funding	Establishment of agreements with major employers and institutions	Yes / No if agreements in place	Not evaluated.

Transit Development Plan | Memo #2: Existing Conditions
Yamhill County Transit Area

Goal	Objective	Performance Measure (Existing Conditions)	Performance Metric/Standard (Existing Conditions)	Existing Conditions Assessment
	3. Support a multimodal transportation network by inviting access to transit via bicycling and walking	Percentage of stops with bicycle racks or other bicycle parking facilities Sidewalk coverage proximate to key bus stops Percentage of fixed route vehicles with bicycle racks	TBD based on TDP analysis	<ul style="list-style-type: none"> ▪ Bike parking to be assessed based on YCTA inventory; generally only at McMinnville Transit Center and major stops such as Nap's Thriftway. ▪ Sidewalk coverage is generally good at bus stops. ▪ YCTA fixed-route vehicles have racks for two bikes and there are plans to upgrade racks to accommodate three bikes.
Goal 6: Efficiency and financial accountability	1. Advocate for increased funding and seek out new and innovative funding opportunities †	Annual percentage increase in transit operations funding Transit projects included in County TSP	Targets based on TDP analysis	Transit operations funding is generally stable (see TM #3 for additional discussion of funding).
	2. Improve system productivity and reliability to ensure efficient resource utilization	Cost per revenue hour compared to peers Riders per revenue hour compared to peers On-time performance	Within X% of peer cost Within X% of peer productivity 85% bus runs arriving at time point within 4 minutes of scheduled time	<ul style="list-style-type: none"> ▪ YCTA cost per hour is on low end of peers ▪ YCTA productivity is within peer range ▪ On-time performance is well below standards on intercity routes and Route 3 in McMinnville
	3. Coordinate with other transportation partners to ensure shared long range sustainability of public transportation services	Agreements with transportation partners (Qualitative)	N/A	Not evaluated.

Notes:

* DR = Demand-Response

**FR = Fixed-Route

The Collaborative

Yamhill Community Success

*The goal of **The Collaborative** is to develop and embed a culture of collaboration in Yamhill County's communities so that we can successfully tackle long-term objectives with projects conceived and sized that are achievable. These projects will stir up interest, get people involved, and keep them working for their community.*

As leaders of the first two Yamhill County Economic Vitality Summits, the [Chehalem Valley Innovation Accelerator](#) (ChehalemVIA), supported by the [University of Oregon's Community Service Center](#) (CSC), were recently awarded a two-year grant by [The Ford Family Foundation](#) to develop *The Collaborative*. This program will provide professional development and support for community projects and foster community connections - creating an effective, sustainable economic development and community capacity-building collaborative.

Large scale strategic goals like the Newberg-Dundee Bypass are critical to long-term success for the community and its region. However, they take time and need to be broken down into projects that have high impact and are achievable with the people and resources available. We all want to solve big problems, but we're all volunteers with other commitments to families and jobs. This is where [Strategic Doing](#)[™] comes into the picture. The [CSC is a center of excellence for Strategic Doing](#) on the west coast.

The first step for **The Collaborative** is to identify champions in each of our cities and communities that are dedicated to making a difference so that they can attend a 2.5-day training in Strategic Doing (SD) and become certified SD Guides. These SD Guides, supported by CSC and ChehalemVIA, will lead a series of one day and half day SD training sessions so that larger numbers of community participants all have the same tools and terms for tackling community-led projects. This reinforces the ability to collaborate across many related projects, in different communities, and for all populations.

Simultaneously, we will assemble the **The Collaborative** Council – two to three key stakeholders in each of our communities. They will represent their needs and goals to the other communities, creating a collaborative to share ideas and best practices resulting from their projects. Communities will select their own project priorities in critical areas such as transportation, workforce/talent development, housing, infrastructure, and land availability/use. **The Collaborative** will help communities frame these projects in a larger regional context and align our individual and collective goals.

Building community capacity and economic vitality is a team sport. An entire ecosystem of organizations exists around community and economic development, including federal and state agencies, local governments, businesses, education, and nonprofits. To be effective, these organizations must work together. To that end, twice a year, Yamhill County will hold Economic Vitality Summits to bring the community teams together along with partner organizations, to celebrate their project successes, build on best practices, and collaborate.

Join The Collaborative. You'll connect, collaborate, learn, help, succeed, and have fun!

SEDCOR

Strategic Economic Development Corporation or SEDCOR is the lead economic development entity for Oregon's Mid-Willamette Valley. The 450-plus member nonprofit association leverages strong public and private partnerships to successfully retain and attract high value jobs and capital investment to Marion, Polk and Yamhill counties.

OUR MISSION

SEDCOR focuses on supporting and growing traded sector businesses in the region. The key industries are advanced manufacturing, agriculture and food processing, technology, wood products and forestry, transportation and distribution and aviation and aerospace. The key industries have the best potential for job growth, to pay higher wages, and to bring new dollars into the local economy.

SEDCOR's is to coordinate the strength of our public and private partnerships to successfully retain and attract high value jobs and capital investment, while providing member services that support business success.

We actively support our mission by focusing on the following objectives:

Retaining and expanding existing businesses

Attracting foreign and domestic companies to locate in our area

Promoting international trade and export

Supporting the Enterprise Zone program and other tax incentives

Managing a portfolio of raw land and industrial real estate locations

Leading and coordinating workforce development activities

Hosting events and creating publications to benefit our members and their communities

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 20, 2017

Order ____	Ordinance ____	Resolution ____	Motion ____	Information <u>XX</u>
No.	No.	No.		

SUBJECT: Riverfront Master Plan Update

**Contact Person (Preparer) for this
Motion: Doug Rux, Director
Dept.: Community Development
File No.: GR-16-004**

RECOMMENDATION:

Information only.

EXECUTIVE SUMMARY:

The Riverfront Master Plan was originally adopted in 2002 by Ordinance No. 2002-2564. Attachment 1 is a map of the study area. Subsequent to its adoption the Newberg-Dundee Bypass corridor was finalized and bisected the Riverfront area rendering the plan essentially non-implementable. No advancement of the Riverfront Master Plan has occurred since its original adoption. In October 2015 WestRock purchased the former SP Fiber Technologies paper mill facility and idled the plant. In January 2016 WestRock announced the closure of the paper mill. WestRock is currently looking for a purchaser of their land holdings in Newberg.

On June 6, 2016 the City Council passed Resolution No. 2016-3309 supporting a Transportation Growth Management (TGM) grant application to update the Riverfront Master Plan (Attachment 2). The summary description included in the grant application stated “The “old” Riverfront Master Plan was completed prior to finalization of the Phase 1 Bypass through the area. The ultimate Phase 1 Bypass location has impacted many of the previously planned and identified Plan elements. The proposed project would update the Riverfront Master Plan according to current market conditions and transportation infrastructure, creating a workable plan for a multi-modal transportation network through and connecting this area to the rest of the city, a zoning pattern that includes the appropriate mix of residential and employment uses, identified open space areas, and other features unique to the Riverfront area. This project would also expand the study area from the previous Plan to include the former WestRock mill site and more of the adjacent residential neighborhoods north of the Bypass.”

On August 17, 2016 the City was notified that it had been awarded a grant of approximately \$200,000 to develop a new plan along the riverfront that includes the shuttered WestRock paper mill site. Attachment 3 is a map representing the preliminary study area that covers approximately 450 acres. City staff and TGM staff have been developing a Statement of Work for the project. That Statement of Work has been completed and the TGM program has issued a Mini-RFP for consultant services to develop the new Riverfront Master Plan. TGM staff and City staff will jointly review and score the submitted consultant proposals in mid-March through the first part of April 2017. It is anticipated that the actual planning work will commence in June 2017.

As part of the Riverfront Master Plan Update Statement of Work a citizens committee has been identified to provide community guidance to the selected consultant and City staff. Mayor Andrews and staff have begun the discussions to establish a Citizens Advisory Committee for the Riverfront Master Plan Update. The

Mayor is scheduled to bring forward his list of names for City Council ratification on April 17, 2017. In addition to the Citizens Advisory Committee discussions have begun on who should be on the Technical Advisory Committee for the project including State agencies and possibly the Confederated Tribes of the Grand Ronde.

In parallel with the TGM activities staff has engaged the Regional Solutions program through the Mid-Valley Regional Solutions Coordinator to assist in gathering information from various State agencies regarding the WestRock site. Regional Solutions convened a meeting on December 13, 2016 which included the Oregon Department of Transportation, Oregon Department of State Lands, Oregon Parks and Recreation, Oregon Department of Fish and Wildlife, Business Oregon, Oregon Department of Energy, Oregon Employment Department, Work Source Oregon, Oregon Department of Land Conservation and Development, Oregon Water Resources Department, Mid-Willamette Valley Council of Governments and City of Newberg. Information has been gathered from these various State agencies and is being compiled. Once the information is organized it will be shared with the Riverfront Master Plan Update activities as well as any party that is interested in purchasing the WestRock property.

City staff have also met with Yamhill County and the Chehalem Park and Recreation District to gather information concerning the old landfill off of Waterfront Street, that ceased operations in 1985, and Yamhill County documentation on their lease of property from WestRock for Rogers Landing County Park. Discussions with Chehalem Park and Recreation District have focused on possibilities for additional parks and trails within the study area. On the City side our Public Works Department has been gathering information on our City infrastructure that is located on the WestRock site including a survey on where this infrastructure is located and gathering information about the City's lease of land to Yamhill County as part of Rogers Landing County Park.

Finally, through a connection with the Department of Land Conservation and Development in the fall of 2016 the University of Calgary Regional Planning Studio for graduate students toured the study area and took on as a studio project developing two concept plans for the Riverfront. Their work product is titled "Revitalize Newberg Riverfront" and is included as Attachment 4. This information will also be shared with the consultant and community participants as part of the Riverfront Master Plan update process.

FISCAL IMPACT:

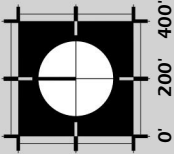
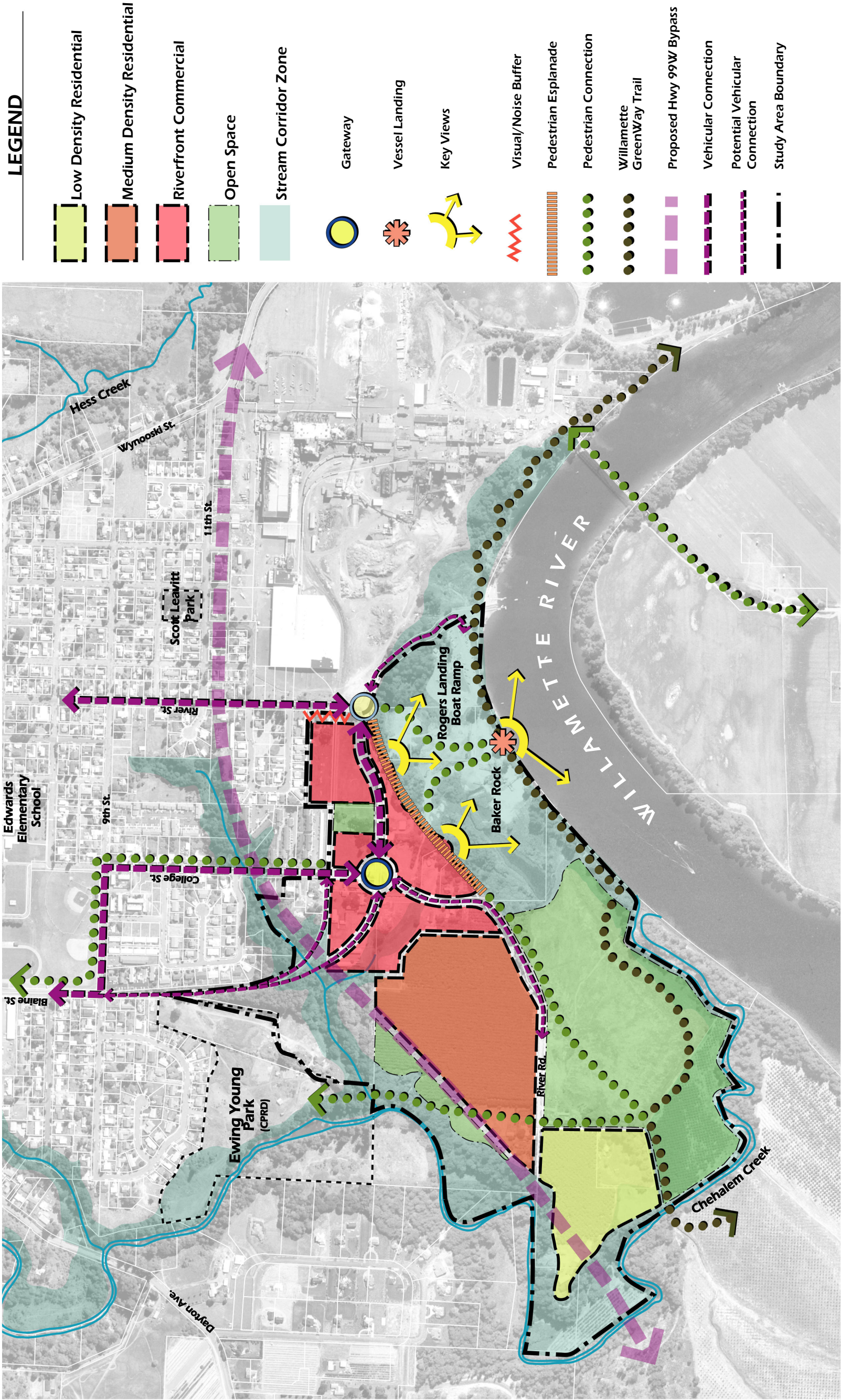
The Transportation Growth Management grant will be budgeted in FY 2017/2018 as revenue. The City will not actually receive revenue directly from the TGM program for hiring a consultant as that contract will be between the Oregon Department of Transportation and the selected consultant, but the City is required to catalog the grant as revenue for auditing purposes.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM MARCH 2016):

Not applicable.

Attachments: 1. 2002 Riverfront Master Plan Map
2. Resolution No. 2016-3309
3. Riverfront Master Plan Update Preliminary Study Area
4. Calgary - Revitalize Newberg Riverfront

Figure 19



NEWBERG RIVERFRONT MASTER PLAN
Master Plan



Riverfront Master Plan Update

Study Area

HWY 240

CHESTER DR

MAIN ST

ILLINOIS ST

FULTON ST

VILLA RD

HAWORTH AVE

DEBORAH RD

ELLIOTT RD

PORTLAND RD

HAYES ST

BRUTSCHER ST

VITTORIA WAY

PROVIDENCE DR

FERNWOOD RD

SPRINGBROOK RD

STATE HWY 219

WILSONVILLE RD

WYNOOSKI RD

WYNOOSKI ST

11TH ST

14TH ST

9TH ST

RIVER ST

BLAINE ST

DAYTON AVE

HWY99W

3RD ST

HANCOCK ST

1ST ST

2ND ST

COLLEGE ST

MERIDIAN ST

Legend

Riverfront Study Area

Bypass Corridor

Newberg City Limits

Urban Growth Boundary





**City Council Business Session
March 19, 2018 - 7:00 PM
Public Safety Building 401 East Third Street**

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. CITY MANAGER'S REPORT

V. PUBLIC COMMENTS

(30 minutes maximum which may be extended at the mayor's discretion; an opportunity to speak for not more than five (5) minutes per speaker allowed)

VI. CONSENT CALENDAR

VI.a Resolution 2018-3442, A Resolution to authorize the City Manager to enter into a construction contract with Insituform Technologies LLC for the lining of 5,822 feet of Wastewater pipe and grouting of 114 lateral connections in the amount of \$244,624.50

[Res 2018-3442__Bid Award kh revisions.pdf](#)

VI.b Resolution 2018-3446 Contract Award - Water Treatment Plant Hypochlorite Generator Installation

[Res 2018-3446_WTP Hypochlorite Prj Install_Contract Award.docx](#)

VI.c Resolution 2018-3454 Authorizing Refunding of a Loan from the Special Public Works Fund with the Oregon Infrastructure Finance Authority

[RCA & Resolution 2018-3454 Effluent Reuse Loan Refunding.pdf](#)

VI.d Council Minutes - 2/20/18

[February 20, 2018 Council Minutes](#)

VI.e Resolution 2018-3456, A Resolution to accept a grant award from the Department of Land Conservation and Development and authorize City Manager to execute all grant documents.

[RCA Resolution 2018-3456](#)

VII. PUBLIC HEARINGS

VII.a Ordinance 2018-2823, An Ordinance amending Chapter 13 of the Newberg

Municipal Code to modify system development charge regulations and declaring an emergency

[Ord 2823](#)

- VII.b Resolution 2018-3455, A resolution repealing resolutions 2007-2698 and 96-1951 addressing waivers to system development charges

[RCA Resolution Repealing.doc](#)

- VII.c Resolution 2018-3454 Updating the Master Fee Schedule

[Master Fee Schedule 18-19.pdf](#)

VIII. NEW BUSINESS

- VIII.a A motion not to form a local improvement district for improving the College Street sidewalk and bike lanes from Aldercrest Drive to Foothills Drive.

[RCA Motion for College St LID.pdf](#)

- VIII.b Pavement Management Phase 2

[RCA Pavement Phase 2.pdf](#)

IX. COUNCIL BUSINESS

X. ADJOURNMENT

XI. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2) E REAL PROPERTY TRANSACTIONS

COMMENTS

Council accepts comments on agenda items during the meeting. Fill out a form identifying the item you wish to speak on prior to the agenda item beginning and turn it into the City Recorder. Speakers who wish the Council to consider written material are encouraged to submit written information in writing by 12:00 p.m. (noon) the day of the meeting.

ADA STATEMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please dial 711.

ORDER

The Mayor reserves the right to change the order of items to be considered by the Council at their meeting. No new items will be heard after 11:00 p.m., unless approved by the Council.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ____ No.	Ordinance ____ No.	Resolution <u>XX</u> No. 2018-3442	Motion ____	Information ____
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SUBJECT: A resolution to authorize the City Manager to enter into a construction contract with Insituform Technologies LLC for the lining of 5822 feet of Wastewater pipe and grouting of 114 lateral connections in the amount of \$244,624.20.

**Contact Person (Preparer) for this Motion: Kaaren Hofmann, P.E., City Engineer
Dept.: Public Works Engineering
File No.:**

RECOMMENDATION:

Adopt Resolution No. 2018-3442

EXECUTIVE SUMMARY:

Inflow and infiltration (I&I) is a major issue for the city's wastewater collection system. Inflow is water that enters the pipe through cross connections. Infiltration is groundwater that enters the wastewater system through defective pipe joints, broken pipes, manhole walls or root intrusions. I&I reduction over time will reduce the wastewater influent volume into the conveyance system and then for treatment at the city's wastewater treatment plant, and will produce an overall long term maintenance, operations and energy cost savings for the city.

As a part of the City's attempt to reduce the I&I, staff determined that the next project should be lining public wastewater main lines and grouting lateral connections on Aquarius Street, Vittoria Way, Madrona Drive, Libra Street, Gemni Street, and Coffey Lane that are allowing infiltration into the wastewater system.

This project was solicited for bid on January 31, 2018 in the Daily Journal of Commerce and the City of Newberg's web site. On February 15, 2018, the city received and opened two bids, one from Michels Pipe Services in the amount of \$284,809.00 and one from Insituform Technologies LLC in the amount of \$244,624.20. Engineer's estimate was \$270,000.00 to \$320,000.00.

The submitted low bid is reasonable. Insituform Technologies is the lowest responsible bidder.

FISCAL IMPACT:

Funding for the wastewater mainline lining and lateral connection grouting is under account number 04-5150-706301.

STRATEGIC ASSESSMENT:

Replacing the wastewater laterals will prevent further I & I from entering the wastewater system.

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONSTRUCTION CONTRACT WITH INSITUFORM TECHNOLOGIES LLC FOR THE LINING OF 5822 FEET OF WASTEWATER PIPE AND GROUTING OF 114 LATERAL CONNECTIONS IN THE AMOUNT OF \$244,624.20.

RECITALS:

1. Inflow and infiltration (I&I) is a major issue for the city's wastewater collection system.
2. Inflow is water that enters the pipe through cross connections causing downstream capacity issues.
3. Infiltration is groundwater that enters the wastewater system through defective pipe joints, broken pipes, manhole walls or root intrusions.
4. I&I reduction over time will reduce the wastewater influent volume into the conveyance system and then for treatment at the city's wastewater treatment plant, and will produce an overall long term maintenance, operations and energy cost savings for the city.
5. As a part of the City's attempt to reduce the I & I, staff determined that the next project should lining public wastewater main lines and grouting lateral connections on Aquarius Street, Vittoria Way, Madrona Drive, Libra Street, Gemni Street, and Coffey Lane that are allowing infiltration into the wastewater system causing downstream capacity issues.
6. The City of Newberg solicited for bids on January 31, 2018 in the Daily Journal of Commerce and the City of Newberg's web site.
7. On February 15, 2018, the city received and opened two bids, one from Michels Pipe Services in the amount of \$284,809.00 and one from Insituform Technologies LLC in the amount of \$244,624.20.
8. The Engineer's estimate was \$270,000.00 to \$320,000.00.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council, acting as contract review board for the city, does hereby authorize the City Manager to enter into a construction contract with Insituform Technologies LLC. to complete the lining of the wastewater main line and grouting of the lateral connections in the amount of \$244,624.20.00.
2. The City Manager, is authorized to negotiate and approve any needed construction change orders not to exceed 10 percent of the original contract amount. The City Attorney shall review, modify, and approve all contract documents as to content and form.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: March 20, 2018.
ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of March, 2018.

Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of March, 2018.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ____ No.	Ordinance ____ No.	Resolution <u>XX</u> No. 2018-3446	Motion ____	Information ____
SUBJECT: A resolution to authorize the City Manager to enter into a construction contract with Whitney Equipment Company, Inc. for the installation of the new replacement hypochlorite generation system at the water treatment plant in the amount of \$133,129.38			Contact Person (Preparer) for this Motion: Brett Musick, P.E., Senior Engineer Dept.: Public Works - Engineering Services Department File No.:	

RECOMMENDATION:

Adopt Resolution No. 2018-3446.

EXECUTIVE SUMMARY:

As noted in the Request for Council Action for Resolution 2017-3424 approved in December 2017, it is necessary to replace the hypochlorite generation system at the Water Treatment Plant (WTP). The existing hypochlorite generator cells, which are the major component of the treatment systems at the WTP, are well past the end of their 5-8 year life expectancy. Through extensive maintenance, the life of the cells have been extended to 12 years. The two additional major components of the existing hypochlorite generation system are the rectifier and the Programmable Logic Controller (PLC), both of which will reach the end of their life expectancy within the next five years. In December 2017 the City Council authorized the City Manager to waive the competitive solicitation requirement for procurement of the installation contract for the water treatment plant hypochlorite generation system and to request a proposal from Whitney Equipment Company, Inc. for the installation of the new hypochlorite generation system components necessary for disinfection improvements of the water treatment facility.

FISCAL IMPACT:

Funds for replacing the hypochlorite generation system at the Water Treatment Plant were included in the 2017-2018 Capital Improvement budget. The adopted 2017/2018 budget for this project including equipment and installation is \$500,000. The project is anticipated to be fully complete by the summer of 2018.

STRATEGIC ASSESSMENT:

This project to replace the hypochlorite generation system at the Water Treatment Plant will allow for installation of necessary upgrades to aging equipment to increase capacity to the chlorine treatment and disinfection processes at the Water Treatment Plant. This ensures that Newberg is prepared to meet the water capacity demands of the City and meet the Oregon Health Authority drinking water program regulatory requirements.

□



RESOLUTION No. 2018-3446

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONSTRUCTION CONTRACT WITH WHITNEY EQUIPMENT COMPANY, INC. FOR THE INSTALLATION OF THE NEW REPLACEMENT HYPOCHLORITE GENERATION SYSTEM AT THE WATER TREATMENT PLANT IN THE AMOUNT OF \$133,129.38

RECITALS:

1. Replacement of the hypochlorite generation system at the Water Treatment Plant is an approved capital improvement project in the 2017-18 fiscal year budget.
2. Resolution 2017-3403 approved by the City Council in September 2017 authorized procurement of the equipment for the Water Treatment Plant replacement hypochlorite generation system, produced by PSI MicroClor, and authorized the purchase of the PSI MicroClor hypochlorite generation system.
3. Resolution 2017-3424 approved by the City Council in December 2017 authorized the City Manager to waive the competitive solicitation requirement for procurement of the installation contract for the water treatment plant hypochlorite generation system and to request a proposal from Whitney Equipment Company, Inc. for the installation of the new hypochlorite generation system components.
4. Whitney Equipment Company, Inc. submitted the requested proposal for the installation of the new hypochlorite generation system components with a price of \$133,129.38.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council, acting as contract review board for the city, does hereby authorize the City Manager to modify and execute a construction contract with Whitney Equipment Company, Inc. to install the new hypochlorite generation system components in the amount of \$133,129.38.
2. The City Attorney will review and approve all contracts and agreements as to form and content.
3. The City Manager is authorized to negotiate and approve any needed construction change orders not to exceed 10 percent of the original contract amount.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: March 20th, 2018.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of March, 2018.

Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of March, 2018.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ____ **Ordinance** ____ **Resolution** 2018-3454 **Motion** ____ **Information** ____
No. **No.** **No.**

SUBJECT: A Resolution of the City of Newberg Authorizing Refunding of a Loan from the Special Public Works Fund with the Oregon Infrastructure Finance Authority

Contact Person (Preparer) for this Motion: Matt Zook
Dept.: Finance
File No.:

RECOMMENDATION: Approval of resolution 2018-3454.

EXECUTIVE SUMMARY: The City of Newberg entered into a loan agreement for \$8,525,632 in April 2009 with the Oregon Infrastructure Finance Authority of the State of Oregon Business Development Department through the Special Public Works Fund (SPWF) for the financing of the construction of the effluent reuse water system (Resolution 2007-2713). The Promissory Note was revised in May 2009 to reflect a principal balance of \$8,230,632 due to the City's share of the bond premium captured at the time the State issued the original bonds. The project included an effluent reuse facility, filtration system, pumps, ancillary systems, pipelines and an electrical building. The reuse system currently serves the Chehalem Glenn Golf Course with non-potable water. The reuse system also benefits the water and wastewater programs by reducing the demands on the potable water system and mitigating the amount of discharge into existing rivers.

The Oregon Infrastructure Finance Authority contacted the City in late December 2017 stating the intent to refund (i.e. refinance) the State bonds used to finance the SPWF loans in order to capture the benefits of better market conditions. The City was invited to participate in order to save money due to a lower interest rate. Actual savings will depend on the final interest rate at the time the refunding bonds are sold, which is anticipated in April or May 2018, but anticipated to be in the 2-3% range. The remaining balance on the loan today is \$5,341,669. The restructured loan will maintain the same repayment period, with the final payment scheduled for December 2028. All existing post-compliance requirements would remain in force for the loan.

The State is coordinating with 18 cities who participated the original loan programs, and the timeline is very tight for ongoing participation. In order to participate, City Council must authorize this resolution at the March 19, 2018 meeting. The resolution was reviewed by the State's bond counsel. Future steps will result in amended loan documents once the State has completed its bond refunding.

FISCAL IMPACT: The estimated savings over the life of the remaining loan is yet to be determined, but a reasonable range is between \$200,000-500,000, representing a combination of lower interest as well as additional bond premium savings in similar manner as the bonds issued at the beginning of the loan.



RESOLUTION No. 2018-3454

**A RESOLUTION OF THE CITY OF NEWBERG AUTHORIZING
REFUNDING OF A LOAN FROM THE SPECIAL PUBLIC WORKS FUND
WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY**

RECITALS:

1. The Recipient is a “municipality” within the meaning of Oregon Revised Statutes 285B.410(9).
2. Pursuant to Oregon Revised Statutes 285B.410 through 285B.482 (the “Act”), the Recipient obtained a loan (the “Loan”) in the principal amount of \$8,525,632 from the Oregon Infrastructure Finance Authority of the Business Development Department (“the Department”) through the Special Public Works Fund for the financing of a “development project” within the meaning of the Act by entering into a Loan Agreement Project Number B07007 with the Department dated 15 April 2009 (the “Loan Agreement”) and executing a Promissory Note dated 9 April 2009 (the “Note”) representing the amounts due under the Loan.
3. The Department funded the Loan, in part, through the issuance of Oregon Bond Bank Revenue Bonds (the “State Bonds”) and passed the interest rates on the State Bonds through to the Loan, which are reflected in the Note.
4. Under current market conditions, refunding all or a portion of the outstanding State Bonds may produce debt service savings for the borrowers whose loans were funded by the State Bonds, including the Recipient.
5. The Recipient wishes to participate in the State’s refunding of the State Bonds in order to achieve debt service savings on the outstanding Loan.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. Refunding Authorized. The Governing Body authorizes the City Manager, or person designated by the City Manager, to act on behalf of the Recipient (the “Authorized Officer”), to amend the Note by executing a revised payment schedule to the Note pursuant to Section 4 of the Loan Agreement (the “Amended Note”) and such other documents as may be required to refund the Loan to achieve debt service savings.
2. Security. Amounts due to the Department pursuant to the Loan Agreement and the Amended Note shall continue to be secured by a pledge as provided in Section 7 of the Loan Agreement.
3. Additional Documents. The Authorized Officer is hereby authorized to enter into any agreements and to execute any documents or certificates which may be required to refund the Loan.
4. Tax-Exempt Status. The Recipient covenants not to take any action or omit to take any action if the taking or omission would cause interest paid by the Recipient pursuant to the Loan, as refunded

and amended by the Amended Note, not to qualify for the exclusion from gross income provided by Section 103(a) of the Internal Revenue Code of 1986, as amended. The Authorized Officer may enter into covenants on behalf of the Recipient to protect the tax-exempt status of the interest paid by the Recipient pursuant to the Loan, as refunded and amended by the Amended Note, and may execute any Tax Certificate, Internal Revenue Service forms or other documents as shall be required by the Department or their bond counsel to protect the tax-exempt status of such interest.

5. Resolution Effective Date. This Resolution shall be in force and effect from and after passage by the Governing Body.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: _____, 2018.

ADOPTED by the City Council of the City of Newberg, Oregon, this ____ day of _____, 2018.

Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of _____, 2018.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ____ Ordinance ____ Resolution ____ Motion XX Information ____
No. No. No.

SUBJECT: Council Minutes

**Contact Person (Preparer) for this
Motion: Sue Ryan
Dept.: City Recorder**

RECOMMENDATION: Approve Council Minutes for February 20, 2018.

NEWBERG CITY COUNCIL MINUTES
REGULAR SESSION
February 20, 2018, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)

A work session was held at 6:00 p.m. preceding the meeting. Present were Mayor Andrews, Councilors Patrick Johnson, Denise Bacon, Mike Corey, Scott Essin, and Matt Murray. Councilor Stephen McKinney was excused. City staff present were City Manager Joe Hannan, City Attorney Truman Stone, City Recorder Sue Ryan, Finance Director Matt Zook, Human Resources Director Anna Lee, and Community Development Director Doug Rux.

Mayor Andrews called the meeting to order. The Mayor had one item for Council Business.

Carr Biggerstaff, Chehalem Valley Chamber of Commerce Executive Board member, gave the Chamber quarterly report. The number of walk in visitors was 1,555, the number of people who had used the tourism website was 407, revenue from the City of Newberg was \$34,971, and revenue from the City of Dundee was \$2,500. The allocated expenses for personnel were \$15,042 and for tourism marketing was \$14,041. The allocated overhead was \$12,307. The net income for the quarter was \$86,080. The TLT dollars were spent on familiarization tours, cost of the visitor report for the first quarter, event pamphlets, and website charges for a total of \$1,441.54.

There was discussion regarding the use of the TLT money. Councilor Essin commented on how much money had been spent in the first two quarters, and how a large sum was left for the next two quarters. He asked about the Chamber giving back \$39,000.

Mr. Biggerstaff said they realized that they were not staffed to handle tourism promotion and marketing as well as doing their Chamber responsibilities. The Visitor Center was still covered because the brochures were in their lobby and there was staff to answer questions. What became more staff intensive were the familiarization tours and the bigger events. They had approached the TLT Committee and told them they were spending \$39,000 to do tourism promotion.

Mr. Biggerstaff explained the Chamber's organizational structure and the program areas, events, and training they offered. All of these were done through staff and volunteers. Councilor Essin asked about the Chamber's request for \$170,000 and that if they had received it, they would have hired one person and they would not have to give the \$39,000 back.

Mr. Biggerstaff explained they had recognized that they were not fully staffed enough to handle the Chamber duties and tourism duties. As the destination marketing activities accelerated, the Chamber was spending all of its time supporting the tourism events. They did not have enough money to hire a full time person to focus on tourism. They had submitted a proposal to the TLT Committee in 2017. The TLT Committee had about \$200,000 in annual TLT funds at its disposal, and the Chamber had \$139,000. The Chamber used the \$100,000 for the Visitor Center and the \$39,000 was discretionary. If they were to take that \$39,000 and use some of the \$200,000, they could hire someone to focus on tourism and execute the TLT plan. The rest of the money could be used for familiarization tours, print advertising, and the website as well as grant programs. The proposal was reviewed and discussed at several meetings and the TLT Committee would be making a decision on the proposal in the near future. If it was approved by the TLT Committee, the proposal would come before Council. The employee would be hired by the Chamber, would be located in the Chamber, and supervised by the Chamber Executive.

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CM Hannan said there was another proposal to hire a firm or LLC that did the tourism promotion activities. The Council would be meet with the TLT Committee on these options. Councilor Murray asked about regional Chambers and how they operated.

Mr. Biggerstaff said he had talked with multiple Chamber Directors and it was not uncommon for communities of Newberg's size that combined Visitor Center and tourism functions. Each of those organizational aspects be self-sustaining. He explained how many cities had a dual Chamber and Visitor Center, but a separate destination marketing organization. Chambers were currently focusing on business advocacy and economic development. Newberg had a great economic development strategy and had a variety of business services that people did not know about. They had been so busy doing traditional Chamber and tourism activities that they had lost sight of their core mission.

Councilor Murray asked if he had a preference between a full time employee that the Chamber managed or a firm that filled that role. Mr. Biggerstaff wanted what would be the most effective and efficient way of handling tourism with the available funding. If there was a full time employee, he would want to have a plan developed for that person. There needed to be a better plan for how funding for destination marketing was used. He thought this new employee or firm could help develop a plan that met the needs for the community and then they would implement the plan.

Councilor McKinney said the Council was concerned about TLT funding and how it should be used to move the community forward rather than cash to fill in for certain activities. With a Chamber that had a loss of 100 members, they were in a crucial state. He wanted to know how they planned to fix the Chamber especially if the TLT funds did not go to them, and whether it was in the best interest of the City to backfill money at a Chamber with difficulties. The Council was looking for a workable, substantive plan. His impression was tonight they had circled the wagons without nailing down a direction. This was an important issue and they needed to be sensitive about how TLT funds were spent.

Mr. Biggerstaff said the Chamber was working a plan to move forward and a job description for the next Executive Director. The timing fit with the idea of sharing the combined TLT dollars and hiring a full time tourism person. He thought having a dedicated person for tourism was the best use of the funds.

Councilor Bacon asked what percentage of the total bill for personnel was the Visitor Center paying for? Mr. Biggerstaff said roughly 1/3 of the overhead was allocated to the Visitor Center and about 1/3 of the personnel costs. Councilor Bacon said they were spending about \$12.61 per visitor. Mr. Biggerstaff stated some of the personnel staffing supported tourism activities and the numbers were somewhat inflated. There had been a drop off in foot traffic since they had moved out of the downtown core. Councilor Bacon said they were legally obligated to spend the money on tourism, not help the Chamber. Mr. Biggerstaff clarified they would not have moved to their current building and would not have the staffing they did if they were not also the Visitor Center. They needed the space for brochures and a reception area. They had been the Visitor Center for a long time.

Councilor Johnson said there had been a lack of communication when the Chamber/Visitor Center moved and during the current change in direction. He thought this was a partnership and asked that the City be given a heads up in the future. Mr. Biggerstaff said duly noted. They had been limited in what they could say about their current situation. Councilor Johnson said this was an opportunity to look at all of the options and the future direction of the Chamber. He would like to know the average cost per visitor with the TLT dollars.

Mayor Andrews agreed about getting the average cost per visitor numbers. He asked if the Chamber had had a similar discussion with Dundee and if they had a similar distribution of dollars from Dundee. Mr. Biggerstaff said they had not had that discussion yet. There had not been a discussion regarding the best use of the funds received from Dundee either.

CALL MEETING TO ORDER

Mayor Andrews called the business session to order at 7:25 p.m.

ROLL CALL

Members Present:	Mayor Bob Andrews Denise Bacon Scott Essin	Stephen McKinney Patrick Johnson Stephen McKinney	Mike Corey Matt Murray
Staff Present:	Joe Hannan, City Manager Sue Ryan, City Recorder Matt Zook, Finance Director Anna Lee, Human Resources Director Caleb Lippard, Assistant Finance Director	Truman Stone, City Attorney Doug Rux, Community Development Director Jay Harris, Public Works Director	

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

CITY MANAGER'S REPORT: City Manager Hannan reported on his activities including the Secretary of State's visit, working with the TLT Committee Chair regarding tourism ideas, working on the veterans banner project, working with WCCCA on the communications upgrade, working on emergency preparedness and emergency notification system, working on the next phase of the Bypass, and organizing two Council partner meetings, one with the County Commission and one with CPRD.

PUBLIC COMMENTS: None

CONSENT CALENDAR:

MOTION: Bacon/Johnson moved to approve the Consent Calendar including Council Minutes for January 16 and February 5, 2018; Resolution 2018-3439, A Resolution supporting the City of Newberg's ongoing participation as a member of the Yamhill County Affordable Housing Corporations (YCAHC) regional Housing Rehabilitation Collaborative and a board of directors, and to appoint the Newberg Community Development Director as the successor to former board member Steve Olson; Resolution 2018-3440, Authorizing financing of Real and Personal property in a principal amount not to exceed \$3,5000,000, and related matters; Resolution 2018-3445 Ratifying contract amendment 1.2 between Don Cushing Associates and Washington County Consolidated Communications Agency (WCCCA) for work undertaken on behalf of the City of Newberg and Authorizing payment. Motion carried (7 Yes/0 No).

PUBLIC HEARING:

Mayor Andrews opened the public hearing. He called for any conflicts of interest, abstentions or objections to jurisdiction. There were none.

City Attorney Stone presented the staff report. These were technical fixes to the Transportation Utility Fee (TUF) code language. The Fee was adopted by ordinance in May 2017 and was implemented in September 2017. A few issues had come up that needed to be addressed. One was the Citizens Rate Review Committee (CRRC) pointed out some conflicting provisions in the TUF statute and CRRC statute. There was a difference in the inflation indexing language and differences in how the CRRC was supposed to look at the Fee and apply standards to it. There was a question about whether if the TUF was increased, was it a referable matter. There was a timing issue with the biennial review of the TUF and the schedule of the CRRC and when the TUF was increased, would it be effective in January or September. The proposed changes gave more flexibility to when the CRRC could consider the TUF, the inflation index was changed from one that was no longer used to one that was still being published, and using the term "responsible party" which referred to the person who paid the municipal services statement, instead of stating it would be imposed on the owner of the property.

Proponents: None

Opponents: None

Unknown: None

Mayor Andrews closed the public hearing. CA Stone said this was written with an emergency clause, which if passed tonight would make the ordinance effective immediately.

MOTION: Bacon/Corey moved to waive the second reading of Ordinance 2018-2828. Motion carried (7 Yes/0 No).

MOTION: Bacon/Murray moved to approve Ordinance 2018-2828 to be read by title only, An Ordinance amending portions of Newberg Municipal Code Sections 3.45 related to the Transportation Utility Fee and declaring an emergency. Motion carried (7 Yes/0 No).

NEW BUSINESS: Resolution 2018-3437, AFSCME Union Contract

Human Resources Director Lee said this was a request for ratification of the AFSCME contract. The contract would be effective from January 1, 2018 to December 31, 2020 with a wage only opener for the remainder of the two year contract.

MOTION: Murray/Corey moved to approve Resolution 2018-3437, A Resolution approving the Collective Bargaining agreement between the City and AFSCME Local 1569 Association, effective retroactively to January 1, 2018 through December 31, 2020, and authorizing the City Manager to execute the agreement as well as delegating the authority to make minor amendments and interpret the agreement on behalf of the city. Motion carried (7 Yes/0 No).

Equal Pay Program: Finance Director Zook said citizens had requested an equal pay program. Staff had looked into the City's software system and what other cities did. Assistant Finance Director Lippard said the program would give citizens even payments for a 12-month period for all customer accounts except for irrigation and non-potable accounts. Staff had come up with a proposal for who was eligible, how it was calculated, how people could sign up, and questions they thought customers might have. He asked for Council input on this proposal.

Councilor Johnson asked about the Equal Pay enrollment section. It said it was the customer's responsibility to monitor the balance of their account to ensure the monthly equal payment was reasonably close to the actual consumption. He was concerned with how people would be able to track their consumption. AFD Lippard said the bill statements always stated what that month's consumption was and with the equal pay customers there would be one column that said what their equal pay charges were and there would be another column that showed what the charge would be if they were paying for their actual consumption. Typically people used more water in the summer months than other times of the year and the bills should reflect that.

FD Zook said they wanted to remind customers that even though they were on an equal pay plan they needed to watch what their consumption truly was so that if it was approaching the 12th month and they had a higher usage, the equal pay calculation for the next 12 months would be higher. Councilor Johnson asked if there would be a rolling total, and that anything that went above what customers were paying would be rolled into the next 12 months instead of having a balloon payment when the 12 months was over. AFD Lippard said that was still up for discussion. He was in favor of rolling it into the next 12 months. Councilor Johnson was concerned about a balloon payment, especially for lower income customers.

FD Zook did not think they would enforce a balloon payment as most cities rolled the balance forward. Staff would also be monitoring the customers with a high variance. He did not know what the participation rate would be, and not all customers were eligible for equal pay.

Councilor Bacon said they needed to inform customers about leaks and that they would be responsible to notify the City about them in a timely manner. Councilor Essin thought this would make it easier for people to pay their bills and it would not be as big of a hit if there was an increase. Mayor Andrews asked why storm water was not included in the calculation. AFD Lippard stated storm water was already a flat charge that did not fluctuate with consumption.

There was discussion on promotion of the program. Councilor Murray suggested sending out an FAQ with a link to the Public Works website so people understood that Newberg had its own water treatment plant and wells. AFD Lippard clarified revenues would not flatten out, even with the equal pay. They would still accrue as they did currently. He had a question out to the Department of Revenue on whether there were restrictions or regulations on reserve amounts for the wastewater/water funds going on the equal pay program. There was consensus that this program was going in the right direction.

COUNCIL BUSINESS: There was discussion on the upcoming Thursday night joint meeting with the Chehalem Parks and Recreation District. CM Hannan said Police Chief Casey was presenting an annual report to the Dundee City Council tonight. He would report back the items he covered to the Council. They were moving forward with the opt-out glass recycling program which would begin in April. If people did not want to participate, they would need to call a number that would be provided. There would be a one month trial, and people could opt-out after that as well.

ADJOURNMENT: The meeting was adjourned at 8:10 p.m.

ADOPTED by the Newberg City Council this 19th day of March, 2018.

Sue Ryan, City Recorder

ATTESTED by the Mayor this 19th day of March, 2018.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March, 19, 2018

Order ____ No.	Ordinance ____ No.	Resolution <u>X</u> No. 2018-3456	Motion ____	Information ____
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SUBJECT: A Resolution to accept a grant award from the Department of Land Conservation and Development and authorize City Manager to execute all grant documents

Contact Person (Preparer) for this
Motion: Cheryl Caines
Dept.: Community Development
File No.: GR-17-0009

RECOMMENDATION: Adopt Resolution No. 2018-3252 accepting a grant award from the Department of Land Conservation and Development for Urban Growth Boundary (UGB) work and authorizing the City Manager to negotiate and execute all necessary grant documents.

EXECUTIVE SUMMARY: On October 3, 2017, City Council adopted Resolution No. 2017-3413 supporting an application to the Department of Land Conservation and Development (DLCD) for a Technical Assistance grant for planning project assistance – Newberg 2030 Phase II. The goal of this project is to determine the long range economic and housing land needs of the city using the simplified UGB process under OAR Chapter 660, Division 38.

The work completed thus far was funded through a DLCD Technical Assistance Grant in 2015 and included a public visioning process, a buildable lands inventory, an evaluation of urban growth boundary (UGB) study areas, and an action plan. The next step is to finish the analysis to determine the amount and location of land suitable to provide a mix of employment and housing choices.

On December 11, 2017, DLCD awarded Newberg \$50,000.00 to complete the proposed work made up of the following tasks:

- 1) Establishment of study area and alternative locations - refine the Phase I study areas and select the alternative locations to evaluate based on the streamlined method
- 2) Serviceability analysis to expansion areas - review existing capacity of the city sewer, water, and transportation systems and identify needed capacity and system improvements (including a funding and construction schedule) to demonstrate serviceability to UGB expansion areas
- 3) Buildable lands inventory (BLI) update – update BLI for both residential and employment land needs from Phase I based on technical fixes to OAR chapter 660, division 38
- 4) Residential land need determination
- 5) Employment land need determination
- 6) Final Report – drafting of a final report capturing the direction and action measures (with adoption timeframe) the City will take to meet future land needs.

Acceptance and completion of the identified grant work would determine if the city will proceed with a UGB amendment using the new Division 38 streamlined path. If approved, the grant work is expected to begin on April 15, 2018, and end by June 30, 2019. This is a reimbursement grant, so the city would be tasked with hiring a consultant, paying all other grant related tasks, and would get reimbursed by DLCD at a midpoint of the grant and at the end of the grant.

FISCAL IMPACT: The Community Development Department's 2017-2018 budget includes some funding for future planning efforts, including Newberg 2030. In addition to the \$50,000 grant award, the City expects to pay an additional \$62,000 toward consultant work. This amount would not exceed what has already been budgeted for these purposes.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM SEPTEMBER 2017):

The grant funded project will help achieve Council Goal 7 – Expand the City's Urban Growth Boundary, Goal 8 – Encourage Affordable Housing, and Goal 10 – Implement Newberg Economic Development Strategy.



RESOLUTION No. 2018-3456

**A RESOLUTION ACCEPTING A GRANT AWARD FROM THE
DEPARTMENT OF LAND CONSERVATION AND AUTHORIZING THE
CITY MANAGER TO EXECUTE ALL GRANT DOCUMENTS**

RECITALS:

1. On October 3, 2017, City Council adopted Resolution No. 2015-3413, supporting an application to the Department of Land Conservation and Development (DLCD) for a Technical Assistance grant for planning project assistance. Newberg 2030 Phase II. The goal of this project is to determine the long range economic and housing land needs of the city using the simplified UGB process under OAR Chapter 660, Division 38.
2. Staff has worked with DLCD to draft a scope of work for the grant to include tasks that will complete the work begun in Phase I of the Newberg 2030 project. Completion of these tasks will enable the city to proceed with a UGB amendment using the new Division 38 streamlined path or determine if a different approach is necessary.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City accepts the grant from the Department of Land Conservation and Development in the amount of \$50,000.00. The City will hire a consultant to assist with the project for reimbursement from the state as part of the grant process.
2. The City Manager is granted the authority to negotiate and execute all necessary documents related to this grant award, including agreements with the Department of Land Conservation and Development and contracts with the selected consultant.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: March 20, 2018.

ADOPTED by the City Council of the City of Newberg, Oregon this 19th day of March, 2018.

Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of March, 2018.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ____ Ordinance XX Resolution ____ Motion ____ Information ____
No. No. 2018-2823 No.

SUBJECT: An Ordinance amending Chapter 13 of the Newberg Municipal Code to modify system development charge regulations and declaring an emergency

**Contact Person (Preparer) for this Motion: Kaaren Hofmann, P.E., City Engineer
Dept.: Public Works Department**

HEARING TYPE: ☒ **LEGISLATIVE** ☐ **QUASI-JUDICIAL** ☐ **NOT APPLICABLE**

RECOMMENDATION:

Adopt Ordinance No. 2018-2823

EXECUTIVE SUMMARY:

Chapter 13 of the Newberg Municipal Code addresses public utilities and services in the City. Over the last several years the City Council has adopted new utility master plans and system development charge (SDC) methodologies. The proposed revisions will address those recent decisions.

The track changes version of the proposed amendments is attached at Exhibit A and a clean version is Exhibit B. The changes include:

- Removing the word residential from the definition of qualified public improvement;
- Added a section to grant waivers to 2 single family residences per year;
- Provided distinction between credits and deductions;
- Indexes SDCs automatically each year on April 1.
- Added that credits are only available for excess capacity and that the project must be in the project list adopted by the City Council;
- Specified the rate by which a developer could finance system development charges;
- Specified that credits cannot be redeemed for cash; and
- Deleted Section 13.10.070 (F)(2)(a-d).

The proposed changes will allow for consistency and transparency in calculating system development charges, issuing credits and deductions and providing for indexing. These changes will be consistent with State Law, the recently updated Master Plans and methodologies. The City has also been working on a guidance manual and forms to provide clarity to citizens, developers and staff.

Resolution No. 2018-3455 is proposed to repeal Resolutions 2007-2698 and 96-1951. This would mean that a development like the ReStore would not be eligible for an SDC waiver

FISCAL IMPACT:

There is no measurable fiscal impact to the City.



ORDINANCE No. 2018-2823

AN ORDINANCE AMENDING CHAPTER 13 OF THE NEWBERG MUNICIPAL CODE TO MODIFY SYSTEM DEVELOPMENT CHARGE REGULATIONS AND DECLARING AN EMERGENCY

RECITALS:

1. WHEREAS, Chapter 13 of the Newberg Municipal Code addresses public utilities and services in the City.
2. WHEREAS, the proposed changes will allow for consistency and transparency in calculating system development charges, issuing credits and deductions and providing for indexing. These changes will be consistent with State Law, the recently updated Master Plans and methodologies.
3. WHEREAS, the language in Resolution 96-1951 has been incorporated into the proposed code language.
4. WHEREAS, Resolutions 2007-2698 and 96-1951 will be repealed by Resolution No. 2018-3455.
5. WHEREAS, this amendment furthers the City Council's goals to maintain and modernize the City's transportation and utilities infrastructure.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

Section 1. Chapter 13 of the Newberg Municipal Code is amended as follows:

Section 13.05.010 is amended as follows:

The purpose of the system development charge is to impose a portion of the cost of capital improvements for water, wastewater drainage, streets, and flood control upon those developments that create the need for or increase the demands on capital improvements.

Section 13.05.030 is amended as follows:

For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

“Capital improvements” means facilities or assets used for:

1. Water supply, treatment and distribution;
2. Wastewater collection, transmission, treatment and disposal;

3. Drainage and flood control; or

4. Transportation.

“Developer” means the person, builder, applicant, permittee, or firm developing land, making the improvement, or building or modifying a structure.

“Development” means constructing a building or making a physical change in the use or appearance of a structure or land.

“Improvement fee” means a fee for costs associated with capital improvements to be constructed after the date the fee is adopted pursuant to NMC [13.05.040](#).

“Land area” means the area of a parcel of land as measured by projection of the parcel boundaries upon a horizontal plane with the exception of a portion of the parcel within a recorded right-of-way or easement subject to a servitude for a public street or scenic or preservation purpose.

“Parcel of land” means a lot, parcel, block or other tract of land that is occupied or may be occupied by a structure or structures or other use, and that includes the yards and other open spaces required under the zoning, subdivision, or other development ordinances.

“Qualified public improvement” means a capital improvement that is:

1. Required as a condition of development approval;

2. Identified in the plan adopted pursuant to NMC [13.05.080](#); and either:

a. Not located on or contiguous to a parcel of land that is the subject of a development approval; or

b. Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

3. For purposes of this definition, contiguous means in a public way which abuts the parcel.

“Reimbursement fee” means a fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to NMC [13.05.040](#) and for which the Council determines capacity exists.

“System development charge” means a reimbursement fee, an improvement fee or a combination of a reimbursement fee and an improvement fee assessed or collected at the time of increased usage of a capital improvement, at the time of issuance of a development permit or building permit, or at the time of connection to the capital improvement. ‘System development charge’ includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the local government for its average cost of inspecting and installing connections with water and sewer facilities. **“System development charge”** does not include fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with

requirements or conditions imposed by a land use decision.

Section 13.05.040 is amended to add from 13.10.070:

C. For properties located outside the city limits, a factor of two shall be multiplied times the systems development charge computed for the development if it were located within the city limits.

Section 13.05.050 is amended as follows:

13.05.050 Methodology.

A. The methodology used to establish or modify the reimbursement fee shall, where applicable, be based on the cost of then-existing facilities, prior contributions by then-existing users, the value of unused capacity, rate-making principles employed to finance publicly owned capital improvements, and other relevant factors identified by the city council. The methodology shall promote the objective that future systems users shall contribute no more than an equitable share of the cost of then-existing facilities.

B. The methodology used to establish or modify the improvement fee shall, where applicable, demonstrate consideration of the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related.

C. The methodology used to establish the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the city council.

Section 13.05.750 is added as follows:

13.05.075 Notice

A. The city shall maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for any system development charge. Written notice shall be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a system development charge. The methodology supporting the system development charge shall be available at least 60 days prior to the first hearing to adopt or amend a system development charge. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the city.

B. The city may periodically delete names from the list, but at least 30 days prior to removing a name from the list, the city must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list.

Section 13.050.080 is amended as follows:

A. The city council shall adopt a plan that:

1. Lists the capital improvements that the council intends to fund in whole or in part with improvement fee revenues;
2. Lists the estimated cost and time of construction of each improvement and the percentage of

that cost eligible to be funded with improvement fee revenues; and

3. Describes the process for modifying the plan.

B. In adopting this plan, the Council may incorporate by reference all or a portion of any public facilities plan, master plan, capital improvements plan or similar plan that contains the information required by this section.

C. The Council may modify such plan and list at any time. If a system development charge will be increased by a proposed modification to the list to include a capacity increasing public improvement the council will:

1. at least 30 days prior to adoption of the proposed modification, provide written notice to persons who have requested notice pursuant to section 13.05.075.

2. hold a public hearing if a written request for a hearing is received within seven days of the date of the proposed modification.

D. A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on the periodic application of the indexing provisions of 13.05.135 or a modification to any of the factors related to the rate therein that are incorporated in the established methodology.

Section 13.05.090 is amended as follows:

A. The system development charge is due and payable upon issuance of:

1. A building permit (a development permit);

2. A development permit not requiring the issuance of a building permit;

3. A permit to connect to the water system; or

4. A permit to connect to the wastewater system.

B. If no building or connection permit is required, the system development charge is payable at the time the usage of the capital improvement is increased based on changes in the use of the property unrelated to seasonal or ordinary fluctuations in usage.

C. If development is commenced or connection is made to the water, stormwater or wastewater systems without an appropriate permit, the system development charge is immediately payable upon the earliest date that a permit was required.

D. The city manager shall collect the applicable system development charge when a permit that allows building or development of a parcel is issued or when a connection to the water, stormwater or wastewater system of the city is made.

E. The city manager shall not issue such permit or allow such connection until the charge has been paid

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in full, provision for installment payments has been made pursuant to NMC [13.05.110](#), or unless an exemption is granted pursuant to NMC [13.05.120](#).

Section 13.05.110 is amended as follows:

- A. An owner of property obligated to pay a system development charge in an amount exceeding \$2,500 may apply to pay the charge in semi-annual installments over a period not to exceed ten years, but will pay minimum semi-annual installments of not less than \$1,250. Installments shall include interest on the unpaid balance at the rate equal to three percent per annum above the prime rate of interest quoted by the Wall Street Journal as of January 2 of the year in which the charge is imposed.,.
- B. The city manager shall provide application forms for installment payments, which shall include a waiver of all rights to contest the validity of the lien, except for the correction of computational errors.
- C. An applicant for installment payments shall have the burden of demonstrating the applicant's authority to assent to the imposition of a lien on the development and that the interest of the applicant is adequate to secure payment of the lien.
- D. The city manager shall docket the lien in the lien docket. From that time the city shall have a lien upon the described parcel for the amount of the system development charge, together with interest on the unpaid balance. The lien shall be enforceable in the manner provided in ORS Chapter [223](#).

Section 13.05.120 is amended as follows:

13.05.120 Exemptions and Waivers.

- A. Structures and uses established and existing on or before June 18, 1991 are exempt from a system development charge, except water and wastewater charges, to the extent of the structure or use then existing and to the extent of the parcel of land as it is constituted on that date. Structures and uses affected by this section shall pay the water or wastewater charges pursuant to the terms of this article upon the receipt of a permit to connect to the water or wastewater system.
- B. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the current Oregon Residential Specialty Code, are exempt from all portions of the system development charge.
- C. An alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of the public improvement facility are exempt from all portions of the system development charge.
- D. Up to two low or moderate income single family residential projects for certified non-profit entities per calendar year will be granted a waiver for wastewater and water system development charges by the City Manager on a first come, first serve basis.
- E. Except as provided in section D above, no waiver of system development charges shall be made.

Section 13.05.130 is amended as follows:

13.05.130 Credits and Deductions.

A. Deductions shall be given for the computed system development charge to the extent that prior structures existed and services were established on or after June 18, 1991. The deduction so computed shall not exceed the calculated system development charge. No refund shall be made on account of such deduction. No deduction will be granted on uses that have not existed for over five years or if said property has been vacant for over five years.

B. A credit shall be given for the cost of a qualified public improvement associated with a development. If a qualified public improvement is the subject of the development approval,

1. The credit shall be given only for the cost of the eligible portion of the improvement.
2. The credit provided for by this subsection shall be only for the improvement fee charged for the type of improvement being constructed.
3. Credits must be for the actual cost of project capacity in excess of that needed to serve the particular development.
4. Credits must be issued only for projects in the plan adopted pursuant to NMC 13.05.080.
5. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this subsection. The request for credit shall be filed in writing no later than 60 days after acceptance of the improvement by the city.
6. The city may deny the credit provided for in this section if the city demonstrates that the application does not meet the requirements of this section or if the improvement for which credit is sought was not included in the improvement plan.

C. Credit shall not be transferable from one development to another.

D. Credit shall not be transferable from one type of capital improvement to another.

E. Credits cannot be indexed for inflation.

F. Credits cannot be redeemed for cash.

G. Credits shall be used within five (5) years from the date the credit is given.

Section 13.05.135 is added as follows:

13.05.135 Indexing

All system development charges will be indexed. The indexing will be based on the Engineering News Record Construction Cost Index for Seattle for December of each year and they will be increased on April 1 each subsequent year.

Section 13.05.140 (B) is amended as follows:

B. The city manager shall provide an annual accounting, based on the city's fiscal year, for system development charges showing the total amount of system development charge revenues collected for each type of facility and the projects funded from each account.

Section 13.05.150 is amended as follows:

13.05.150 Appeal procedure.

A. A person challenging the propriety of an expenditure of system development charge revenues may appeal the decision or the expenditure to the city council by filing a written request with the city manager describing with particularity of the expenditure which the person appeals. An appeal of an expenditure must be filed within two years of the date of the alleged improper expenditure.

B. After providing notice to the appellant, the city council shall determine if the expenditure is in accordance with this article and the provisions of ORS [223.297](#) through [223.314](#) and may affirm, modify, or overrule the decisions. If the city council determines that there has been an improper expenditure of system development charge revenues, the city council shall direct that a sum equal to the misspent amount shall be deposited within one year to the credit of the account or fund from which it was spent.

C. A legal action challenging the methodology adopted by the city council pursuant to NMC [13.05.050](#) shall not be filed later than 60 days after the adoption and only as provided in ORS 34.010 to ORS 34.100.

Section 13.10.070 (F) is amended as follows:

F. Wastewater System Connection.

1. The wastewater system connection fee shall be calculated based on estimates of actual costs incurred by the city in conjunction with the connection of the service, which includes tapping the main line and installing the side sewer to the property line, and shall be payable with the application for service. Costs in excess of the estimate shall be due upon completion of the connection work by the city and any excess shall be promptly refunded.
2. As used herein, the term “**wastewater system openings**” shall be defined to mean and include all lavatories, wash basins, toilets, bathtubs, showers, sinks, laundry trays, floor drains and any and all other fixtures or connections which shall provide an opening for wastewater and waste to be drained into the wastewater system, but shall not include cleanout openings which are used solely for maintaining, repairing and/or cleaning the plumbing system on any premises.
3. Each separate building or structure is required to possess a wastewater system connection permit, irrespective of the fact that the same may be under one ownership or constructed upon one property; and the fact that the same may be connected by doorways, archways, walks or appurtenances thereto shall not alter or change this provision.
4. Revenue from wastewater system connection fees as defined in subsection (F)(1) of this section shall be paid into the wastewater fund.

Section 2. In order for the provisions of this code to take effect with all other Development Fees on April 1, 2018, immediate implementation is necessary. Therefore, the City declares an emergency, and thereby this ordinance shall take effect immediately upon passage by the Council and signature of the Mayor.

Section 3. Codification. Provisions of this ordinance shall be incorporated into the city code and the word ordinance maybe changed to another word, and the sections of this ordinance maybe renumbered, or re-lettered, provided however that any whereas clauses need not be codified and the city recorder is authorized to correct any cross-references and typographical errors.

➤ **EFFECTIVE DATE** of this ordinance is the day after the adoption date, which is: March 20, 2018.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of March, 2018, by the following votes: **AYE:** **NAY:** **ABSENT:** **ABSTAIN:**

Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of March, 2018.

Bob Andrews, Mayor

Chapter 13.05 GENERAL PROVISIONS

Sections:

Article I. System Development Charges

<u>13.05.010</u>	Purpose.
<u>13.05.020</u>	Scope.
<u>13.05.030</u>	Definitions.
<u>13.05.040</u>	System development charge established.
<u>13.05.050</u>	Methodology.
<u>13.05.060</u>	Authorized expenditures.
<u>13.05.070</u>	Expenditure restrictions.
<u>13.05.080</u>	Improvement plan.
<u>13.05.090</u>	Collection of charge.
<u>13.05.100</u>	Delinquent charges – Hearing.
<u>13.05.110</u>	Installment payment.
<u>13.05.120</u>	Exemptions.
<u>13.05.130</u>	Credits.
<u>13.05.140</u>	Segregation and use of revenue.
<u>13.05.150</u>	Appeal procedure.
<u>13.05.160</u>	Prohibited connection.

Article II. Penalty

<u>13.05.170</u>	Penalty.
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Article I. System Development Charges

13.05.010 Purpose.

The purpose of the system development charge is to impose a portion of the cost of capital improvements for water, wastewater drainage, streets, ~~and~~ flood control, ~~and parks~~ upon those developments that create the need for or increase the demands on capital improvements. [Ord. [2306](#), 6-18-91. Code 2001 § 50.01.]

13.05.020 Scope.

The system development charge imposed by this article is separate from and in addition to any applicable tax, assessment, charge, or fee otherwise provided by law or imposed as a condition of development. [Ord. [2306](#), 6-18-91. Code 2001 § 50.02.]

Cross-reference: See Chapter 223 of Title [21](#) ORS for local system development charges.

13.05.030 Definitions.

For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

“Capital improvements” means facilities or assets used for:

1. Water supply, treatment and distribution;
2. Wastewater collection, transmission, treatment and disposal;
3. Drainage and flood control; or
4. Transportation; ~~or~~

~~5. Parks and recreation.~~

“Developer” means the person, builder, applicant, permittee, or firm developing land, making the improvement, or building or modifying a structure.

“Development” means constructing a building or making a physical change in the use or appearance of a structure or land.

“Improvement fee” means a fee for costs associated with capital improvements to be constructed after the date the fee is adopted pursuant to NMC 13.05.040.

“Land area” means the area of a parcel of land as measured by projection of the parcel boundaries upon a horizontal plane with the exception of a portion of the parcel within a recorded right-of-way or easement subject to a servitude for a public street or scenic or preservation purpose.

“Parcel of land” means a lot, parcel, block or other tract of land that is occupied or may be occupied by a structure or structures or other use, and that includes the yards and other open spaces required under the zoning, subdivision, or other development ordinances.

“Qualified public improvement” means a capital improvement that is:

1. Required as a condition of ~~residential~~ development approval;
2. Identified in the plan adopted pursuant to NMC 13.05.080; and either: ~~and~~

3a. Not located on or contiguous to a parcel of land that is the subject of a ~~residential~~ development approval; and/or

b.4. Located in whole or in part on or contiguous to property that is the subject of development approval and ~~r~~Required to be built larger or with greater capacity than is

necessary for the particular development project to which the improvement fee is related.

3. For purposes of this definition, contiguous means in a public way which abuts the parcel.

"Reimbursement fee" means a fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to NMC 13.05.040, and for which the Council determines capacity exists.

"System development charge" means a reimbursement fee, an improvement fee or a combination of a reimbursement fee and an improvement fee assessed or collected at the time of increased usage of a capital improvement, at the time of issuance of a development permit or building permit, or at the time of connection to the capital improvement. 'System development charge' includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the local government for its average cost of inspecting and installing connections with water and sewer facilities. **"System development charge"** does not include fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed by a land use decision. [Ord. 2306, 6-18-91. Code 2001 § 50.03.]

13.05.040 System development charge established.

A. System development charges shall be established and may be revised by resolution of the city council.

B. Unless otherwise exempted by the provisions of this article or other local or state law, a system development charge is imposed upon all development within the city, and upon all development outside the boundary of the city that connect to or otherwise use the wastewater facilities, stormwater facilities, or water facilities of the city. [Ord. 2306, 6-18-91. Code 2001 § 50.04.]

Cd. For properties located outside the city limits, a factor of two shall be multiplied times the systems development charge computed for the property or project ~~development~~ if it were located within the city limits.

Cross-reference: See ORS 223.299 and 223.297 – 223.314 for system development charges.

13.05.050 Methodology.

A. The methodology used to establish or modify the reimbursement fee shall, where applicable, be based on ~~consider~~ the cost of then-existing facilities, prior contributions by then-existing

users, the value of unused capacity, rate-making principles employed to finance publicly owned capital improvements, and other relevant factors identified by the city council. The methodology shall promote the objective that future systems users shall contribute no more than an equitable share of the cost of then-existing facilities.

B. The methodology used to establish or modify the improvement fee shall, where applicable, demonstrate consideration of the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related.

C. The methodology used to establish the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the city council. [Ord. 2306, 6-18-91. Code 2001 § 50.05.]

13.05.060 Authorized expenditures.

A. Reimbursement fees shall be applied only to capital improvements associated with the systems for which the fees are assessed, including expenditures relating to repayment of indebtedness.

B. Improvement Fees.

1. Improvement fees shall be spent only on capacity-increasing capital improvements, including expenditures relating to repayment of future debt for the improvements. An increase in system capacity occurs if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the capital improvements funded by improvement fees must be related to demands created by development.

2. A capital improvement being funded wholly or in part from revenues derived from the improvement fee shall be included in the plan adopted by the city pursuant to NMC 13.05.080.

C. Notwithstanding subsections (A) and (B) of this section, system development charge revenues may be expended on the direct costs of complying with the provisions of this article, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures. [Ord. 2306, 6-18-91. Code 2001 § 50.06.]

13.05.070 Expenditure restrictions.

A. System development charges shall not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements.

B. System development charges shall not be expended for costs of the operation or routine maintenance of capital improvements. [Ord. 2306, 6-18-91. Code 2001 § 50.07.]

13.05.075 Notice

A. The city shall maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for any system development charge. Written notice shall be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a system development charge. The methodology supporting the system development charge shall be available at least 60 days prior to the first hearing to adopt or amend a system development charge. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the city.

B. The city may periodically delete names from the list, but at least 30 days prior to removing a name from the list, the city must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list

13.05.080 Improvement plan.

A1. The city council shall adopt a plan that:

A1. Lists the capital improvements that ~~may be funded~~the council intends to fund in whole or in part with improvement fee revenues;

B2. Lists the estimated cost and time of construction of each improvement and the percentage of that cost eligible to be funded with improvement fee revenues; and

C3. Describes the process for modifying the plan. [Ord. 2306, 6-18-91. Code 2001 § 50.08.]

~~(2B.)~~ In adopting this plan, the council may incorporate by reference all or a portion of any public facilities plan, master plan, capital improvements plan or similar plan that contains the information required by this section.

~~(3C.)~~ The council may modify such plan and list at any time. If a system development charge will be increased by a proposed modification to the list to include a capacity increasing public improvement the council will:

a1.) at least 30 days prior to adoption of the proposed modification, provide written notice to persons who have requested notice pursuant to section ~~13 of this resolution~~13.05.075.;

~~b2.)~~ hold a public hearing if a written request for a hearing is received within seven days of the date of the proposed modification.

~~(4D.)~~ A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on the periodic application of the indexing provisions of 13.05.135 or a modification to any of the factors related to the rate therein that are incorporated in the established methodology.

13.05.090 Collection of charge.

A. The system development charge is due and payable upon issuance of:

1. A building permit (a development permit);
2. A ~~development~~ development permit not requiring the issuance of a building permit; A permit to connect to the water system;
3. A permit to connect to the water system; or
43. A permit to connect to the wastewater system.

B. If no building or connection permit is required, the system development charge is payable at the time the usage of the capital improvement is increased based on changes in the use of the property unrelated to seasonal or ordinary fluctuations in usage.

C. If development is commenced or connection is made to the water, stormwater or wastewater systems without an appropriate permit, the system development charge is immediately payable upon the earliest date that a permit was required.

D. The city manager shall collect the applicable system development charge when a permit that allows building or development of a parcel is issued or when a connection to the water, stormwater or wastewater system of the city is made.

E. The city manager shall not issue such permit or allow such connection until the charge has been paid in full, or until provision for installment payments has been made pursuant to NMC 13.05.110, or unless and exemption is granted pursuant to NMC 13.05.120. [Ord. 2306, 6-18-91. Code 2001 § 50.09.]

13.05.100 Delinquent charges – Hearing.

A. When, for any reason, the system development charge has not been paid, the city manager shall report to the city council the amount of the uncollected charge, the description of the development to which the charge is attributable, the date upon which the charge was due, and the name of the developer.

B. The city council shall schedule a public hearing on the matter and direct that notice of the hearing be given to each developer with a copy of the city manager report concerning the unpaid charge. Notice of the hearing shall be given either personally or by certified mail, return receipt requested, or by both personal and mailed notice, and by posting notice on the parcel at least 10 days before the date set for the hearing.

C. At the hearing, the city council may accept, reject, or modify the determination of the city manager as set forth in the report. If the city council finds that a system development charge is unpaid and uncollected, it shall direct the city manager to enter the unpaid and uncollected system development charge in the lien docket. Upon completion of the docketing, the city shall have a lien against the described land for the full amount of the unpaid charge, together with interest at the legal rate of 10 percent and with the city's actual cost of serving notice of the hearing on the owners. The lien shall be enforceable in the manner provided in ORS Chapter 223. [Ord. 2306, 6-18-91. Code 2001 § 50.10.]

13.05.110 Installment payment.

A. An owner of property obligated to pay a system development charge in an amount exceeding \$2,500 may apply to pay the charge in semi-annual installments over a period not to exceed ten years, but will pay minimum minimum semi-annual installments of not less than \$1,250. When a system development charge of \$25.00 or more is due and collectible, the developer of the parcel of land subject to the development charge may apply for payment in installments shall, to include interest on the unpaid balance at the rate equal to three percent per annum above the prime rate of interest quoted by the Wall Street Journal as of January 2 of the year in which the charge is imposed, in accordance with ORS 223.208.

B. The city manager shall provide application forms for installment payments, which shall include a waiver of all rights to contest the validity validity of the -lien, except for the correction of correction of computational errors.

C. An applicant for installment payments shall have the burden of demonstrating the applicant's authority to assent to the imposition of a lien on the development and that the interest of the applicant is adequate to secure payment of the lien.

~~dDC~~. The city manager shall docket the lien in the lien docket. From that time the city shall have a lien upon the described parcel for the amount of the system development charge, together with interest on the unpaid balance at the rate established by the city council of prime + 2.5%. The lien shall be enforceable in the manner provided in ORS Chapter 223. [Ord. 2306, 6-18-91. Code 2001 § 50.11.]

13.05.120 Exemptions and Waivers.

A. Structures and uses established and existing on or before ~~the effective date of the ordinance codified in this article~~ June 18, 1991 are exempt from a system development charge, except

water and wastewater charges, to the extent of the structure or use then existing and to the extent of the parcel of land as it is constituted on that date. Structures and uses affected by this section shall pay the water or wastewater charges pursuant to the terms of this article upon the receipt of a permit to connect to the water or wastewater system.

B. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the current Oregon Residential Specialty Code, are exempt from all portions of the system development charge.

C. An alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of the public improvement facility are exempt from all portions of the system development charge. [Ord. 2306, 6-18-91. Code 2001 § 50.12.]

D. Up to two low or moderate income single family residential projects for certified non-profit entities per calendar year will be granted a waiver for wastewater and water system development charges by the City Manager on a first come, first served basis.

E. Except as provided in section D above, no waiver ~~or~~ of system development charges shall be made.

13.05.130 Credits and Deductions.

A. Credits ~~Deductions~~ shall be given for the computed system development charge to the extent that prior structures existed and services were established on or after ~~the effective date June 18, 1991 of the ordinance codified in this article~~. The credit ~~deduction~~ so computed shall not exceed the calculated system development charge. No refund shall be made on account of such ~~credit deduction~~. No deduction will be granted on uses that have not existed for over five years or if said property has been vacant for over five years.

B. A credit shall be given for the cost of a qualified public improvement associated with a development ~~or for the cost of an oversized improvement established by a resolution of the city council~~. If a qualified public improvement is the subject of the development approval,

1) The credit shall be given only for the cost of the eligible portion of the improvement.

2) The credit provided for by this subsection shall be only for the improvement fee charged for the type of improvement being constructed ~~and shall not exceed the improvement fee even if the cost of the capital improvement exceeds the applicable improvement fee.~~

3) Credits must be for the actual cost of project capacity in excess of that needed to serve the particular development.

4) Credits must be issued only for projects in the plan adopted pursuant to NMC 13.05.080.

5) The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this subsection. The request for credit shall be filed in writing no later than 60 days after acceptance of the improvement by the city.

6) The city may deny the credit provided for in this section if the city demonstrates that the application does not meet the requirements of this section or if the improvement for which credit is sought was not included in the improvement plan.

C. Credit shall not be transferable from one development to another.

D. Credit shall not be transferable from one type of capital improvement to another. [Ord. [2306](#), 6-18-91. Code 2001 § 50.13.]

E. Credits cannot be indexed for inflation.

F. Credits cannot be redeemed for cash.

G. Credits shall be used within five (5) years from the date the credit is given.

13.05.135 Indexing

All system development charges will be indexed. The indexing will be based on the Engineering News Record Construction Cost Index for Seattle for December of each year and they will be increased on April 1st each subsequent year.

13.05.140 Segregation and use of revenue.

A. All funds derived from a particular system development charge are to be segregated by accounting practices from all other funds of the city. That portion of the system development charge calculated and collected on account of a specific facility system shall be used for no purpose other than those set forth in NMC [13.05.060](#).

B. The city manager shall provide ~~the city council with~~ an annual accounting, based on the city's fiscal year, for system development charges showing the total amount of system development charge revenues collected for each type of facility and the projects funded from each account. [Ord. [2306](#), 6-18-91. Code 2001 § 50.14.]

13.05.150 Appeal procedure.

A. A person challenging the propriety of an expenditure of system development charge revenues may appeal the decision or the expenditure to the city council by filing a written request with the city manager describing with particularity ~~the decision of the city manager and of~~ the expenditure which the person appeals. An appeal of an expenditure must be filed within two years of the date of the alleged improper expenditure.

B. After providing notice to the appellant, the city council shall determine ~~whether the city manager decision of~~ the expenditure is in accordance with this article and the provisions of ORS [223.297](#) through [223.314](#) and may affirm, modify, or overrule the decisions. If the city

council determines that there has been an improper expenditure of system development charge revenues, the city council shall direct that a sum equal to the misspent amount shall be deposited within one year to the credit of the account or fund from which it was spent.

C. A legal action challenging the methodology adopted by the city council pursuant to NMC [13.05.050](#) shall not be filed later than 60 days after the adoption [and only as provided in ORS 34.010 to ORS 34.100](#). [Ord. [2306](#), 6-18-91. Code 2001 § 50.15.]

13.05.160 Prohibited connection.

No person shall connect to the water or wastewater systems of the city unless the appropriate system development charge has been paid or installment payment method has been applied for and approved. [Ord. [2306](#), 6-18-91. Code 2001 § 50.16.]

Penalty: See NMC [13.05.170](#).

Article II. Penalty

13.05.170 Penalty.

Violation of NMC [13.05.160](#) is punishable by a fine not to exceed \$500.00. [Ord. [2585](#), 7-21-03; Ord. [2306](#), 6-18-91. Code 2001 § 50.99.]

13.10.070 Wastewater system connection procedures.

A. Permit Required. All new construction shall be connected to the city wastewater system. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public wastewater system or appurtenance without first obtaining a written permit from the director. The permit shall specify the location where the connection (or other approved work) shall be made, the manner of making the connection, the nature of the waste to be discharged to the wastewater system, the name and address of the owner, and the name of the wastewater system installer who will be doing the work. No permit shall be issued unless the wastewater system to which connection is requested has been accepted as a part of the public or commonly maintained private wastewater system. No permit shall be issued without payment of all appropriate permit, connection, development and inspection fees, including any delinquent assessments against the owner of the property.

B. Permit Types.

1. There shall be two types of building wastewater system permits:

- a. Type 1, for residential and commercial service; and
- b. Type 2, for service to establishments producing industrial wastes.

2. There shall be the following classes of industrial users under the Type 2 wastewater system permit:

- a. Class 1: Canneries, including food and animal processing.
- b. Class 2: Industrial users of water in the processing or monitoring of products.
- c. Class 3: All other industrial users.
- d. Additional classes of industrial users may be established by the city as needed.

3. In any case, the owner or an agent of the owner shall make application on a special form furnished by the city. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the director. Connection fees and systems development charges for residential, commercial and industrial building wastewater system permits payable to the director shall be in such amounts as provided for in subsection (F) of this section.

C. Industrial Wastewater Discharge Permit Required. Industrial and institutional users shall not use the public wastewater system for the discharge of industrial or any other wastes either directly or indirectly without first obtaining an industrial wastewater discharge permit as provided in NMC [13.10.130](#) et seq.

D. Emptying of Wastewater Holding Tanks. Every establishment providing facilities for the emptying of wastewater holding tanks on recreational vehicles shall obtain a permit to do so. The facilities shall be maintained in a clean and sanitary condition and shall be so constructed that surface drainage cannot enter the wastewater system. Plans for such dumping facilities constructed after the effective date of the ordinance codified in this chapter shall be approved by the director prior to construction. The permit fees shall be the same as those required for a wastewater system connection and shall be in addition to the appropriate connection fees and systems development charges.

E. Payment of Connection Costs. All costs and expenses incidental to the installation and connection of the building wastewater system shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation of the building wastewater system.

F. Wastewater System Connection ~~and Systems Development Charges~~.

1. The wastewater system connection fee shall be calculated based on estimates of actual costs incurred by the city in conjunction with the connection of the service, which includes tapping the main line and installing the side sewer to the property line, and shall be payable with the application for service. Costs in excess of the estimate shall be due upon completion of the connection work by the city and any excess shall be promptly refunded.

~~2. a. The systems development charge shall be charged on a per dwelling unit or dwelling unit equivalency basis at a rate set forth by resolution of the city council. Any premises, except single-family dwellings, which shall add additional dwelling unit equivalents to a structure served by an existing service shall be subject to an additional wastewater system development charge for the dwelling unit equivalents added.~~

~~b. A dwelling unit equivalency shall be defined by city council resolution.~~

~~c. All estimated wastewater system connection costs and systems development charges shall be paid at the time the building permit is issued. No building permits shall be issued or connections made unless full payment is received, except as provided in subsection (F)(5) of this section.~~

~~d. For properties located outside the city limits, a factor of two shall be multiplied times the systems development charge computed for the property or project if it were located within the city limits.~~

3. As used herein, the term "**wastewater system openings**" shall be defined to mean and include all lavatories, wash basins, toilets, bathtubs, showers, sinks, laundry trays, floor drains and any and all other fixtures or connections which shall provide an opening

for wastewater and waste to be drained into the wastewater system, but shall not include cleanout openings which are used solely for maintaining, repairing and/or cleaning the plumbing system on any premises.

4. Each separate building or structure is required to possess a wastewater system connection permit, irrespective of the fact that the same may be under one ownership or constructed upon one property; and the fact that the same may be connected by doorways, archways, walks or appurtenances thereto shall not alter or change this provision.

~~5. Where existing premises are presently being served by septic tank, the owner may apply for permission to pay the wastewater system connection fee and systems development charge in equal monthly installments, not exceeding 24 months. When aforesaid owner elects to pay the wastewater system connection fee and systems development charge in monthly installments, the unpaid balance of the connection fee shall bear interest at a rate approved by the city manager or the city manager's designee, and the unpaid balance of the wastewater system connection fee and systems development charge, together with the interest charges on the unpaid balance, shall constitute a lien upon the property until paid in full.~~

6. Revenue from wastewater system connection fees as defined in subsection (F)(1) of this section shall be paid into the wastewater fund. ~~Revenue from systems development charges shall be identified by special accounting such that the funds can be used to defray the cost of future wastewater facilities improvements.~~

G. Design/Construction Standards. Plans for all public and private wastewater systems shall be reviewed and approved by the director prior to construction. The plans shall conform to the requirements of the State Department of Environmental Quality, as well as the city's public works design and construction standards. All public and commonly maintained private wastewater systems shall be designed by a registered professional engineer.

H. Cleanouts. Cleanouts shall be installed on all new building wastewater systems. The cleanout shall be placed vertically above the flow of the pipe and at a point near the connection of the building wastewater system to the building drain. Cleanouts will also be placed at the connection of building wastewater system to the public system.

I. Unacceptable Conditions. No direct connection shall be made between the wastewater system and any opening, which will drain rain runoff, surface water, or subsurface water.

J. Construction Safety Measures. All excavations for building wastewater system installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the director.

K. Independent Drainage Systems. The drainage system of each new dwelling unit and/or building using an existing wastewater system shall be separate and independent from that of any other dwelling and/or building. Every dwelling and/or building under separate ownership shall have an independent wastewater system connection with a public or private collection system.

L. Parcelization of Private Collection Systems. When property being served by a private collection system is divided into two or more parcels with different ownership:

1. The private wastewater collection system may be transferred to the public system with the consent of the director, provided the private collection system meets the current city standards; or
2. The private collection system shall be constructed to meet the current city standards; or
3. Individual wastewater service connections to the public main will be provided by the private collection system owner.

M. Inspection Notification for Side Sewer Permit. Reasonable notices shall be given to the director to inspect all work in connection with the construction or reconstruction of any public wastewater system or connection of any public wastewater system to a city wastewater system main while the work is still uncovered. The applicant for the side sewer permit shall notify the director when the side sewer is ready for inspection at least three working days prior to the date of the desired inspection. All work shall be done according to the specifications prescribed by, and subject to the approval of, the director.

N. Inspection Notification for Building Wastewater System Permit. The applicant for the building wastewater system permit shall notify the building official when the building wastewater system is ready for inspection and connection to the side sewer. The building inspector shall be notified at least three working days prior to the date of the desired inspection. Reasonable notice shall also be given to the building official to inspect all work in connection with the construction or reconstruction of any public wastewater system.

O. Owner Responsibility. It shall be the responsibility of the owner, lessee or occupant of a building to maintain the building wastewater system or private collection system in a free-flowing and watertight condition, from the structure served to the public wastewater system or the property line.

P. Monitoring of Private Wastewater Systems.

1. New and existing private wastewater systems will be periodically monitored by the city for leaks or discharges of extraneous water. This monitoring may take the form of,

but is not limited to: direct visual observations; indirect measurements; television inspection; or air or water pressure tests, smoke tests or exfiltration tests.

2. If, in the opinion of the director, such monitoring shows a wastewater system to be defective, no further proof is needed for the director to require the wastewater system to be repaired to current standards at the owner's expense.

3. Existing wastewater systems exceeding a maximum allowable infiltration inflow rate of more than 300 gallons per day per single detached living unit, 1,200 gallons per acre per day or 3,000 gallons per day per inch-diameter mile of wastewater system are deemed unsafe and unsanitary and shall be repaired at the owner's expense.

4. Those users who do not comply with the infiltration/inflow regulations shall have a period of time as determined by the director, but not to exceed 90 days unless approved otherwise by the director, to reach compliance with the regulations.

Q. Discontinuance of Septic Tank or Cesspool. In every instance in which use of a septic tank or cesspool is discontinued for any reason, the septic tank or cesspool shall be pumped out and emptied of wastewater and sludge, the top demolished, and refilled with clean sand or gravel.

R. Capping of Building Wastewater System for Abandonment.

1. Before a building can be moved or demolished, a building permit must be obtained from the city building official which requires that the wastewater system has been properly capped and inspected. No exceptions will be allowed.

2. All building wastewater systems shall be capped at the public main in an approved manner by the property owner or the property owner's contractor and inspected by the city prior to closure of the excavation. Exception: If adequate proof can be given showing a wastewater system service is in usable condition and is to be reused, and director may allow the service to be capped at the property line.

3. It is the owner's responsibility to ensure that no other structure is connected to the wastewater system service being abandoned. If the line being abandoned is serving more than one structure, a service connection for the structure(s) still using the service must be provided, and the applicant shall relocate the wastewater system at the applicant's expense.

4. If the director determines that capping at the main will cause undue hazard to the public or if a street has been recently resurfaced, a variance to this section may be granted to require that the wastewater system be capped as close to the main as is practical.

S. Watertightness, Other Conformance Required. All public or private wastewater systems, whether publicly or privately constructed, shall conform to current standards of design, materials, and workmanship prescribed by the director. Failure to meet tests for watertightness shall be grounds for refusal of acceptance. Permits to connect to such wastewater systems will not be issued until the system is approved and accepted. All new construction of private wastewater systems, including single-family dwellings, shall conform to the OSPSC.

T. Installations on Private Property. All wastewater and plumbing installations on private property to be connected with any wastewater system connection installed in accordance with this chapter shall be installed in accordance with the provisions of the OSPSC and all ordinances, rules, and regulations of the city applicable thereto; and the director shall have the power to refuse to make or complete the wastewater system connection in the event of any failure to comply with the provisions of this subsection. [Ord. [2784](#) §§ 3 – 6, 9-8-15; amended during 2011 recodification; Ord. [2733](#) Att. A, 2-7-11; Ord. [2713](#) Exh. B, 4-20-09; Ord. [2684](#) § 1, 12-17-07; Ord. [2526](#), 4-17-00; Ord. [2150](#), 8-28-84. Code 2001 § 51.17.]

Penalty: See NMC [13.10.360](#).

Chapter 13.05 GENERAL PROVISIONS

Sections:

Article I. System Development Charges

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Article II. Penalty

<u>13.05.170</u>	Penalty.
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Article I. System Development Charges

13.05.010 Purpose.

The purpose of the system development charge is to impose a portion of the cost of capital improvements for water, wastewater drainage, streets, and flood control, upon those developments that create the need for or increase the demands on capital improvements. [Ord. [2306](#), 6-18-91. Code 2001 § 50.01.]

13.05.020 Scope.

The system development charge imposed by this article is separate from and in addition to any applicable tax, assessment, charge, or fee otherwise provided by law or imposed as a condition of development. [Ord. [2306](#), 6-18-91. Code 2001 § 50.02.]

Cross-reference: See Chapter 223 of Title [21](#) ORS for local system development charges.

13.05.030 Definitions.

For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

“Capital improvements” means facilities or assets used for:

1. Water supply, treatment and distribution;
2. Wastewater collection, transmission, treatment and disposal;
3. Drainage and flood control; or
4. Transportation;

“Developer” means the person, builder, applicant, permittee, or firm developing land, making the improvement, or building or modifying a structure.

“Development” means constructing a building or making a physical change in the use or appearance of a structure or land.

“Improvement fee” means a fee for costs associated with capital improvements to be constructed after the date the fee is adopted pursuant to NMC [13.05.040](#).

“Land area” means the area of a parcel of land as measured by projection of the parcel boundaries upon a horizontal plane with the exception of a portion of the parcel within a recorded right-of-way or easement subject to a servitude for a public street or scenic or preservation purpose.

“Parcel of land” means a lot, parcel, block or other tract of land that is occupied or may be occupied by a structure or structures or other use, and that includes the yards and other open spaces required under the zoning, subdivision, or other development ordinances.

“Qualified public improvement” means a capital improvement that is:

1. Required as a condition of development approval;
2. Identified in the plan adopted pursuant to NMC [13.05.080](#); and either:
 - a. Not located on or contiguous to a parcel of land that is the subject of a development approval; or
 - b. Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is

necessary for the particular development project to which the improvement fee is related.

3. For purposes of this definition, contiguous means in a public way which abuts the parcel.

“Reimbursement fee” means a fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to NMC [13.05.040](#), and for which [the Council determines capacity exists](#).

“System development charge” means a reimbursement fee, an improvement fee or a combination of a reimbursement fee and an improvement fee assessed or collected at the time of increased usage of a capital improvement, at the time of issuance of a development permit or building permit, or at the time of connection to the capital improvement. ‘System development charge’ includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the local government for its average cost of inspecting and installing connections with water and sewer facilities. **“System development charge”** does not include fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed by a land use decision. [Ord. [2306](#), 6-18-91. Code 2001 § 50.03.]

13.05.040 System development charge established.

A. System development charges shall be established and may be revised by resolution of the city council.

B. Unless otherwise exempted by the provisions of this article or other local or state law, a system development charge is imposed upon all development within the city, and upon all development outside the boundary of the city that connect to or otherwise use the wastewater facilities, stormwater facilities, or water facilities of the city. [Ord. [2306](#), 6-18-91. Code 2001 § 50.04.]

C. For properties located outside the city limits, a factor of two shall be multiplied times the systems development charge computed for the development if it were located within the city limits.

Cross-reference: See ORS [223.299](#) and [223.297](#) – [223.314](#) for system development charges.

13.05.050 Methodology.

A. The methodology used to establish or modify the reimbursement fee shall, where applicable, be based on the cost of then-existing facilities, prior contributions by then-existing users, the value of unused capacity, rate-making principles employed to finance publicly owned capital improvements, and other relevant factors identified by the city council. The methodology shall

promote the objective that future systems users shall contribute no more than an equitable share of the cost of then-existing facilities.

B. The methodology used to establish or modify the improvement fee shall, where applicable, demonstrate consideration of the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related.

C. The methodology used to establish the improvement fee or the reimbursement fee, or both, shall be contained in a resolution adopted by the city council. [Ord. [2306](#), 6-18-91. Code 2001 § 50.05.]

13.05.060 Authorized expenditures.

A. Reimbursement fees shall be applied only to capital improvements associated with the systems for which the fees are assessed, including expenditures relating to repayment of indebtedness.

B. Improvement Fees.

1. Improvement fees shall be spent only on capacity-increasing capital improvements, including expenditures relating to repayment of future debt for the improvements. An increase in system capacity occurs if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the capital improvements funded by improvement fees must be related to demands created by development.

2. A capital improvement being funded wholly or in part from revenues derived from the improvement fee shall be included in the plan adopted by the city pursuant to NMC [13.05.080](#).

C. Notwithstanding subsections (A) and (B) of this section, system development charge revenues may be expended on the direct costs of complying with the provisions of this article, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures. [Ord. [2306](#), 6-18-91. Code 2001 § 50.06.]

13.05.070 Expenditure restrictions.

A. System development charges shall not be expended for costs associated with the construction of administrative office facilities that are more than an incidental part of other capital improvements.

B. System development charges shall not be expended for costs of the operation or routine maintenance of capital improvements. [Ord. [2306](#), 6-18-91. Code 2001 § 50.07.]

13.05.075 Notice

A. The city shall maintain a list of persons who have made a written request for notification prior to adoption or modification of a methodology for any system development charge. Written notice shall be mailed to persons on the list at least 90 days prior to the first hearing to establish or modify a system development charge. The methodology supporting the system development charge shall be available at least 60 days prior to the first hearing to adopt or amend a system development charge. The failure of a person on the list to receive a notice that was mailed does not invalidate the action of the city.

B. The city may periodically delete names from the list, but at least 30 days prior to removing a name from the list, the city must notify the person whose name is to be deleted that a new written request for notification is required if the person wishes to remain on the notification list

13.05.080 Improvement plan.

A. The city council shall adopt a plan that:

1. Lists the capital improvements that the council intends to fund in whole or in part with improvement fee revenues;
2. Lists the estimated cost and time of construction of each improvement and the percentage of that cost eligible to be funded with improvement fee revenues; and
3. Describes the process for modifying the plan. [Ord. [2306](#), 6-18-91. Code 2001 § 50.08.]

B. In adopting this plan, the Council may incorporate by reference all or a portion of any public facilities plan, master plan, capital improvements plan or similar plan that contains the information required by this section. C. The Council may modify such plan and list at any time. If a system development charge will be increased by a proposed modification to the list to include a capacity increasing public improvement the council will:

1. at least 30 days prior to adoption of the proposed modification, provide written notice to persons who have requested notice pursuant to section 13.05.075.
2. hold a public hearing if a written request for a hearing is received within seven days of the date of the proposed modification.

D. A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on the periodic application of the indexing provisions of 13.05.135 or a modification to any of the factors related to the rate therein that are incorporated in the established methodology.

13.05.090 Collection of charge.

A. The system development charge is due and payable upon issuance of:

1. A building permit (a development permit);
2. A development permit not requiring the issuance of a building permit;
3. A permit to connect to the water system; or
4. A permit to connect to the wastewater system.

B. If no building or connection permit is required, the system development charge is payable at the time the usage of the capital improvement is increased based on changes in the use of the property unrelated to seasonal or ordinary fluctuations in usage.

C. If development is commenced or connection is made to the water, stormwater or wastewater systems without an appropriate permit, the system development charge is immediately payable upon the earliest date that a permit was required.

D. The city manager shall collect the applicable system development charge when a permit that allows building or development of a parcel is issued or when a connection to the water, stormwater or wastewater system of the city is made.

E. The city manager shall not issue such permit or allow such connection until the charge has been paid in full, provision for installment payments has been made pursuant to NMC [13.05.110](#), or unless an exemption is granted pursuant to NMC [13.05.120](#). [Ord. [2306](#), 6-18-91. Code 2001 § 50.09.]

13.05.100 Delinquent charges – Hearing.

A. When, for any reason, the system development charge has not been paid, the city manager shall report to the city council the amount of the uncollected charge, the description of the development to which the charge is attributable, the date upon which the charge was due, and the name of the developer.

B. The city council shall schedule a public hearing on the matter and direct that notice of the hearing be given to each developer with a copy of the city manager report concerning the unpaid charge. Notice of the hearing shall be given either personally or by certified mail, return receipt requested, or by both personal and mailed notice, and by posting notice on the parcel at least 10 days before the date set for the hearing.

C. At the hearing, the city council may accept, reject, or modify the determination of the city manager as set forth in the report. If the city council finds that a system development charge is unpaid and uncollected, it shall direct the city manager to enter the unpaid and uncollected system development charge in the lien docket. Upon completion of the docketing, the city shall

have a lien against the described land for the full amount of the unpaid charge, together with interest at the legal rate of 10 percent and with the city's actual cost of serving notice of the hearing on the owners. The lien shall be enforceable in the manner provided in ORS Chapter [223](#). [Ord. [2306](#), 6-18-91. Code 2001 § 50.10.]

13.05.110 Installment payment.

A. An owner of property obligated to pay a system development charge in an amount exceeding \$2,500 may apply to pay the charge in semi-annual installments over a period not to exceed ten years, but will pay minimum semi-annual installments of not less than \$1,250. Installments shall include interest on the unpaid balance at the rate equal to three percent per annum above the prime rate of interest quoted by the Wall Street Journal as of January 2 of the year in which the charge is imposed.,.

B. The city manager shall provide application forms for installment payments, which shall include a waiver of all rights to contest the validity of the lien, except for the correction of computational errors.

C. An applicant for installment payments shall have the burden of demonstrating the applicant's authority to assent to the imposition of a lien on the development and that the interest of the applicant is adequate to secure payment of the lien.

D. The city manager shall docket the lien in the lien docket. From that time the city shall have a lien upon the described parcel for the amount of the system development charge, together with interest on the unpaid balance The lien shall be enforceable in the manner provided in ORS Chapter [223](#). [Ord. [2306](#), 6-18-91. Code 2001 § 50.11.]

13.05.120 Exemptions and Waivers.

A. Structures and uses established and existing on or before June 18, 1991 are exempt from a system development charge, except water and wastewater charges, to the extent of the structure or use then existing and to the extent of the parcel of land as it is constituted on that date. Structures and uses affected by this section shall pay the water or wastewater charges pursuant to the terms of this article upon the receipt of a permit to connect to the water or wastewater system.

B. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the current Oregon Residential Specialty Code, are exempt from all portions of the system development charge.

C. An alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of the public improvement facility are exempt from all portions of the system development charge. [Ord. [2306](#), 6-18-91. Code 2001 § 50.12.]

D. Up to two low or moderate income single family residential projects for certified non-profit entities per calendar year will be granted a waiver for wastewater and water system development charges by the City Manager on a first come, first served basis.

E. Except as provided in section D above, no waiver of system development charges shall be made.

13.05.130 Credits and Deductions.

A. Deductions shall be given for the computed system development charge to the extent that prior structures existed and services were established on or after June 18, 1991. The deduction so computed shall not exceed the calculated system development charge. No refund shall be made on account of such deduction. No deduction will be granted on uses that have not existed for over five years or if said property has been vacant for over five years.

B. A credit shall be given for the cost of a qualified public improvement associated with a development. If a qualified public improvement is the subject of the development approval,

1) The credit shall be given only for the cost of the eligible portion of the improvement.

2) The credit provided for by this subsection shall be only for the improvement fee charged for the type of improvement being constructed.

3) Credits must be for the actual cost of project capacity in excess of that needed to serve the particular development.

4) Credits must be issued only for projects in the plan adopted pursuant to NMC 13.05.080.5) The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit under this subsection. The request for credit shall be filed in writing no later than 60 days after acceptance of the improvement by the city.

6) The city may deny the credit provided for in this section if the city demonstrates that the application does not meet the requirements of this section or if the improvement for which credit is sought was not included in the improvement plan.

C. Credit shall not be transferable from one development to another.

D. Credit shall not be transferable from one type of capital improvement to another. [Ord. [2306](#), 6-18-91. Code 2001 § 50.13.]

E. Credits cannot be indexed for inflation.

F. Credits cannot be redeemed for cash.

G. Credits shall be used within five (5) years from the date the credit is given.

13.05.135 Indexing

All system development charges will be indexed. The indexing will be based on the Engineering News Record Construction Cost Index for Seattle for December of each year and they will be increased on April 1st each subsequent year.

13.05.140 Segregation and use of revenue.

A. All funds derived from a particular system development charge are to be segregated by accounting practices from all other funds of the city. That portion of the system development charge calculated and collected on account of a specific facility system shall be used for no purpose other than those set forth in NMC [13.05.060](#).

B. The city manager shall provide an annual accounting, based on the city's fiscal year, for system development charges showing the total amount of system development charge revenues collected for each type of facility and the projects funded from each account. [Ord. [2306](#), 6-18-91. Code 2001 § 50.14.]

13.05.150 Appeal procedure.

A. A person challenging the propriety of an expenditure of system development charge revenues may appeal the decision or the expenditure to the city council by filing a written request with the city manager describing with particularity of the expenditure which the person appeals. An appeal of an expenditure must be filed within two years of the date of the alleged improper expenditure.

B. After providing notice to the appellant, the city council shall determine if the expenditure is in accordance with this article and the provisions of ORS [223.297](#) through [223.314](#) and may affirm, modify, or overrule the decisions. If the city council determines that there has been an improper expenditure of system development charge revenues, the city council shall direct that a sum equal to the misspent amount shall be deposited within one year to the credit of the account or fund from which it was spent.

C. A legal action challenging the methodology adopted by the city council pursuant to NMC [13.05.050](#) shall not be filed later than 60 days after the adoption and only as provided in ORS 34.010 to ORS 34.100. [Ord. [2306](#), 6-18-91. Code 2001 § 50.15.]

13.05.160 Prohibited connection.

No person shall connect to the water or wastewater systems of the city unless the appropriate system development charge has been paid or installment payment method has been applied for and approved. [Ord. [2306](#), 6-18-91. Code 2001 § 50.16.]

Penalty: See NMC [13.05.170](#).

Article II. Penalty

13.05.170 Penalty.

Violation of NMC [13.05.160](#) is punishable by a fine not to exceed \$500.00. [Ord. [2585](#), 7-21-03; Ord. [2306](#), 6-18-91. Code 2001 § 50.99.]

13.10.070 Wastewater system connection procedures.

A. Permit Required. All new construction shall be connected to the city wastewater system. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public wastewater system or appurtenance without first obtaining a written permit from the director. The permit shall specify the location where the connection (or other approved work) shall be made, the manner of making the connection, the nature of the waste to be discharged to the wastewater system, the name and address of the owner, and the name of the wastewater system installer who will be doing the work. No permit shall be issued unless the wastewater system to which connection is requested has been accepted as a part of the public or commonly maintained private wastewater system. No permit shall be issued without payment of all appropriate permit, connection, development and inspection fees, including any delinquent assessments against the owner of the property.

B. Permit Types.

1. There shall be two types of building wastewater system permits:

- a. Type 1, for residential and commercial service; and
- b. Type 2, for service to establishments producing industrial wastes.

2. There shall be the following classes of industrial users under the Type 2 wastewater system permit:

- a. Class 1: Canneries, including food and animal processing.
- b. Class 2: Industrial users of water in the processing or monitoring of products.
- c. Class 3: All other industrial users.
- d. Additional classes of industrial users may be established by the city as needed.

3. In any case, the owner or an agent of the owner shall make application on a special form furnished by the city. The permit application shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the director. Connection fees and systems development charges for residential, commercial and industrial building wastewater system permits payable to the director shall be in such amounts as provided for in subsection (F) of this section.

C. Industrial Wastewater Discharge Permit Required. Industrial and institutional users shall not use the public wastewater system for the discharge of industrial or any other wastes either directly or indirectly without first obtaining an industrial wastewater discharge permit as provided in NMC [13.10.130](#) et seq.

D. Emptying of Wastewater Holding Tanks. Every establishment providing facilities for the emptying of wastewater holding tanks on recreational vehicles shall obtain a permit to do so. The facilities shall be maintained in a clean and sanitary condition and shall be so constructed that surface drainage cannot enter the wastewater system. Plans for such dumping facilities constructed after the effective date of the ordinance codified in this chapter shall be approved by the director prior to construction. The permit fees shall be the same as those required for a wastewater system connection and shall be in addition to the appropriate connection fees and systems development charges.

E. Payment of Connection Costs. All costs and expenses incidental to the installation and connection of the building wastewater system shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation of the building wastewater system.

F. Wastewater System Connection\.

1. The wastewater system connection fee shall be calculated based on estimates of actual costs incurred by the city in conjunction with the connection of the service, which includes tapping the main line and installing the side sewer to the property line, and shall be payable with the application for service. Costs in excess of the estimate shall be due upon completion of the connection work by the city and any excess shall be promptly refunded.

3. As used herein, the term “**wastewater system openings**” shall be defined to mean and include all lavatories, wash basins, toilets, bathtubs, showers, sinks, laundry trays, floor drains and any and all other fixtures or connections which shall provide an opening for wastewater and waste to be drained into the wastewater system, but shall not include cleanout openings which are used solely for maintaining, repairing and/or cleaning the plumbing system on any premises.

4. Each separate building or structure is required to possess a wastewater system connection permit, irrespective of the fact that the same may be under one ownership or constructed upon one property; and the fact that the same may be connected by doorways, archways, walks or appurtenances thereto shall not alter or change this provision.

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6. Revenue from wastewater system connection fees as defined in subsection (F) (1) of this section shall be paid into the wastewater fund.

G. Design/Construction Standards. Plans for all public and private wastewater systems shall be reviewed and approved by the director prior to construction. The plans shall conform to the requirements of the State Department of Environmental Quality, as well as the city's public works design and construction standards. All public and commonly maintained private wastewater systems shall be designed by a registered professional engineer.

H. Cleanouts. Cleanouts shall be installed on all new building wastewater systems. The cleanout shall be placed vertically above the flow of the pipe and at a point near the connection of the building wastewater system to the building drain. Cleanouts will also be placed at the connection of building wastewater system to the public system.

I. Unacceptable Conditions. No direct connection shall be made between the wastewater system and any opening, which will drain rain runoff, surface water, or subsurface water.

J. Construction Safety Measures. All excavations for building wastewater system installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the director.

K. Independent Drainage Systems. The drainage system of each new dwelling unit and/or building using an existing wastewater system shall be separate and independent from that of any other dwelling and/or building. Every dwelling and/or building under separate ownership shall have an independent wastewater system connection with a public or private collection system.

L. Parcelization of Private Collection Systems. When property being served by a private collection system is divided into two or more parcels with different ownership:

1. The private wastewater collection system may be transferred to the public system with the consent of the director, provided the private collection system meets the current city standards; or
2. The private collection system shall be constructed to meet the current city standards; or
3. Individual wastewater service connections to the public main will be provided by the private collection system owner.

M. Inspection Notification for Side Sewer Permit. Reasonable notices shall be given to the director to inspect all work in connection with the construction or reconstruction of any public wastewater system or connection of any public wastewater system to a city wastewater system main while the work is still uncovered. The applicant for the side sewer permit shall notify the director when the side sewer is ready for inspection at least three working days prior to the date

of the desired inspection. All work shall be done according to the specifications prescribed by, and subject to the approval of, the director.

N. Inspection Notification for Building Wastewater System Permit. The applicant for the building wastewater system permit shall notify the building official when the building wastewater system is ready for inspection and connection to the side sewer. The building inspector shall be notified at least three working days prior to the date of the desired inspection. Reasonable notice shall also be given to the building official to inspect all work in connection with the construction or reconstruction of any public wastewater system.

O. Owner Responsibility. It shall be the responsibility of the owner, lessee or occupant of a building to maintain the building wastewater system or private collection system in a free-flowing and watertight condition, from the structure served to the public wastewater system or the property line.

P. Monitoring of Private Wastewater Systems.

1. New and existing private wastewater systems will be periodically monitored by the city for leaks or discharges of extraneous water. This monitoring may take the form of, but is not limited to: direct visual observations; indirect measurements; television inspection; or air or water pressure tests, smoke tests or exfiltration tests.
2. If, in the opinion of the director, such monitoring shows a wastewater system to be defective, no further proof is needed for the director to require the wastewater system to be repaired to current standards at the owner's expense.
3. Existing wastewater systems exceeding a maximum allowable infiltration inflow rate of more than 300 gallons per day per single detached living unit, 1,200 gallons per acre per day or 3,000 gallons per day per inch-diameter mile of wastewater system are deemed unsafe and unsanitary and shall be repaired at the owner's expense.
4. Those users who do not comply with the infiltration/inflow regulations shall have a period of time as determined by the director, but not to exceed 90 days unless approved otherwise by the director, to reach compliance with the regulations.

Q. Discontinuance of Septic Tank or Cesspool. In every instance in which use of a septic tank or cesspool is discontinued for any reason, the septic tank or cesspool shall be pumped out and emptied of wastewater and sludge, the top demolished, and refilled with clean sand or gravel.

R. Capping of Building Wastewater System for Abandonment.

1. Before a building can be moved or demolished, a building permit must be obtained from the city building official which requires that the wastewater system has been properly capped and inspected. No exceptions will be allowed.

2. All building wastewater systems shall be capped at the public main in an approved manner by the property owner or the property owner's contractor and inspected by the city prior to closure of the excavation. Exception: If adequate proof can be given showing a wastewater system service is in usable condition and is to be reused, and director may allow the service to be capped at the property line.

3. It is the owner's responsibility to ensure that no other structure is connected to the wastewater system service being abandoned. If the line being abandoned is serving more than one structure, a service connection for the structure(s) still using the service must be provided, and the applicant shall relocate the wastewater system at the applicant's expense.

4. If the director determines that capping at the main will cause undue hazard to the public or if a street has been recently resurfaced, a variance to this section may be granted to require that the wastewater system be capped as close to the main as is practical.

S. Watertightness, Other Conformance Required. All public or private wastewater systems, whether publicly or privately constructed, shall conform to current standards of design, materials, and workmanship prescribed by the director. Failure to meet tests for watertightness shall be grounds for refusal of acceptance. Permits to connect to such wastewater systems will not be issued until the system is approved and accepted. All new construction of private wastewater systems, including single-family dwellings, shall conform to the OSPSC.

T. Installations on Private Property. All wastewater and plumbing installations on private property to be connected with any wastewater system connection installed in accordance with this chapter shall be installed in accordance with the provisions of the OSPSC and all ordinances, rules, and regulations of the city applicable thereto; and the director shall have the power to refuse to make or complete the wastewater system connection in the event of any failure to comply with the provisions of this subsection. [Ord. [2784](#) §§ 3 – 6, 9-8-15; amended during 2011 recodification; Ord. [2733](#) Att. A, 2-7-11; Ord. [2713](#) Exh. B, 4-20-09; Ord. [2684](#) § 1, 12-17-07; Ord. [2526](#), 4-17-00; Ord. [2150](#), 8-28-84. Code 2001 § 51.17.]

Penalty: See NMC [13.10.360](#).

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ____ No.	Ordinance ____ No.	Resolution <u>XX</u> No. 2018-3455	Motion ____	Information ____
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SUBJECT: A resolution repealing resolutions 2007-2698 and 96-1951 addressing waivers to system development charges

Contact Person (Preparer) for this
Motion: Kaaren Hofmann, PE, City Engineer
Dept.: Public Works
File No.:

RECOMMENDATION:

Adopt Resolution No. 2018-3455

EXECUTIVE SUMMARY:

Chapter 13 of the Newberg Municipal Code addresses public utilities and services in the City. Over the last several years the City Council has adopted new utility master plans and system development charge (SDC) methodologies. Ordinance 2018-2823 is proposing to change the Municipal Code to be consistent with State Law, the recently updated Master Plans and methodologies.

Resolutions 2007-2698 which allowed for waivers for commercial projects that serve mostly low and moderate income customers and Resolution 96-1951 which allowed for waivers for two single family homes per year were cumbersome to track outside the Municipal Code. Additionally, Resolution No. 2007-2698 has proven difficult to implement.

The proposed code language in Ordinance 2018-2823 incorporates Resolution No. 96-1951 into the Code, so this resolution is no longer necessary.

Resolution No. 2007-2698 language has not been incorporated. This will mean that a project like the ReStore would not be eligible for an SDC waiver.

This action will not affect any proposed changes that may be proposed by the Affordable Housing Committee.

FISCAL IMPACT:

Resolution No. 96-1951 has been incorporated into the proposed code language so there is no fiscal impact for this resolution. Resolution 2007-2698 has not been incorporated into the proposed code language, so the City SDC funds will no longer have this impact to the revenue.



RESOLUTION No. 2018-3455

**A RESOLUTION REPEALING RESOLUTIONS 2007-2698 AND 96-1951
ADDRESSING WAIVERS TO SYSTEM DEVELOPMENT CHARGES**

RECITALS:

1. WHEREAS, Chapter 13 of the Newberg Municipal Code addresses public utilities and services in the City.
2. WHEREAS, the proposed changes in Ordinance 2018-2823 will allow for consistency and transparency in calculating system development charges, issuing credits and deductions and providing for indexing. These changes will be consistent with State Law, the recently updated Master Plans and methodologies.
3. WHEREAS, the language in Resolution 96-1951 has been incorporated into the proposed code language in Ordinance 2018-2823.
4. WHEREAS, this action will not affect any proposed changes that may be proposed by the Affordable Housing Committee.
5. WHEREAS, this amendment furthers the City Council's goals to maintain and modernize the City's transportation and utilities infrastructure.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. Resolution No. 2007-2698 is repealed.
2. Resolution No. 96-1951 is repealed.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: March 20, 2018.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of March, 2018.

Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of March, 2018.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ____ No.	Ordinance ____ No.	Resolution <u>X</u> ____ No. 2018-3443	Motion ____	Information ____
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SUBJECT: Updating the Master Fee Schedule

Contact Person (Preparer) for this
Motion: Matt Zook, Finance Director
Dept.: Finance
File No.:

RECOMMENDATION: Adopt Resolution No. 2018-3443, A Resolution updating the Master Fee Schedule for the City of Newberg.

EXECUTIVE SUMMARY: The Master Fee Schedule (MFS) was established in April 2016 with Resolution 2016-3268 and last updated in June of 2017 via Resolution 2017-3384. The MFS does not include any pass through fees collected for other entities, franchise fees or city taxes. Various fees are tied to consumer price index (CPI) measurements. System development charges are tied to the Engineering News Record Construction Cost Index for Seattle for December of each year, which for 2017 is 7.7%. All other rates subject to annual CPI increase use the Annual Average CPI-U Portland-Salem, OR-WA, which for 2017 is 4.2%. These fees subject to the approval of the Master Fee Schedule will be effective on April 1, 2018.

The Water, Wastewater, Stormwater, Public Safety Fee, and Transportation Utility Fee charges found on the Municipal Services Statement were added to the Master Fee Schedule. Although these fees are subject to a separate approval process, adding them would provide an even more comprehensive presentation of fees for the MFS.

HIGHLIGHT OF FEE CHANGES:

- **CITY RECORDER:** There is no change to City Recorder fees.
- **FINANCE:** As a result of an increase in the cost of performing a lien search by the City's lien search service provider, the lien search fee charged by the finance department reflects an increase of \$5 per search.
- **FIRE & EMS:** The fees reflect an increase based on the above-mentioned CPI plus 1% (per Resolution 2014-3136). Effective July 1, 2016, billing for emergency medical services were handled through the IGA with Tualatin Valley Fire & Rescue, however, the City will carry Fire & EMS fees on the City Master Fee Schedule for the duration of the IGA should the City return to delivery of Fire & EMS services.
- **LIBRARY:** There is no change to Library fees.
- **PERMIT CENTER:** Building, Engineering, and Planning Fees subject to CPI adjustments were updated in accordance with the above-mentioned CPI-U, with the exception of system development charges, which updated using the Engineering News Record Construction Cost Index for Seattle. Additionally, the license fee for exhibitors (i.e. circus, carnival, etc) was inadvertently excluded from the MFS previously, and will be added into the Planning section as part of this update. This license fee, previously set at \$10, will be increased to \$125 to reflect staff time, as it has not been increased

since 1981.

- **POLICE:** There is no change to Police fees.
- **PUBLIC WORKS:** There is no change to Public Works Operations or Maintenance fees.

OTHER NOTABLE UPDATES TO THE MASTER FEE SCHEDULE:

FISCAL IMPACT: Fees are necessary to help the City provide municipal services.

STRATEGIC ASSESSMENT: Resolution 2018-3443 helps the City to manage and operate the City government in an efficient and effective manner.



RESOLUTION No. 2018-3443

A RESOLUTION UPDATING THE MASTER FEE SCHEDULE FOR THE CITY OF NEWBERG

RECITALS:

1. The City performs and offers certain services, the cost of which are most reasonably borne by the resident, as opposed to paying for said services from general City funds.
2. In April, 2016, the City established a Master Fee Schedule via Resolution 2016-3268 to create transparency and increase efficiency in managing city services and was subsequently updated for various changes in fees via Resolution 2017-3361 in April, 2017 and then again via resolution 2017-3384 in June, 2017.
3. The City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.
4. The City submitted Building fees on January 31, 2018 to the Oregon Building Codes Division and posted notice in the Newberg Graphic on February 7, 2018, per Oregon Administrative Rule 918-020-0220.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. To update the Master Fee Schedule approved via Resolution No. 2017-3384 for all city departments,
2. To include Municipal Service Statement fees within the Master Fee Schedule,
3. Have the fee schedule attached to this resolution as Exhibit A take effect April 1, 2018 with the exception of fees not subject to this approval process, as they are established separately via code or resolution.

➤ **EFFECTIVE DATE** of this resolution is April 1, 2018.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of March, 2018.

Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of March, 2018.

Bob Andrews, Mayor

Resolution 2018-3443 Exhibit A
Master Fee Schedule

CITY RECORDER	
PUBLIC RECORDS FEES – Initially set by Resolution 2008-2771	
<i>Research Requests – These fees are in addition to any copy, shipping, and handling fees. When research is less than 15 minutes, research fees may be waived. Research is charged at 1 hour minimum and billed in 15 minute increments after 1 hour.</i>	
General records research	\$60.00 per hour
City Attorney research	\$92.10 per hour
Paper Copies and prints – Fees noted are for one sided copies. For two-sided copies, fees are double those shown.	
Letter, legal, or tabloid size. Larger sizes charged at third copy party rate	25 cents per copy
Copies by third party	Actual Cost
Shipping and Handling	Actual Cost
Other Records	
City of Newberg Street maps	\$3.00
Comprehensive Plan Map and Zoning Maps	\$15.00
Custom Maps – Engineering (GIS/Large)	\$15.00 per map plus \$62.00 per hour labor
FINANCE	
GENERAL FEES	
Lien Search	\$27.00
NSF returned checks	\$25.00
MUNICIPAL SERVICES STATEMENT FEES - Administrative	
Late Fee	\$20.00 per meter
Water Connection Fee	\$20.00 per meter
Water Re-connection Fee	\$50.00 per meter

Resolution 2018-3443 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Public Safety Fees ¹	
Public Safety Fee	
5/8" or 3/4" meter	\$3.00
1" meter	\$7.50
1.25" meter	\$10.50
1.5" meter	\$15.00
2" meter	\$24.00
3" meter	\$48.00
4" meter	\$75.00
6" meter	\$150.00
8" meter	\$240.00
10" meter	\$345.00
Communications Officer Public Safety Fee	
3/4" or 5/8" meter	\$2.04
1" meter	\$5.11
1.25" meter	\$7.15
1.5" meter	\$10.21
2" meter	\$16.34
3" meter	\$32.67
4" meter	\$51.05
6" meter	\$102.10
8" meter	\$163.36
10" meter	\$428.82
12" meter	\$541.13

¹ These fees are updated via a separate approval process.

Resolution 2018-3443 Exhibit A
Master Fee Schedule

FINANCE		
MUNICIPAL SERVICES STATEMENT FEES - Transportation Utility Fee ¹		
Residential Land Uses		
Single Family Detached Housing	\$4.99	per dwelling unit
Multi-Family	\$3.37	per dwelling unit
Mobile Home	\$2.61	per dwelling unit
Non-Residential Land Uses		
Class 1 - Manufacturing	\$3.72	per 1000 sf
Class 2 - Office	\$14.66	per 1000 sf
Class 3 - Auto Repair, Clinic	\$21.35	per 1000 sf
Class 4 - Sit Down Restaurant	\$33.46	per 1000 sf
Class 5 - Convenience Store, Drive Thru	\$97.16	per 1000 sf
Class 6 - Others		
Senior Adult Housing Attached	\$2.04	per dwelling unit
Congregate Care	\$1.12	per dwelling unit
Assisted Living	\$1.47	per bed
Continued Care Retirement Community	\$1.33	per unit
Hotel	\$4.52	per room
Motel	\$3.12	per room
City Park	\$1.05	per acre
County Park, Farmland, Commercial Agriculture	\$1.25	per acre
Golf Course	\$19.77	per hole
Public Elementary School	\$0.36	per student
Public Middle/Junior High School	\$0.45	per student
Public High School	\$0.48	per student
Private School (K-12)	\$1.37	per student
Junior/Community College	\$0.68	per student
University/College	\$0.95	per student
Quick Lubrication Veh. Shop	\$12.87	per service position
Gas/serve Station	\$54.10	per fueling position
Gas/Serve Station with Conv. Market	\$39.64	per fueling position
Food Cart	\$47.66	per food cart

¹ These fees are updated via a separate approval process.

Resolution 2018-3443 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Water Service Charges ¹	
Service Charge (\$/month)	\$2.18
Meter Charge (\$/month)	
3/4" meter	\$12.95
1" meter	\$22.02
1.5" meter	\$42.74
2" meter	\$68.64
3" meter	\$129.50
4" meter	\$216.27
6" meter	\$431.24
8" meter	\$690.24
10" meter	\$1,078.74
Nonpotable Meter Charge (\$/month)	
4" meter	\$57.47
8" meter	\$180.84
Volume Charge (\$/ccf)	
Single Family Residential	\$4.00
Multi-family Residential	\$3.27
Commercial	\$3.94
Industrial	\$4.15
Irrigation	\$7.20
Outside City	\$6.01
Public Agency	\$4.11
Non-Potable	\$2.51

¹ These fees are updated via a separate approval process.

Resolution 2018-3443 Exhibit A
Master Fee Schedule

FINANCE	
MUNICIPAL SERVICES STATEMENT FEES - Wastewater Service Charges ¹	
Service Charge (\$/month)	\$22.57
Multi-family per unit Charge	\$19.89
Volume Charge (\$/ccf)	
Single Family Residential	\$8.86
Multi-family Residential	\$8.86
Commercial 1	\$8.86
Commercial 2	\$10.86
Commercial 3	\$17.78
Industrial	\$10.86
Outside City	\$8.86
Sewer Only (no water service) Flat Rate including monthly service charge	\$67.80
MUNICIPAL SERVICES STATEMENT FEES - Stormwater Service Charges ¹	
Service Charge (\$/month)	\$10.30

¹ These fees are updated via a separate approval process.

Resolution 2018-3443 Exhibit A
Master Fee Schedule

FIRE & EMS	
Originally set by Resolution 2014-3136, modified by Executive Order 2015-044	
Basic Life Support Base Rate	\$1,833.86
Advanced Life Support (ALS) Base Rate	\$1,833.86
Interfacility & Specialty Care Transfers	\$2,292.32
Aid Call	\$515.77
Sit-Up Charge	\$361.04
Waiting Time	\$107.74
Extra Technician	\$377.08
Mileage Rate	\$24.06 per mile
FireMed	\$52.00

Resolution 2018-3443 Exhibit A
Master Fee Schedule

LIBRARY	
Damage to Items	Time & Materials (up to replacement cost)
Lost or Destroyed Items	Price of the item (if item returned within six months, the price of the item is refunded, the fine is not. There are no refunds on items returned 6 months after payment is made). <i>Fines are set by CCRLS</i>
Lost Library Card	\$1.00
Computer Printing & Copies	10¢ each B & W 25¢ each Color 5¢ each if using own higher quality paper, i.e. for resumes (not available for regular paper)
MicroFilm Reader Prints	25¢ each
Exam Proctoring Fee	10¢ per page to print from e-mail
No charge for online exams	\$2.00 to mail the test back
Inter Library Loan Fee	\$10 each after 10 items per year
Non-resident Library Card Fee Scholarship (donated funds) may be available for those unable to pay the fee	\$79 per year - Household \$40 for 6 months \$70 per year - Senior, \$35 for 6 months Free card to youth 18 and younger (Newberg materials only)

Resolution 2018-3443 Exhibit A
Master Fee Schedule

BUILDING	
PERMIT CENTER FEES	
Building Permit Fees - Valuation Table^{1,2}	
\$1 - \$500	\$84.87
\$501 - \$2,000	\$84.87 for the first \$500 plus \$1.50 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$107.37 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$286.77 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$433.02 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$628.02 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof
Demolition Permit	\$84.87 flat fee – Complete Based on building value – Partial
Fire Alarm Permit, Fire Sprinkler Permit – Commercial, Fire Suppression Permit – for Type 1 Hood	Use Building Valuation Table
Fire Sprinkler Permit – Residential Stand Alone	Not part of the plumbing system, requires a building permit and plumbing (backflow) permit
Solar	\$84.87 - Prescriptive Based on Building Value - Non-Prescriptive
Building Plan Review Fee	85% of the Building Permit Fee
Fire and Life Safety Plan Review Fee	60% of the Building Permit Fee
City Hall Fee¹	.25% of the project valuation
Community Development Fee¹	.75% of the project valuation

¹ See Glossary for Valuation Definitions

² See Glossary for ICC Valuation Data February 2018

Resolution 2018-3443 Exhibit A
Master Fee Schedule

BUILDING	
PERMIT CENTER FEES	
Grading Permit Fees - Valuation Table	
0 – 50 Cubic Yards	No permit required
51 - 100 Cubic Yards	\$84.87
101 - 1,000 Cubic Yards	\$84.87 for the first 100 Cubic Yards plus \$21.68 for each additional 100 Cubic Yards or fraction thereof
1,001 - 10,000 Cubic Yards	\$279.99 for the first 1,000 Cubic Yards plus \$29.48 for each additional 1,000 Cubic Yards or fraction thereof
10,001 – 100,000 Cubic Yards	\$545.31 for the first 10,000 Cubic Yards plus \$82.10 for each additional 10,000 Cubic Yards or fraction thereof
100,001 Cubic Yards and above	\$1,284.21 for the first 100,000 Cubic Yards plus \$45.23 for each additional 100,000 Cubic Yards or fraction thereof
Grading Plan Review Fee¹	85% of the Grading Permit Fee
Phased Permit Fees¹	\$274.28 plus 10% of the Building Permit Fee with a maximum of \$1,500 excluding Phase 1
Other Fees:	
Inspections Outside of normal business hours	\$84.87 per hour minimum of 2 hours
Additional plan review required by changes, additions or revisions to approved plans, Inspections for which no fee is specifically indicated, occupancy change	\$84.87 first hour, fraction thereof each ¼ hour, minimum of 1 hour
Reinspection Fee	\$84.87 each
Investigation Fee	\$84.87 per hour minimum ¼ hour
Deferred Submittal	\$219.42 for each deferred or 10% of the permit fee for the value of the deferred work, whichever is greater

¹ See Glossary for Valuation Definitions

Master Fee Schedule

BUILDING - Mechanical		
PERMIT CENTER FEES		
Furnace:	Res Fee	Com Value
FAU/Gravity Furnace <100K BTU	\$19.60	\$1,584.05
FAU/Gravity Furnace > 100K BTU	\$23.58	\$1,827.75
Wall/Floor/Suspended/Mounted	\$19.60	\$1,584.05
Other Heating Units:		
Wood/Fireplace/Masonry/Factory Built	\$34.21	\$1,218.50
Room Heaters, Non-Portable	\$24.88	\$121.85
Appliance Vents and Air Ducts	\$11.62	\$731.10
Boilers/Compressors/Absorption Systems:		
1 - 100K BTU	\$19.60	\$1,584.05
101K – 500K BTU	\$31.79	\$2,802.55
501K – 1,000K BTU	\$43.50	\$3,777.35
1,001K – 1,750K BTU	\$63.42	\$5,605.26
> 1,750K BTU	\$103.27	\$8,163.94
Air Handler:		
1 - 10K CFM	\$15.61	\$1,827.75
>10K CFM	\$23.58	\$1,827.75
Evaporative Coolers	\$15.61	\$1,584.05
Ventilation and Exhaust:		
Ventilation Fan – Single Duct	\$11.62	\$731.10
Ventilation System	\$15.61	\$731.10
Exhaust Hoods	\$15.61	\$1,218.50
Incinerator:		
Domestic	\$23.58	N/A
Commercial/Industrial	N/A	\$7,554.70
Gas Piping:		
Gas Pipe Outlet 1-4	\$14.28	\$607.44
Gas Pipe Outlet Each Outlet over 4	\$6.29	\$121.85
Miscellaneous: Clothes Dryer/Water Heater/Etc.	\$15.61	N/A
Minimum Fee (<i>min fee is charged unless the calculated fee is greater</i>):	\$84.87	N/A

Resolution 2018-3443 Exhibit A
Master Fee Schedule

BUILDING - Mechanical	
PERMIT CENTER FEES	
Mechanical Permit Fee - Valuation Table – Commercial/Industrial	
\$1 - \$2,000	\$84.87
\$2,001 - \$5,000	\$84.87 for the first \$2,000 and \$2.30 for each additional \$100 or fraction thereof, to and including \$5,000
\$5,001 - \$10,000	\$153.87 for the first \$5,000 and \$1.80 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 - \$50,000	\$243.87 for the first \$10,000 and \$1.50 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$843.87 for the first \$50,000 and \$1.25 for each additional \$100 or fraction thereof, to and including \$100,000
\$100,001 and above	\$1,468.87 for the first \$100,000 and \$1.10 for each additional \$100 or fraction thereof
Type 1 Hood	Use Mechanical valuation table
Mechanical Plan Review Fee	50% of the Mechanical permit fee

Resolution 2018-3443 Exhibit A
Master Fee Schedule

BUILDING - Plumbing	
PERMIT CENTER FEES	
1 & 2 Family New:	
1 Bath	\$205.85
2 Bath	\$272.26
3 Bath	\$338.66
Each additional bath/kitchen	\$84.87
1 & 2 Family Alteration	
Per Fixture	\$19.92
1 & 2 Family Fire Sprinkler system – multi-purpose (is part of the plumbing system):	
0 - 2,000 Square Feet	\$84.87
2,001 - 3,600 Square Feet	\$113.13
3,601 - 7,200 Square Feet	\$141.43
>7,201 Square Feet	\$198.00

Resolution 2018-3443 Exhibit A
Master Fee Schedule

BUILDING - Plumbing	
PERMIT CENTER FEES	
Commercial:	
Per Fixture	\$20.59
Water/Sanitary/ Sewer:	
First 100 Feet	\$84.87
Each additional	\$33.21
1 & 2 Family Rain Drains: Downspouts	\$84.87
Miscellaneous:	
Alternative Water Heating	\$84.87
Backflow Device	\$84.87
Minimum Fee: Minimum Fee is charged unless the calculated fee is greater	\$84.87
Medical Gas Permit Fee - Valuation Table	
\$1 - \$25,000	\$266.86
\$25,001 - \$50,000	\$266.86 for the first \$25,000 + \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$413.11 for the first \$50,000 + \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$608.11 for the first \$100,000 + \$3.25 for each additional \$1,000 or fraction thereof
Plumbing Plan Review Fee	50% of the Plumbing Permit Fee
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount

Master Fee Schedule

BUILDING - Manufactured Parks										
PERMIT CENTER FEES										
Manufactured Dwelling Park Permit Fee – Table 1										
Park Class	\$1 - \$500					\$15.00				
	\$501 - \$2,000					\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000				
	\$2,001 - \$25,000					\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000				
	\$25,001 - \$50,000					\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000				
	\$50,001 - \$100,000					\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000				
	\$100,001 - \$500,000					\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000				
	\$500,001 - \$1,000,000					\$2,039.50 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000				
	\$1,000,001 and above					\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof				
	Manufactured Dwelling Park Valuation Fee - Table 2 ¹									
	Spaces Per Acre									
	4	5	6	7	8	9	10	11	12	
A	18,293.04	17,102.64	16,110.65	15,317.05	14,523.45	13,928.25	13,531.45	13,303.02	13,134.66	
B	17,062.34	16,196.85	14,879.95	14,086.35	13,292.76	12,697.55	12,300.77	12,102.35	11,792.36	
C	16,467.13	15,586.74	14,284.75	13,491.15	13,233.85	12,102.35	11,705.57	11,507.15	11,308.75	

¹ See glossary for definitions

BUILDING - Manufactured Parks	
PERMIT CENTER FEES	
Formula for Manufactured Dwelling Park Permit and Plan Review Fee:	
1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre)	
2. Number of spaces ÷ number of acres = valuation in Table 2	
3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1	
4. The Permit Fee is taken from Table 1	
5. The Plan Review Fee is 85% of the Permit Fee	

BUILDING - Recreational Parks	
PERMIT CENTER FEES	
Recreational Park Permit Fee – Table 1	
\$1 - \$500	\$15.00
\$501 - \$2,000	\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 - \$500,000	\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 - \$1,000,000	\$2,039.50 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and above	\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof

Resolution 2018-3443 Exhibit A
Master Fee Schedule

BUILDING - Recreational Parks										
PERMIT CENTER FEES										
Park Class	Recreational Park Valuation Fee ¹ - Table 2									
	Spaces Per Acre									
	6	8	10	12	14	16	18	20	22	
	A	2,637	2,470	2,320	2,189	2,074	1,978	1,907	1,849	1,798
	B	2,483	2,317	2,176	2,035	1,920	1,824	1,754	1,696	1,645
C	1,792	1,626	1,485	1,344	1,229	1,133	1,062	1,005	954	
Formula for Recreational Park Permit and Plan Review Fee: 1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre) 2. Number of spaces ÷ number of acres = valuation in Table 2 3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1 4. The Permit Fee is taken from Table 1 5. The Plan Review Fee is 85% of the Permit Fee										

BUILDING - Manufactured Building	
PERMIT CENTER FEES	
Manufactured Building Permit Fees:	
Manufactured Building in a Park	\$591.79 Flat Fee
Manufactured Building Elsewhere	\$729.96 Flat Fee
Manufactured Building Commercial	Based on Building Value

¹ See glossary for definitions

Resolution 2018-3443 Exhibit A
Master Fee Schedule

PLANNING	
PERMIT CENTER FEES	
Pre-Application Review	\$100.00
Type I (Administrative Review):	
Any Type I action not specifically listed in this section	\$170.00
Property Consolidation	\$170.00
Code Adjustment	\$424.00
Design Review – (Duplex or Commercial/Industrial minor addition review)	0.3% of project value, \$424 minimum
Minor modification or extension of Type I decision	\$170.00
Major modification of Type I decision	50% of original fee
Partition final plat	\$848 + \$75 per parcel
Property line adjustment	\$848.00
Sign review	\$76 + \$1 per sq. ft. of sign face
Subdivision, PUD or Condominium final plat	\$1,697 + \$75 per lot or unit
Type II (Land Use Decision):	
Any Type II action not specifically listed in this section	\$848.00
Minor modification or extension of Type II decision	\$170.00
Major modification of Type II decision	50% of original fee
Design Review (Including Mobile/Manufactured Home Parks)	0.6% of total project cost, \$848 minimum
Partition preliminary plat	\$848 + \$75 per parcel
Subdivision preliminary plat	\$1,697 + \$75 per lot
Variance	\$848.00
Type III (Quasi-Judicial Review)	
Any Type III action not specifically listed in this section	\$1,798.00
Annexation	\$2,364 + \$227 per acre
Comprehensive plan amendment (Site specific)	\$2,216.00
Conditional Use Permit	\$1,798.00

Resolution 2018-3443 Exhibit A
Master Fee Schedule

PLANNING	
PERMIT CENTER FEES	
Minor modification or extension of Type III decision	\$170.00
Major modification of Type II decision	50% of original fee
Historic Landmark establishment or modification	\$0.00
Historic Landmark elimination	\$2,061.00
Planned Unit Development	\$3,590 + \$75 per unit
Subdivision preliminary plat	\$1,697 + \$75 per lot
Zoning Amendment (site specific)	\$2,240.00
Type IV (Legislative amendments)	
Comprehensive plan text amendment or large scale map revision	\$2,547.00
Development Code text amendment or large scale map revision	\$2,547.00
Appeals	
Type I or II Appeal to Planning Commission	\$487.00
Type I or II Appeal to City Council	\$882.00
Type III Appeal to City Council	\$1,035.00
Type I Adjustments or Type II variances that are not designed to regulate the physical characteristics of a use permitted outright	\$274.00
Other Fees:	
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount
Expedited Land Division	\$6,307 + \$75 per lot or unit
Urban Growth Boundary amendment	\$4,031.00
Vacation of Public Right-of-Way	\$1,673.00
License Fees:	
Temporary Merchant	\$103/45 days or \$335 perpetual
Home Occupation	\$26.00
Business License	\$50.00
Peddler/Solicitor/Street Vendor License	No additional fees – business license fee only
Exhibitor License	\$125.00 Application Fee

Resolution 2018-3443 Exhibit A
Master Fee Schedule

POLICE	
Alarm Permit: False alarms – First 2 free, 3 to 9 false alarms	\$50.00 per incident per calendar year
Alarm Permit: False alarms – Over 10	\$100 per incident per calendar year
Dance Permit	\$10.00
Liquor License Applications	\$25.00
Police Public Records	
Certified Background Check	\$35.00 per person
Electronic documents or file copied to CD or DVD	\$13.50 per disk
Photographs from negatives or slides	\$15.00 for first photo plus \$1.00 per photo each additional photo
Reports, up to 10 pages	\$15.00
Reports over 10 pages	\$27.18/hour labor over ½ hour plus copying, shipping & handling fees
Tapes: Audio	\$37.00
Tapes: VHS or VHS to CD	\$39.00

Resolution 2018-3443 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Operations	
Newgrow Compost (Bulk)	Fees set by City Manager
Newgrow Compost (Bag)	Fees set by City Manager
Sawdust	\$30.00 per cubic yard
Septic Drop-off (permitted septic companies only)	\$.13 per gallon
Recreational Vehicle Waste	\$5.00 per vehicle

PUBLIC WORKS - Maintenance	
Hydrant Meter Fees	
Non-refundable Application Fee	\$150 (covers first 10,000 gallons of water used)
Water usage fee > 10,001 gallons	Charged at the current commercial volume rate
Billing Fee	\$10/month
Rental Fee	\$50/month

Resolution 2018-3443 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering		
PERMIT CENTER FEES		
System Development Charges ²		
Wastewater Development Fee ¹ :		
For the first 18 fixture units	\$6,533.08	
Per each fixture unit over 18	\$364.03	
Efficiency Dwelling Unit ¹ (per each fixture unit)	\$364.03	
Water Development Fee ¹ :	Potable	Nonpotable
3/4" meter	\$5,272.99	\$3,463.63
1" meter	\$8,963.87	\$5,887.96
1.25" meter	\$13,182.48	\$8,659.08
1.5" meter	\$17,401.09	\$11,430.20
2" meter	\$27,947.07	\$18,356.39
3" meter	\$52,731.00	\$34,635.24
4" meter	\$88,060.91	\$57,841.36
6" meter	\$174,013.04	\$114,296.63
8" meter	\$279,475.04	\$183,567.11
10" meter	\$404,271.34	\$265,537.58
Efficiency Dwelling Unit ¹	\$373.84	
Storm System Development Fee: ¹		
Single Family - Equivalent Dwelling Unit (EDU) ¹	\$358.64 flat fee	
Other than Single Family	(Impervious Area/2877) x \$358.64	

¹ See glossary for definitions

² These fees are established via a separate approval process, but increased in accordance with the inflationary index established in the Newberg Municipal Code.

Resolution 2018-3443 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering			
PERMIT CENTER FEES			
Transportation Development Fee²:			
Single Family – LDR per unit	\$6,233.68		
Multi Family – MDR per unit	\$4,094.75		
Condominium	\$3,178.23		
Manufactured Home – in a park	\$3,667.19		
Manufactured Home – Elsewhere	\$6,233.68		
Commercial/Industrial	See formula in Transportation System Plan		
Efficiency Dwelling Unit ¹	\$1,575.11		
Wastewater Connection Fee	Actual costs		
Water Connection Fee	Actual costs		
Signalization Fee - Single Family	\$218.09		
	BASE	ADDITIONAL	PER
Sidewalk or Driveway approach permit and inspection	\$28.19	\$0.27	Square Feet
Public street ADA ramp review and inspection	\$33.51	N/A	Each ramp
Land Use Review Fees:	BASE	ADDITIONAL	PER
Planning review, Partition and Subdivision (Type II/III applications)	\$275.00	\$12.23	lot after 20
	2-19 lots		
Final plat review, partition and subdivision	\$275.00	\$6.91	each lot or parcel
Development Review for public improvements on Commercial, Industrial and Multifamily developments	\$384.59	\$219.68	Additional first acre

¹ See glossary for definitions

² These fees are established via a separate approval process, but increased in accordance with the inflationary index established in the Newberg Municipal Code.

Resolution 2018-3443 Exhibit A
Master Fee Schedule

PUBLIC WORKS - Engineering			
PERMIT CENTER FEES			
Construction/Site Development Plan Review and Inspection Fees	BASE	ADDITIONAL	PER
Erosion Control Plan review and inspection:			
500 To 5000 Square Feet disturbed	\$164.37	N/A	each permit
5001 Square Feet to less than 1 acre disturbed	\$384.59	N/A	each permit
1 acre and larger disturbed	By DEQ permit	N/A	N/A
Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)	5% of the permit amount		
Site Improvement:			
Public Improvement site development permit – refer to application form for additional fee details	5%	N/A	Public construction cost estimate
Single Family house Site Plan Review, stormwater review and Engineering	\$164.37	N/A	EACH PERMIT
Stormwater: Commercial/Industrial/Multi Family private facility storm drainage plan review and final inspection for water quality/quality facilities	\$329.26 First Acre	\$82.44 Additional Developed Acre	
Reinspection Fee	\$55.32		
Hardship Requests	\$219.68		
Utility Right of Way Non-refundable Application Fee	\$500.00		
Right of Way, Easement Review	\$275.00		
Subsurface Permit for Franchise	\$164.37		
Stormwater Fee in lieu - Private	\$1.50/SF		
Stormwater Fee in lieu - Public	\$2.00/SF		

Building Permit Fees - Building Valuation Table (see page 25): The Fee complies with the definition of “valuation” in Section 423 of the State of Oregon Structural Specialty Code and includes Architectural, Structural, Electrical, Plumbing, Heating, Ventilation Devices and Equipment. The valuation also includes the contractor’s profit which should not be omitted. The determination of value or valuation under any provisions of this code shall be made by the Building Official. The value shall be the estimated amount from the City of Newberg building valuation data table or the estimated value including all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment, whichever is greater.

The square foot construction costs table determines the cost of the project by the building use and type of construction. To calculate the valuation, the cost per square foot is multiplied by the projects total square footage. For projects where square footage is not added, the value is calculated by multiplying product value by 1.6 to determine valuation.

NEWBERG MASTER FEE GLOSSARY FOR 2018-19

Valuation Table ICC Valuation Data February 2018

SQUARE FOOT CONSTRUCTION COSTS		TYPE OF CONSTRUCTION								
GROUP	(INTERNATIONAL BUILDING CODE)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	ASSEMBLY, THEATERS, WITH STAGE	239.41	231.54	226.03	216.67	203.74	197.86	209.82	186.11	179.13
A-1	ASSEMBLY, THEATERS, WITHOUT STAGE	219.07	211.20	205.68	196.33	183.65	177.76	189.48	166.01	159.03
A-2	ASSEMBLY, NIGHTCLUBS	188.23	182.77	178.14	170.93	161.13	156.68	164.92	145.88	140.94
A-2	ASSEMBLY, RESTAURANTS, BARS, BANQUET HALLS	187.23	181.77	176.14	169.93	159.13	155.68	163.92	143.88	139.94
A-3	ASSEMBLY, CHURCHES	220.05	212.18	206.66	197.31	185.99	180.11	190.46	168.36	161.38
A-3	ASSEMBLY, GENERAL, COMMUNITY HALLS, LIBRARIES, MUSEUMS	185.05	177.18	170.67	162.31	148.58	143.75	155.46	131.00	125.02
A-4	ASSEMBLY, ARENAS	218.07	210.20	203.68	195.33	181.65	176.76	188.48	164.01	158.03
B	BUSINESS	192.02	185.04	179.30	170.56	155.93	150.11	164.01	137.00	131.05
E	EDUCATIONAL	197.52	190.73	185.77	177.32	165.32	156.97	171.23	144.39	140.26
F-1	FACTORY AND INDUSTRIAL, MODERATE HAZARD	114.08	108.82	102.59	98.59	88.51	84.45	94.44	74.21	69.43
F-2	FACTORY AND INDUSTRIAL, LOW HAZARD	113.08	107.82	102.59	97.59	88.51	83.45	93.44	74.21	68.43
H-1	HIGH HAZARD, EXPLOSIVES	106.73	101.48	96.25	91.25	82.38	77.32	87.10	68.08	N.P.
H234	HIGH HAZARD	106.73	101.48	96.25	91.25	82.38	77.32	87.10	68.08	62.30
H-5	HPM	192.02	185.04	179.30	170.56	155.93	150.11	164.01	137.00	131.05
I-1	INSTITUTIONAL, SUPERVISED ENVIRONMENT	191.30	184.81	179.46	171.90	158.36	154.06	171.99	141.86	137.45
I-2	INSTITUTIONAL, HOSPITALS	321.25	314.27	308.52	299.78	284.17	N.P.	293.24	265.24	N.P.
I-2	INSTITUTIONAL, NURSING HOMES	222.99	216.01	210.27	201.52	187.89	N.P.	194.98	168.96	N.P.
I-3	INSTITUTIONAL, RESTRAINED	218.28	211.30	205.55	196.81	183.43	176.62	190.27	164.50	156.55
I-4	INSTITUTIONAL, DAY CARE FACILITIES	191.30	184.81	179.46	171.90	158.36	154.06	171.99	141.86	137.45
M	MERCANTILE	140.27	134.81	129.18	122.96	112.68	109.23	116.95	97.44	93.50
R-1	RESIDENTIAL, HOTELS	193.08	186.60	181.24	173.68	159.89	155.58	173.77	143.39	138.97
R-2	RESIDENTIAL, MULTIPLE FAMILY	161.95	155.46	150.10	142.54	129.52	125.22	142.64	113.02	108.61
R-3	RESIDENTIAL, ONE- AND TWO-FAMILY	151.10	146.99	143.20	139.61	134.50	130.95	137.27	125.85	118.45
R-4	RESIDENTIAL, CARE/ASSISTED LIVING FACILITIES	191.30	184.81	179.46	171.90	158.36	154.06	171.99	141.86	137.45
S-1	STORAGE, MODERATE HAZARD	105.73	100.48	94.25	90.25	80.38	76.32	86.10	66.08	61.30
S-2	STORAGE, LOW HAZARD	104.73	99.48	94.25	89.25	80.38	75.32	85.10	66.08	60.30
U	UTILITY, MISCELLANEOUS	83.66	79.00	74.06	70.37	63.47	59.32	67.24	50.19	47.80
A. PRIVATE GARAGES AND COVERED DECKS, USE UTILITY, MISCELLANEOUS										
B. UNFINISHED BASEMENTS (GROUP R-3) = \$21.00 PER SQ. FT.										
C. FOR SHELL ONLY BUILDINGS DEDUCT 20 PERCENT										
D. N.P. = NOT PERMITTED										
E. CARPORT, COVERED PORCH, PATIO, OR DECK SQUARE FOOTAGE SHALL BE CALCULATED SEPARATELY AT 50% OF THE VALUE OF A PRIVATE GARAGE FROM THE ICC BUILDING VALUATION DATA TABLE CURRENT AS OF APRIL 1 – OAR 918-050-0100										

Community Development Fee: Revenues are used to cover the costs of operating the Permit Center. The Permit Center provides services including customer information, planning and zoning, and engineering review that are necessary prior to building plan review, and are not covered under Building Plan Review Fees.

City Hall Fee: Revenues are used to cover office space costs for the Permit Center.

Grading Plan Review Fee: The fee for Grading Permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

Manufactured Dwelling Park Valuation Fee – Table 2 Definitions

- * Deduct 10% from the valuation of parks constructed east of the cascade summit
- * Class A Parks contain paved streets, curbs and sidewalks
- * Class B Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- * Class C Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- * Parks containing spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation for the park.
- * The Area Development Permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevated or permits required by other agencies.
- * See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

Phased Permit Fees: in each phase of Building, Phase 1 – Foundation, Phase 2 – Building “Shell”, Phase 3 – Completion, Building Permits may be obtained as phased permits under the following conditions: 1) In each phase there must be sufficient information provided in order to allow a complete review of the plans. 2) Plans shall be prepared by a licensed Oregon architect or engineer. 3) Deferral of any submittal items shall have prior approval of the Building Official. The licensed Oregon architect or engineer of record shall list the deferred submittals on the plans and shall review the deferred submittal documents for compatibility with the design of the building prior to submittal to the Building Official for review. 4) The City of Newberg will accept plans submitted in the sequence listed for phased development. 5) Grading and site utilities are not part of the phase program.

Recreational Park Valuation Fee - Table 2 Definitions

- * Deduct 10% from the valuation of parks and camps constructed east of the cascade summit
- * Class A Parks and camps contain paved streets and electric, water and sewer service to each R.V or camping space
- * Class B Parks and camps contain electric, water and sewer service to each R.V. or camping space, but do not have paved streets
- * Class C Parks and camps contain a combination of no more than two services involving electric, water or sewer and do not have paved streets
- * When a park or camp contains spaces in more than one class, figure the spaces in each class, then add them together to obtain the total valuation

Recreational Park Valuation Fee - Table 2 Definitions (continued)

* The area developed permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevators, or permits required by other agencies

* See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

PERMIT CENTER –ENGINEERING**SYSTEM DEVELOPMENT CHARGES DEFINITIONS**

Efficiency Dwelling Unit (EDU): A Studio or one bedroom dwelling unit with less than 600 square feet floor area and one bathroom. The unit is located on a lot with other dwelling units or primary uses.

Wastewater Development Fee: Revenues are used to maintain the City's Wastewater System. This fee is collected for any new connections to the City's Wastewater System and is determined by the number of fixture units i.e. sink, bathtub, etc. in the unit.

Water Development Fee: Revenues are used to maintain the City's Water System. This fee is collected for each new connection to the City's water system and is determined by the size of the water meter. Standard single family meter size is $\frac{3}{4}$ ".

Storm System Development Fee: Revenues are used to maintain the City's Stormwater System. This fee is collected for each new development that connects to or otherwise uses the City Stormwater System and is determined by the square feet of impervious area. Impervious surface is the hard surface area which either prevents or retards entry of water into the soil mantle and/or causes water to run off the surface in greater quantities or at an increased rate of flow from that present under natural conditions. Impervious surface areas include, but are not limited to, rooftops, concrete or asphalt paving, walkways, patios, driveways, parking lots or storage areas and trafficked gravel or other surfaces which impede the natural infiltration or runoff of surface water. An equivalent dwelling unit (EDU) is equal to 2,877 square feet of impervious area.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ____ Ordinance ____ Resolution ____ Motion XX Information ____
No. No. No.

SUBJECT: A motion not to form a local improvement district for improving the College Street sidewalk and bike lanes from Aldercrest Drive to Foothills Drive

Contact Person (Preparer) for this Motion: Paul Chiu, P.E., Senior Engineer
Dept.: Public Works Engineering Division
File No.:

RECOMMENDATION:

Staff does not recommend the formation of a local improvement district (LID) for improving the College Street sidewalk and bike lanes from Aldercrest Drive to Foothills Drive.

EXECUTIVE SUMMARY:

Based on the following Background Information, LID Analysis and Discussion, the opportunity for a successful LID formation to recoup the improvement costs for the College Street sidewalk and bike lanes is marginal. This project has fewer non-remonstrance agreements on file compared to the 2013 project from Illinois Street to Aldercrest Drive. The estimate indicates that the City will recoup a net total of approximately \$77,000.00 after performing several hundred hours of work to complete the LID process. Therefore, staff does not recommend the LID formation for this project.

(I) Background

As authorized by Resolution No. 2017-3389, the City entered into an intergovernmental agreement (IGA) with the Oregon Department of Transportation (ODOT) to complete the second phase of N. College Street Sidewalk and Bike Lane Project. The IGA provides **\$2,396,329.00** in Multimodal Transportation Enhancement Program (MTEP) funding for right-of-way acquisition, survey, design, and construction of curb and gutter, sidewalk, storm drain on the west side, and bicycle lanes on both sides of N. College Street (also known as Highway 219), from Aldercrest Drive to Foothills Drive. The City will be providing a required local match of **\$274,271.00**. The total project cost is currently estimated at **\$2,670,600.00**.

The right of way acquisition phase is planned for 2018 while the utility relocation and construction work are scheduled for summer 2019.

At the July 17, 2017 Council Hearing, testimony was received from Mr. Robert Soppe asking if there had been a consideration of the formation of a Local Improvement District. It was discussed that staff would return with preliminary research of the potential of a LID to recoup the City's matching funds.

In 2013, a LID was formed by Ordinance No. 2013-2769 to recoup the cost of \$194,197.00 associated with the prior phase of widening College Street from Illinois Street to Aldercrest Drive. The recouped cost was more for the prior phase because only 250 LF out of 2,400 LF or just 10% of its total College Street frontage had an existing sidewalk prior to its frontage improvement.

(II) LID Analysis

Staff completed preliminary research for the current phase of the College Street improvements that yielded the following information:

- The length of N. College Street within the project limits is approximately 4,600 LF.
- Approximately 3,000 LF of N. College Street (65% of total frontage) has existing sidewalk (2,500 LF has 6 feet wide and 500 LF has 5 feet wide). ODOT's current requirement for new sidewalks is 6 feet wide.
- Forty-six (46) properties have frontage on College Street within the project area.
- Eight (8) properties with College Street frontage have a recorded non-remonstrance agreement that obligates them financially for the sidewalk frontage improvement. Their combined College Street frontage totals approximately 1,000 LF (22% of total frontage). Please refer to the attached Exhibit "A".
- The City's matching funds total \$274,271.00.
- Based on the fact that only 35% of the College Street frontage does not have any sidewalk, the City could recoup approximately \$96,000.00.
- The estimated administrative costs total \$19,000.00 or equal to approximately 20% of the amount the City could recoup.

(III) Discussion

The ODOT MTEP funding will pay for about 90% of the total actual improvement costs for this project. The City's matching funds will pay for the remaining 10% of the project costs without funding from an adopted LID ordinance. The costs to prepare the LID reports in the past were not considered in the fiscal impact and such costs including the implementation of the LID assessments could be over 20% of the amount the City could recoup and more than 200 to 300 total work hours for the LID process.

An estimated 20% of the LID participants would not be able to object to the formation of the LID because of their obligations to the waiver of non-remonstrance agreements. This implies that 80% of the LID participants could object to the formation of the LID.

(IV) Summary

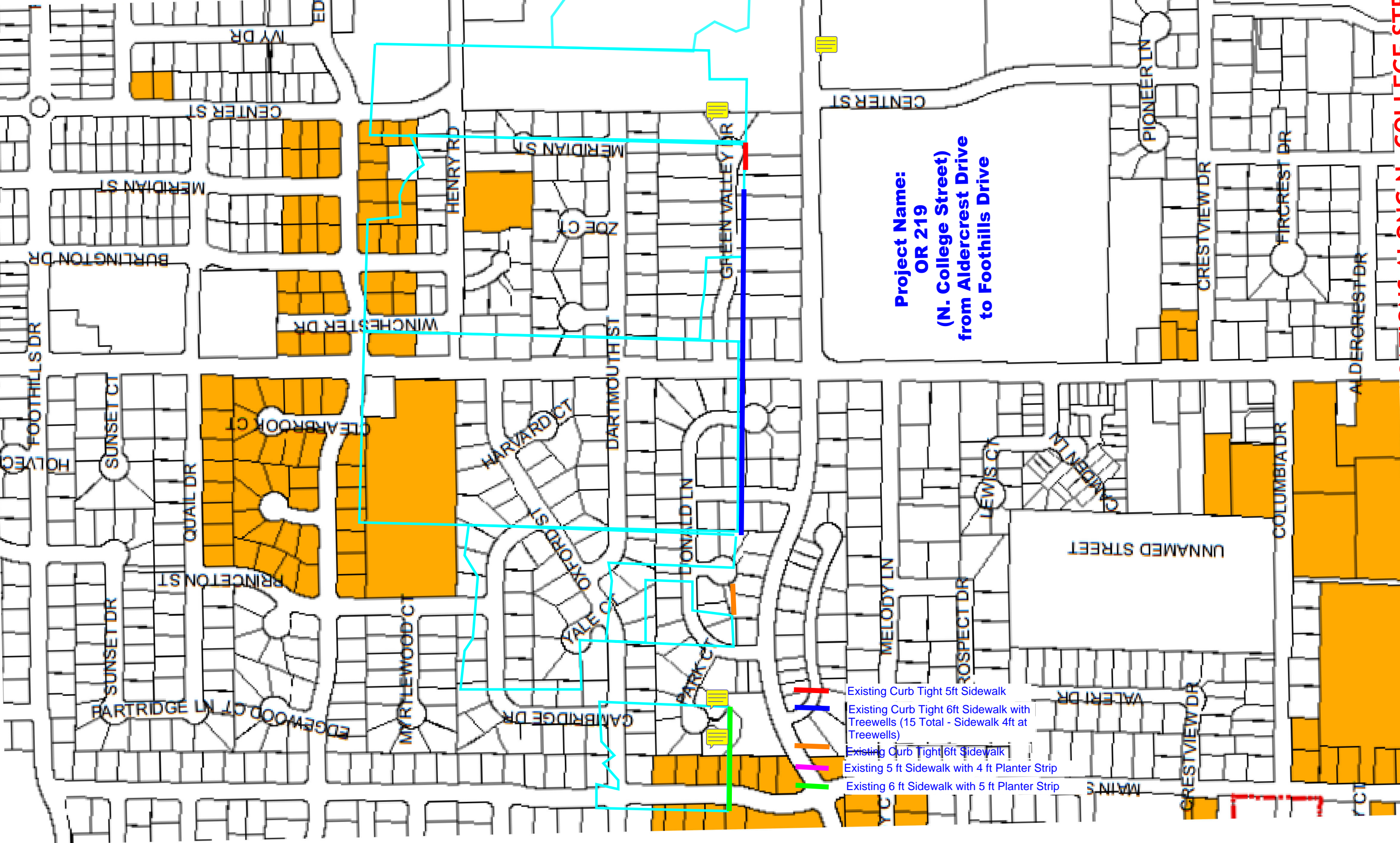
Staff understands the fairness to pursue LID assessments on properties in this phase of College Street improvements. The return of benefits, however, is comparatively low. In addition, the opportunity for a successful LID formation is marginal. The effort to recoup \$77,000.00 can be redirected on other high value projects.

FISCAL IMPACT:

The City's matching funds are budgeted over multi-years under account number 18-5150-702111. By not pursuing the LID formation, the City will not recoup a net total of approximately \$77,000.00 out of the City's \$274,271.00 matching funds. Staff time will be redirected in a fiscally responsible manner.

STRATEGIC ASSESSMENT (PER COUNCIL PRIORITIES FROM SEPTEMBER 2017):

According to the Specific Council Priorities adopted in September 2017, "Goal 2: Repair and maintain City's streets and sidewalks and secure funding" is achieved upon project completion. This project provides continuity for pedestrian and bicycle travel along a major City and State route in accordance with the City's Transportation System Plan and the Newberg ADA/Pedestrian/Bike Route Improvement Plan.



Project Name:
OR 219
(N. College Street)
from Aldercrest Drive
to Foothills Drive

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 19, 2018

Order ___ Ordinance ___ Resolution ___ Motion ___ Information XX
No. No. No.

SUBJECT: Pavement Management Phase 2

**Contact Person (Preparer) for this
Item: Kaaren Hofmann, City Engineer
Dept.: Public Works
File No.:**

EXECUTIVE SUMMARY:

The citizens of Newberg rely and expect a safe dependable transportation network. The current system is getting older and more expensive to maintain, preserve and expand. In September 2017, the Transportation Utility Fee (TUF) was implemented to provide an additional source of funding to maintain and preserve our pavement systems. The TUF was noted to be Phase 1 of the Pavement Management Plan.

The proposed next steps are:

- Start implementing the 5 year project list.
- Update the pavement condition index City-wide over the next 2 years – get on a regular cycle. Will give us a better model to predict how our treatments are working.
- Experimenting with new options – chip seals have come a long way. Will be doing multiple projects in the summer of 2019. If it goes well, other streets may get this option instead.

Action 2.3.3 of the Council Goals was to have a discussion about additional funding. Based on other factors and the need for additional information, Staff recommend that:

- Development driven fees should be on hold until the Affordable Housing Committee finishes their work.
- Hold the course for the next several years – come back to Council with updated and new information on additional funding options.
- Return to a work session on November 19th to discuss a plan for gravel streets.

FISCAL IMPACT:

The TUF is providing approximately \$1,100,000 per year in revenue for pavement preservation. The additional gas tax that was passed by the Legislature is providing an additional \$600,000 per year by FY21-22. Based on the proposed 5 year project list, the City will be spending over \$8,000,000 on pavement preservation on City streets.

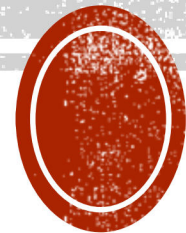
STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM SEPTEMBER 2017):

City Council Goal 2 is to repair and maintain City's streets and sidewalks and secure funding. With the implementation of the Transportation Utility Fee, actions 2.3.1 and 2.3.2 are complete. A five year plan has been developed and additional data will be gathered over the next several years to determine the next level of funding.

PAVEMENT MANAGEMENT PHASE 2

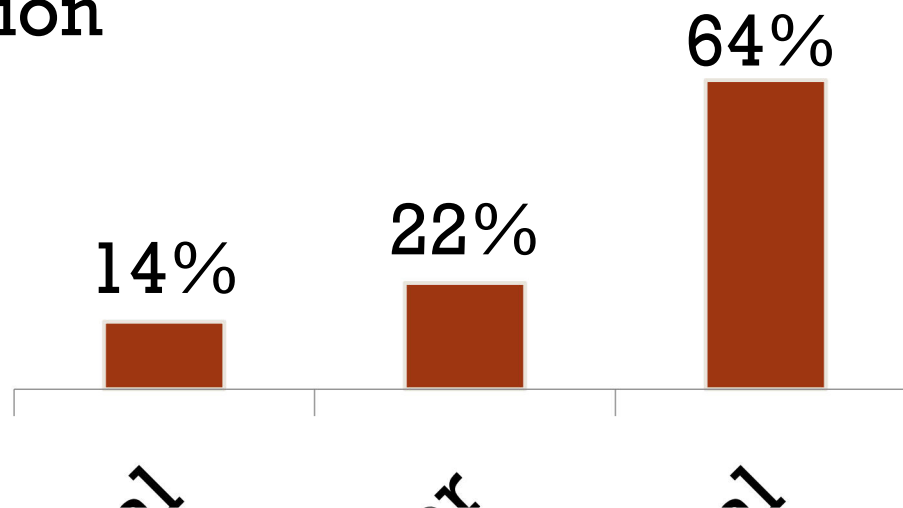
City Council

March 19, 2018



CITY PAVEMENT ASSETS

- 65.5 miles of paved streets
- 4.0 miles of gravel roadways
- Approximate replacement value of pavement asset \$150 million



Classification of Pavement Condition



VERY GOOD (PCI=95)



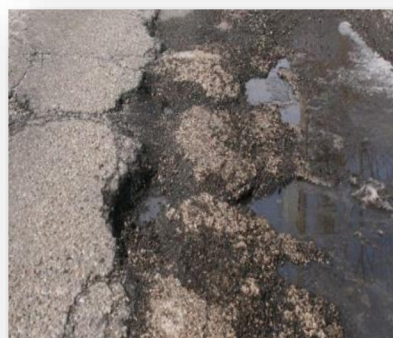
GOOD (PCI=70)



FAIR (PCI=60)



POOR (PCI=45)



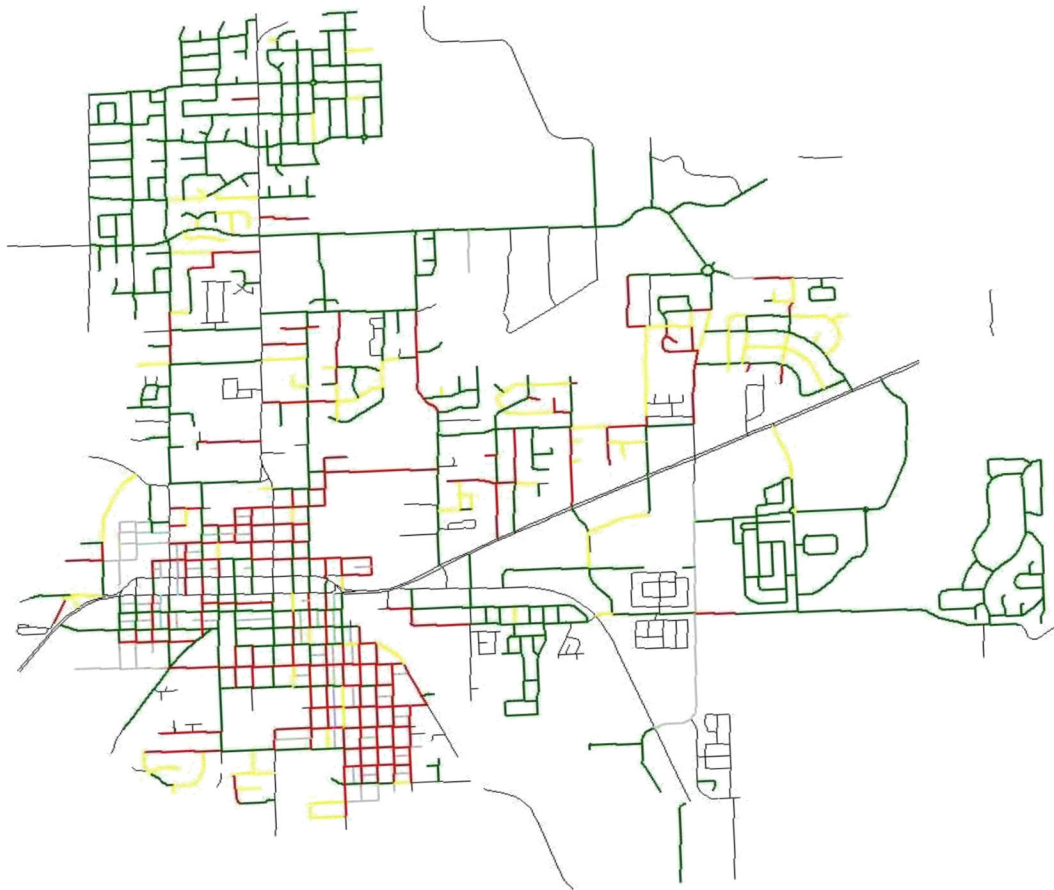
VERY POOR (PCI=20)



GRAVEL (PCI=0)

Pavement Condition Index Map

2016 City wide
Weighted Average
PCI=73



PCI Rating Scale

Good (70 – 100)
Fair (55 – 70)
Poor (0 – 55)
Not Managed by — City or Gravel

Rating Distribution

66%	Good
12%	Fair
22%	Poor

WHAT IS PAVEMENT MANAGEMENT?

- Planning maintenance and repair of a network to optimize pavement conditions
- Consists of:
 - Inventory of pavement conditions
 - Assigning importance of segments
 - Network analysis based on decision criteria
 - Schedule *maintenance* to maintain “good” streets
 - Schedule *repairs* of “poor” and “fair” based on available funding

HISTORY

- Council meeting summary from January 2016
 - Maintain existing pavement condition index (PCI),
 - Phased/split funding sources,
 - Phase 1 Funding: Transportation Utility Fee,
 - Develop C.I.P to match Funding
- Continue funding discussion once Phase 1 funding is implemented.

Our Maintenance Challenge

PAVEMENT CONDITION AFTER 10 YRS

If we continue to spend approximately
\$520,000/year

Estimated 2026 city wide
average PCI =

52.4

If we increase spending to
\$2.5 million/year*

Estimated 2026 city wide
average PCI =

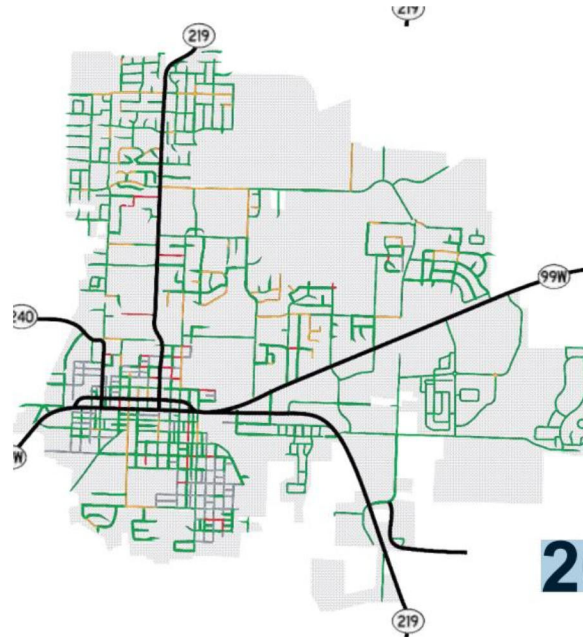
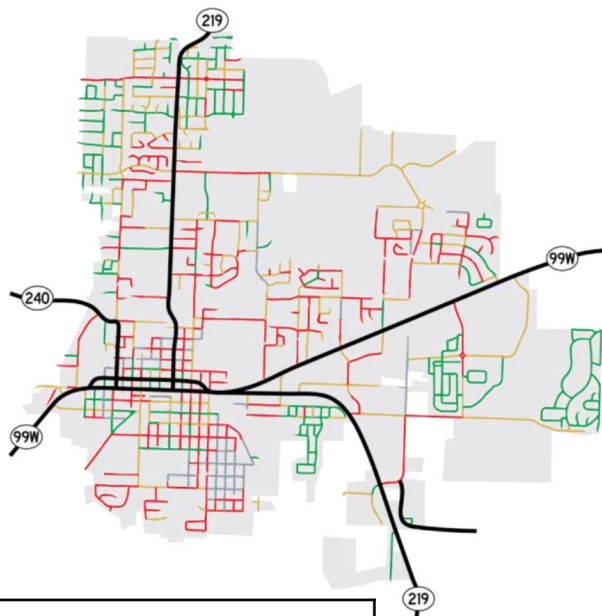
78.1

If we increase spending to

\$2.9 million/year**

Estimated 2026 city wide
average PCI =

81.4



2026



Good (70 - 100)

Fair (55 - 70)

Poor (11 - 55)

Failed (0 - 10)

TRANSPORTATION UTILITY FEE

- Ad-Hoc Committee met multiple times
- Public Outreach
- Decision was made to implement a Transportation Utility Fee (TUF) to fund about half of the need
- Fee was based on trip generation, which was divided into classes
- Dedicated funding source and cannot be spent for other purposes

KEY THINGS TO NOTE

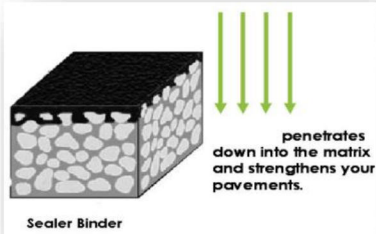
- A maximum of 70% of revenue is proposed to be allocated to preservation of the good to fair streets, and a minimum of 30% to reconstruct the poor to very poor streets.
- Fee waivers – vacancy, low income, no vehicle, unemployment
- A TUF is imposed upon the owners of all developed property within the corporate limits of the City of Newberg.
- Each year the public works department shall prepare and present to the city council the “Annual Street Maintenance Program Report”.
- The TUF may be modified based on a number of factors.
- The adjustment will not be automatic or pre-determined.

TYPES OF MAINTENANCE



1. Crack Sealing:

- The least expensive treatment.
- Crack sealing prevents the majority of moisture from entering the underlying aggregate base rock.



2. Fog Seal:

- Rejuvenates the oils in the top layer of asphalt
- Fills small gaps between the aggregate in pavement
- Reduces deterioration of surface.



3. Slurry seal / Chip seal:

- Slurry is mixture of asphalt emulsion, fine aggregate and water spread at approx. 3/8" thick.
- Chip is coarser aggregate placed on hot asphalt oil.
- Protects pavement from water damage Provides a new surface.

TYPES OF REHABILITATION



1. Pavement overlay:

- Thin lift overlays, thickness of 1-inch.
- Standard overlays are usually 2-inches.
- Increases the road cross slope.
- ADA upgrades required.

2. Pavement grinding and inlay:

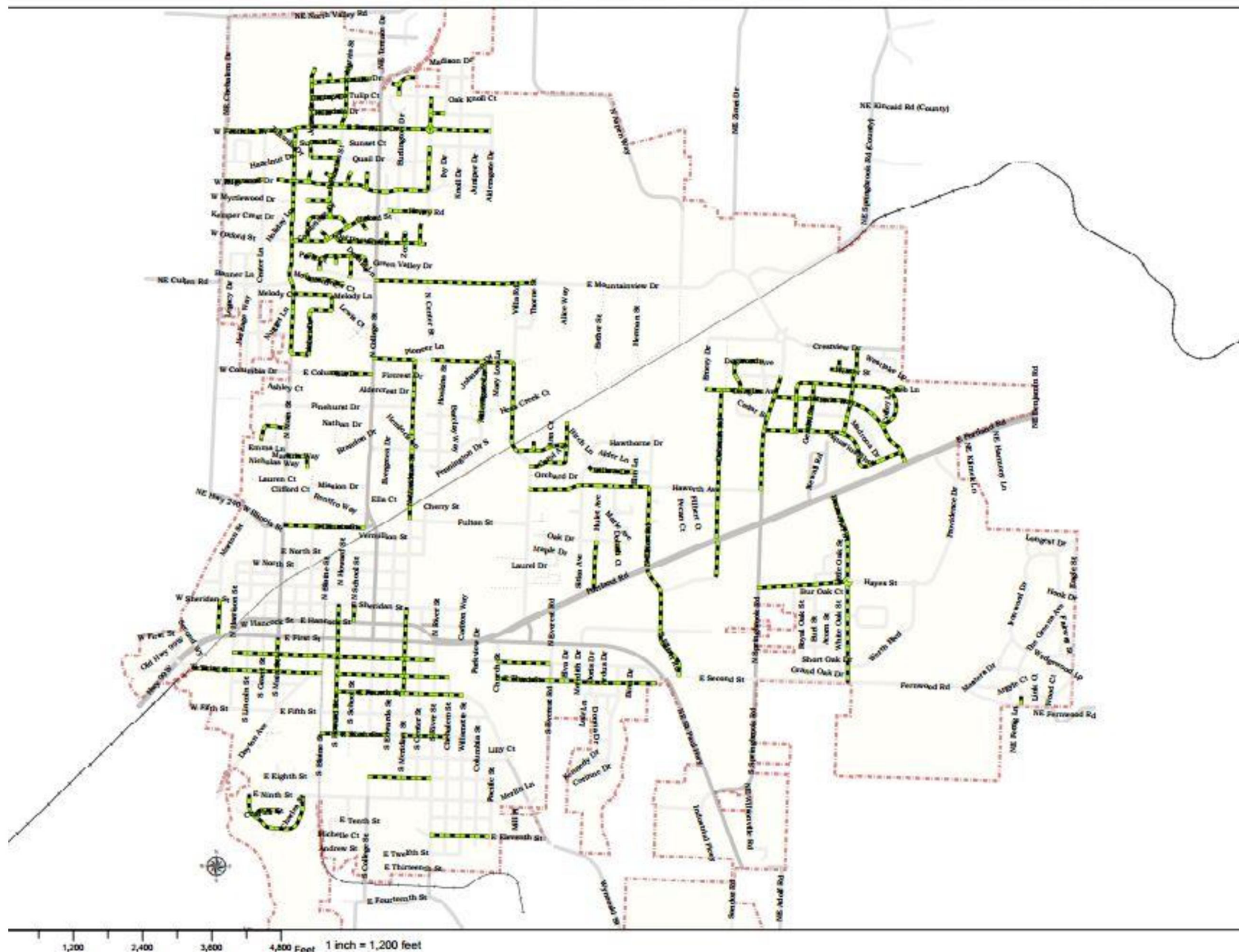
- Most common rehabilitation in a city.
- Used on distressed pavement.
- Grind depth depends on distress types, depths, severity, and road capacity.
- Maintains road profile.
- Can combine with overlay for increased thickness / strength.
- ADA upgrades required.



3. Full Depth reconstruction:

- Used when the subgrade underneath the pavement is not adequate.
- Most expensive.
- ADA upgrades required.

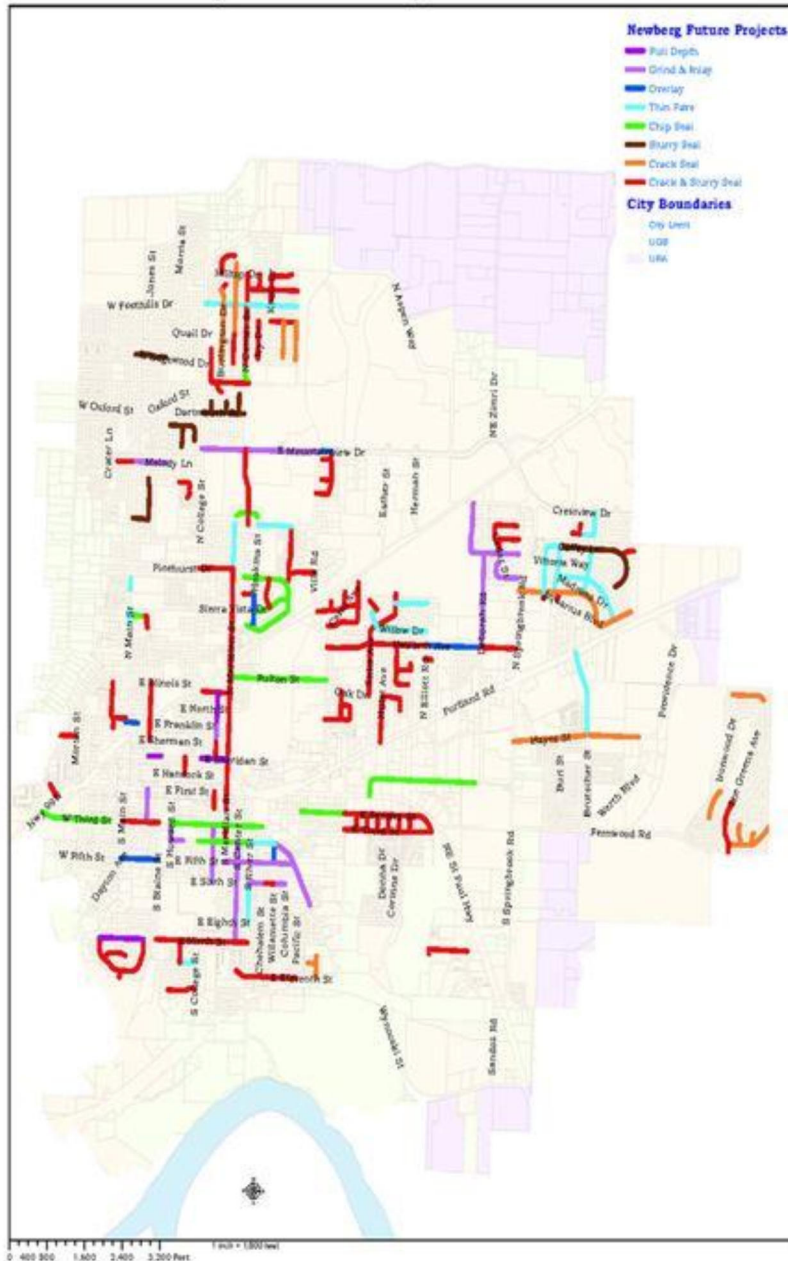
NEWBERG PAVEMENT PROJECTS (2013 - 2017)



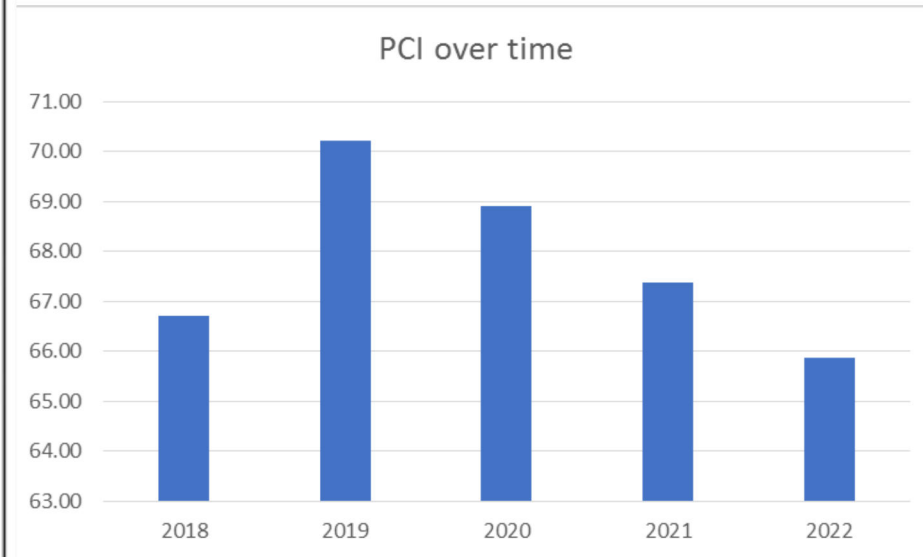


PAVEMENT PRESERVATION PROJECTS 5 YEAR PLAN

Newberg Pavement Projects - Next Five Years



Proposed to spend \$6,432,010 over the next 5 years. About \$1,000,000 less than estimated is needed per year.



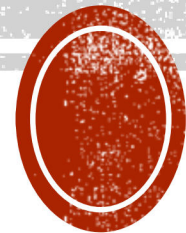
PROPOSED NEXT STEPS

- Update the pavement condition index City-wide over the next 2 years – get on a regular cycle. Will give us a better model to predict how our treatments are working.
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- Development driven fees should be on hold until the Affordable Housing Committee finishes their work.
- Hold the course for the next several years – come back to Council with updated and new information on additional funding options.
- Gravel streets – discussion on November 19th – level of improvements and how to fund.

PAVEMENT MANAGEMENT PHASE 2

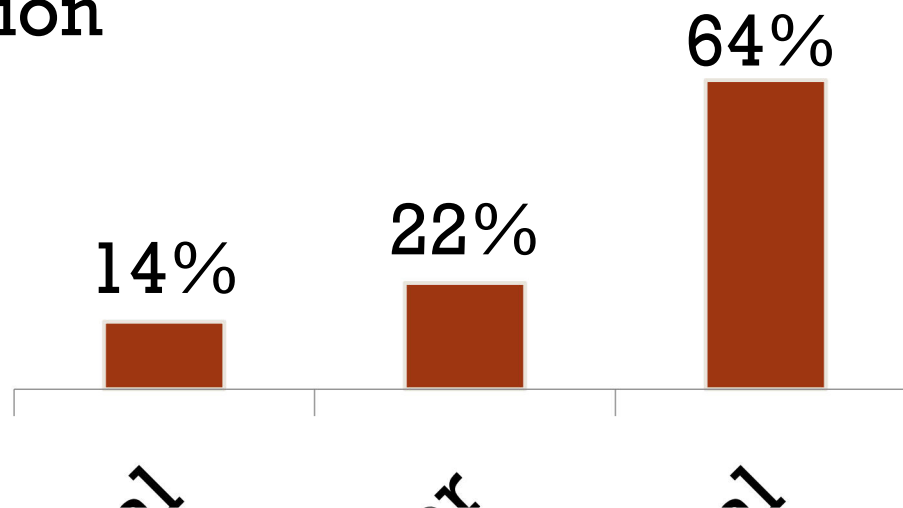
City Council

March 19, 2018



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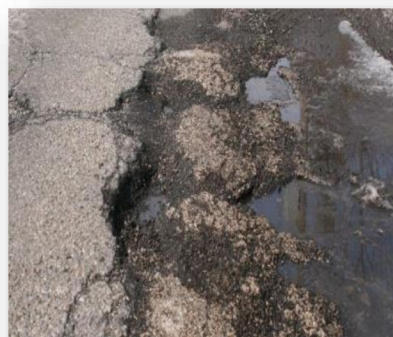
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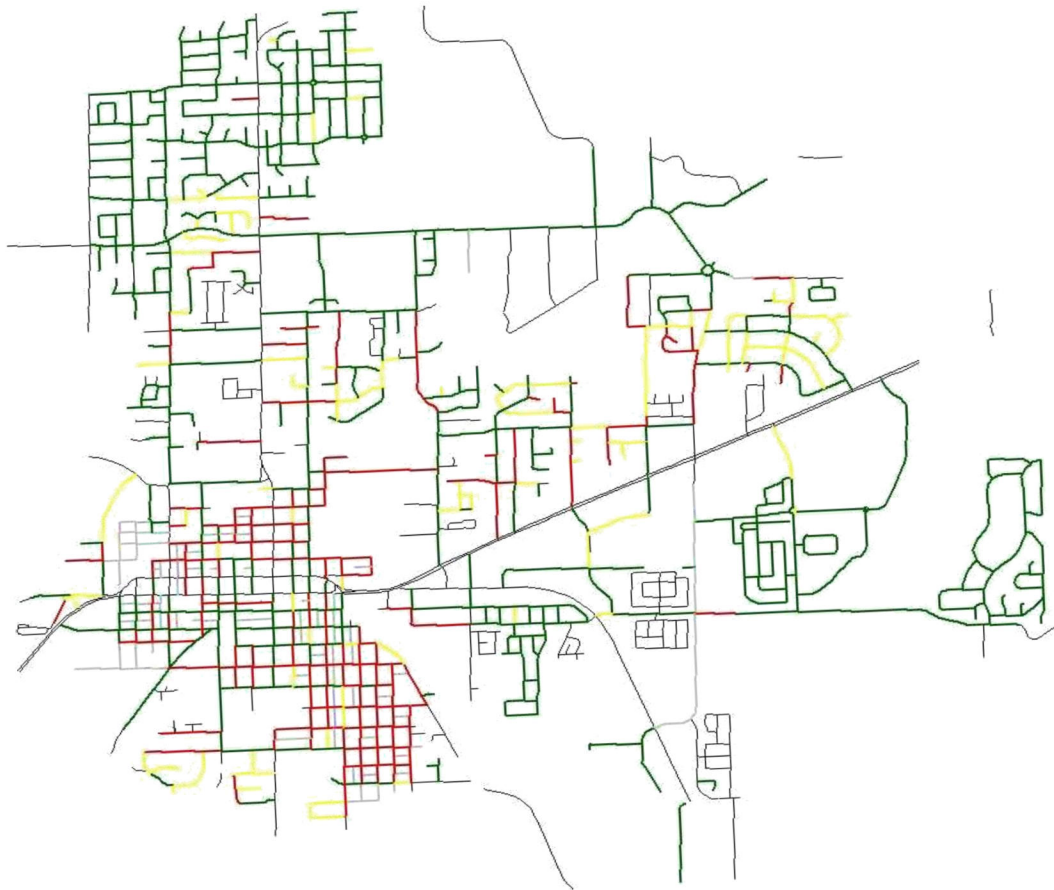
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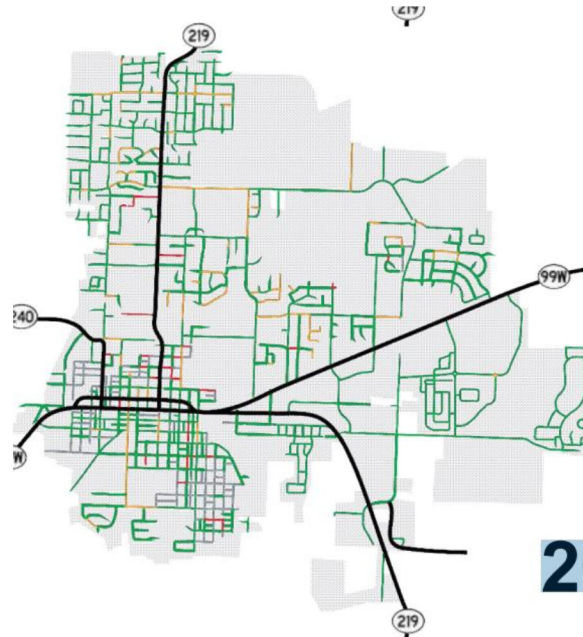
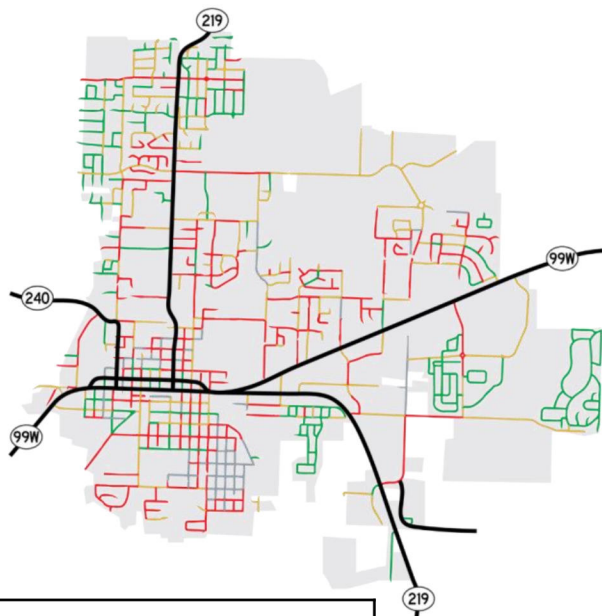
78.1

If we increase spending to

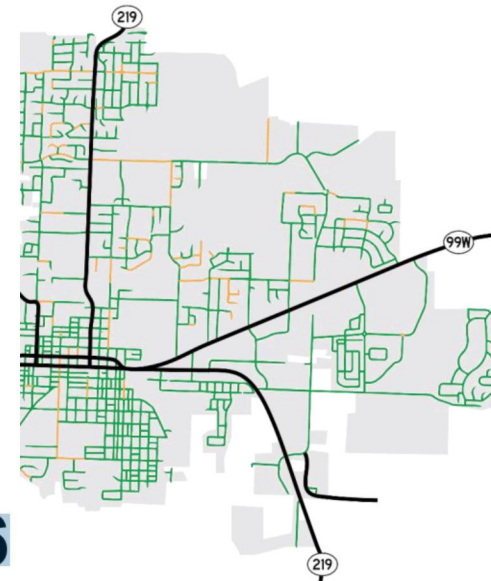
\$2.9 million/year**

Estimated 2026 city wide
average PCI =

81.4



2026



Good (70 - 100)

Fair (55 - 70)

Poor (11 - 55)

Failed (0 - 10)

TRANSPORTATION UTILITY FEE

- Ad-Hoc Committee met multiple times
- Public Outreach
- Decision was made to implement a Transportation Utility Fee (TUF) to fund about half of the need
- Fee was based on trip generation, which was divided into classes
- Dedicated funding source and cannot be spent for other purposes

KEY THINGS TO NOTE

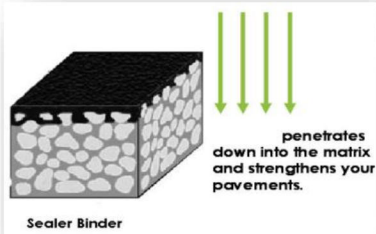
- A maximum of 70% of revenue is proposed to be allocated to preservation of the good to fair streets, and a minimum of 30% to reconstruct the poor to very poor streets.
- Fee waivers – vacancy, low income, no vehicle, unemployment
- A TUF is imposed upon the owners of all developed property within the corporate limits of the City of Newberg.
- Each year the public works department shall prepare and present to the city council the “Annual Street Maintenance Program Report”.
- The TUF may be modified based on a number of factors.
- The adjustment will not be automatic or pre-determined.

TYPES OF MAINTENANCE



1. Crack Sealing:

- The least expensive treatment.
- Crack sealing prevents the majority of moisture from entering the underlying aggregate base rock.



2. Fog Seal:

- Rejuvenates the oils in the top layer of asphalt
- Fills small gaps between the aggregate in pavement
- Reduces deterioration of surface.



3. Slurry seal / Chip seal:

- Slurry is mixture of asphalt emulsion, fine aggregate and water spread at approx. 3/8" thick.
- Chip is coarser aggregate placed on hot asphalt oil.
- Protects pavement from water damage Provides a new surface.

TYPES OF REHABILITATION



1. Pavement overlay:

- Thin lift overlays, thickness of 1-inch.
- Standard overlays are usually 2-inches.
- Increases the road cross slope.
- ADA upgrades required.

2. Pavement grinding and inlay:

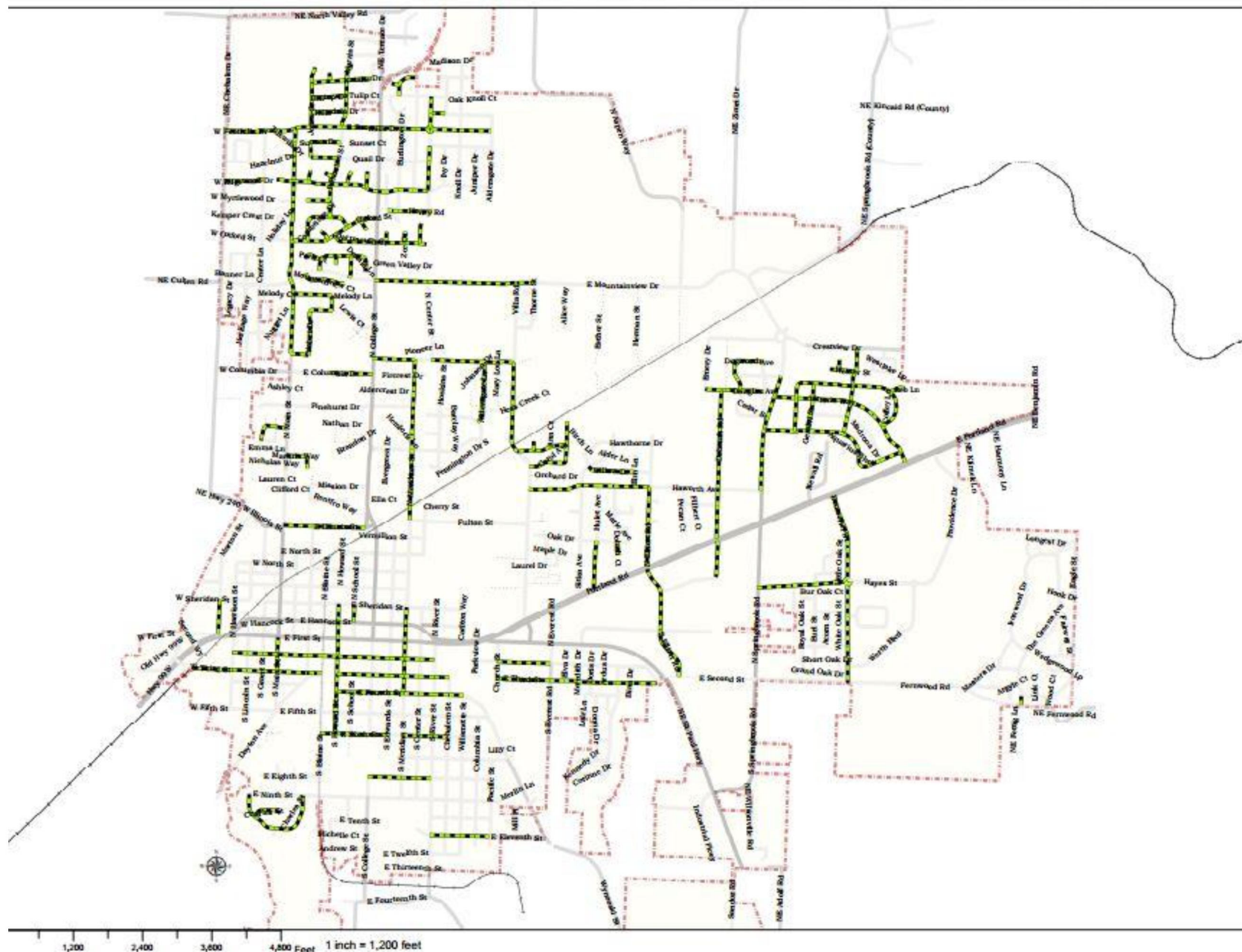
- Most common rehabilitation in a city.
- Used on distressed pavement.
- Grind depth depends on distress types, depths, severity, and road capacity.
- Maintains road profile.
- Can combine with overlay for increased thickness / strength.
- ADA upgrades required.



3. Full Depth reconstruction:

- Used when the subgrade underneath the pavement is not adequate.
- Most expensive.
- ADA upgrades required.

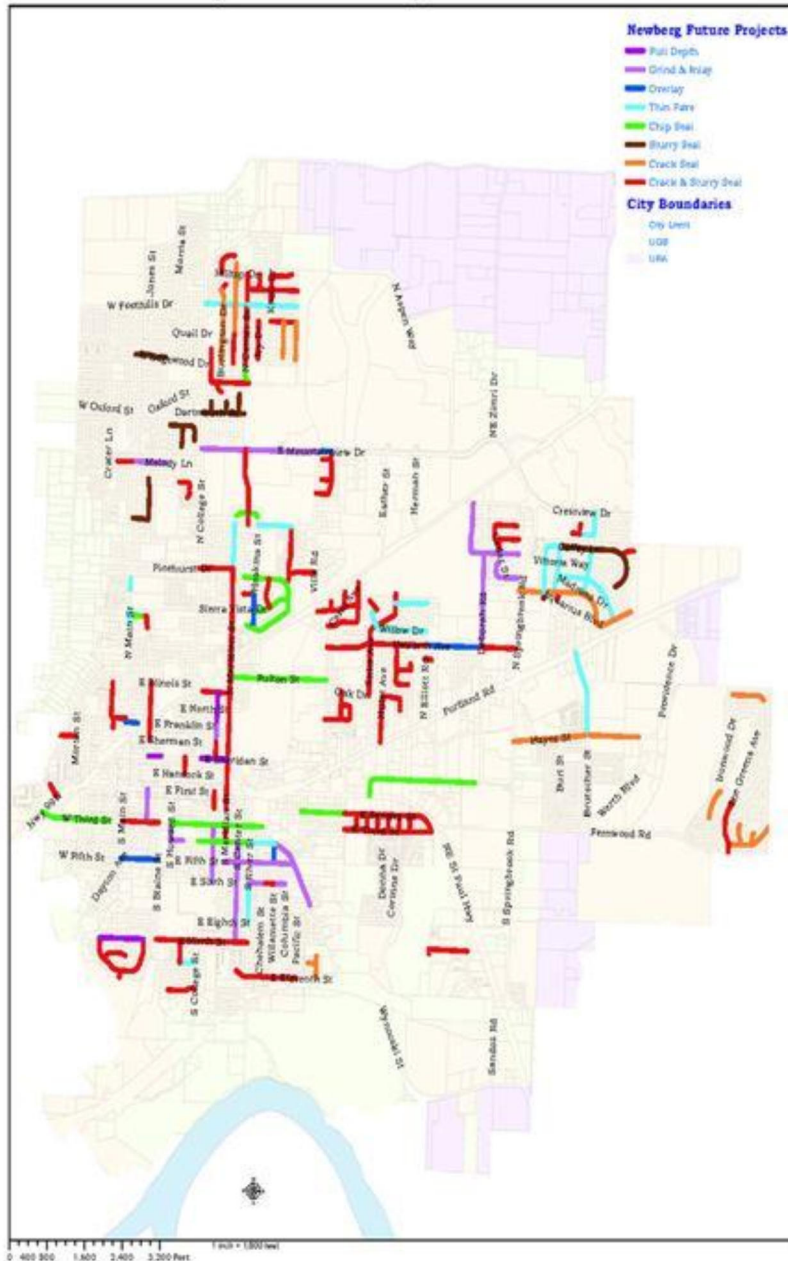
NEWBERG PAVEMENT PROJECTS (2013 - 2017)



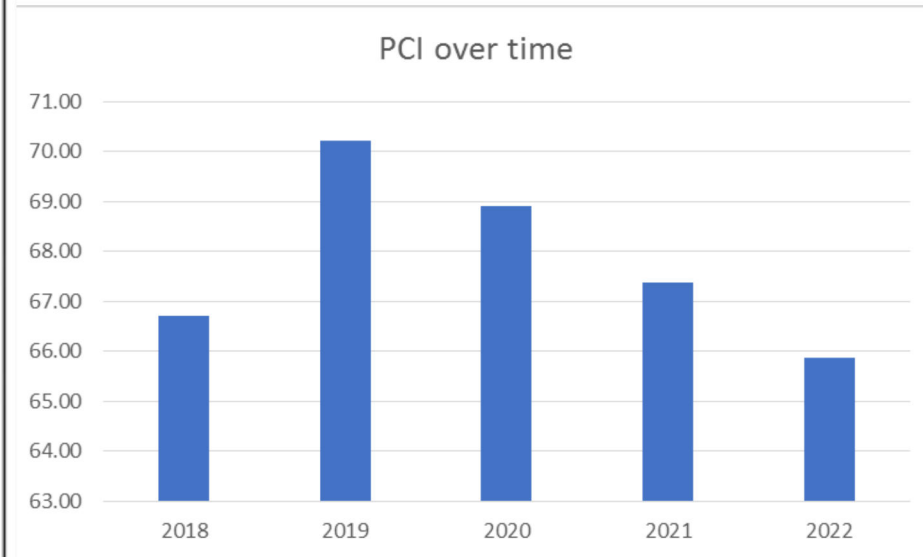


PAVEMENT PRESERVATION PROJECTS 5 YEAR PLAN

Newberg Pavement Projects - Next Five Years



Proposed to spend \$6,432,010 over the next 5 years. About \$1,000,000 less than estimated is needed per year.



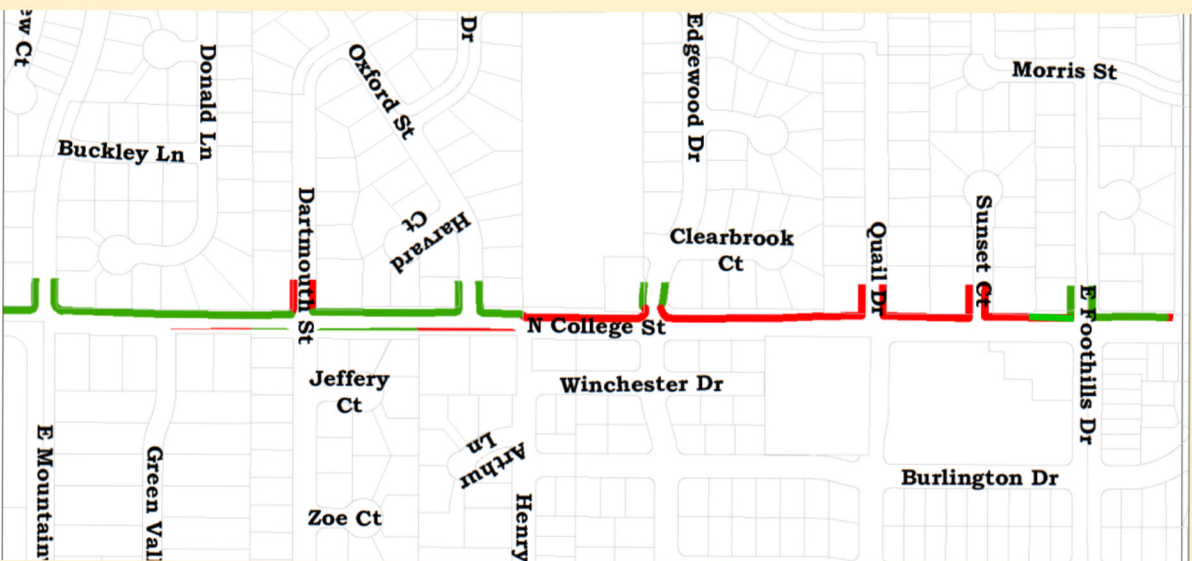
PROPOSED NEXT STEPS

- Update the pavement condition index City-wide over the next 2 years – get on a regular cycle. Will give us a better model to predict how our treatments are working.
- Experimenting with new options – chip seals have come a long way. Will be doing multiple projects in the summer of 2019. If it goes well, other streets may get this option instead.
- Development driven fees should be on hold until the Affordable Housing Committee finishes their work.
- Hold the course for the next several years – come back to Council with updated and new information on additional funding options.
- Gravel streets – discussion on November 19th– level of improvements and how to fund.

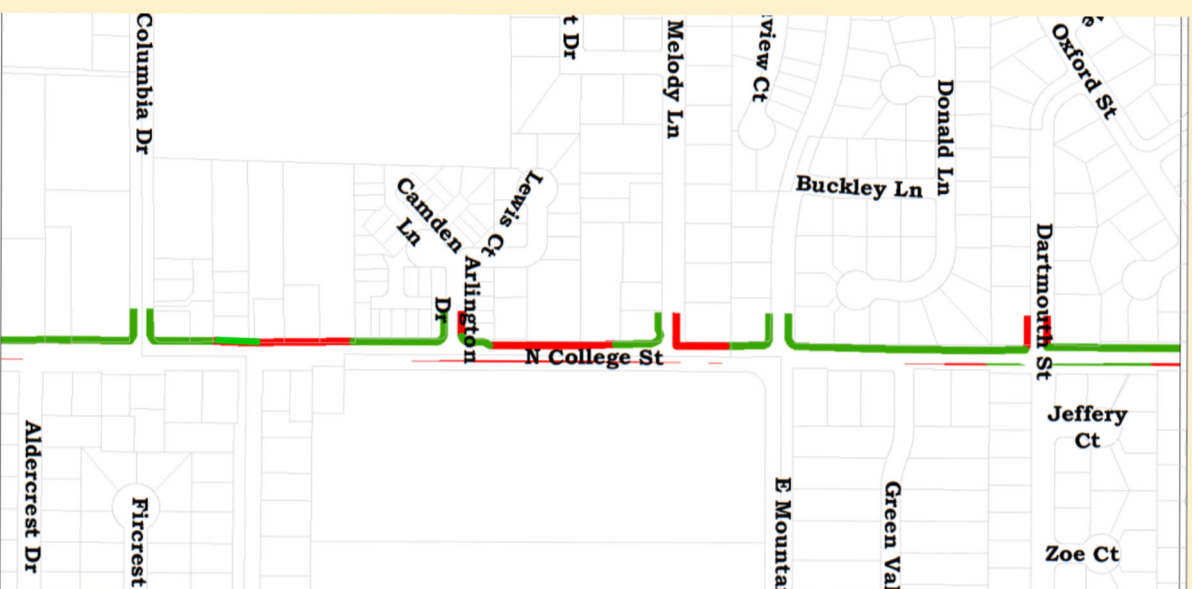
N. College Street - Aldercrest to Foothills

RED = No Sidewalk; Green = Existing Sidewalk

North Half:



South Half:

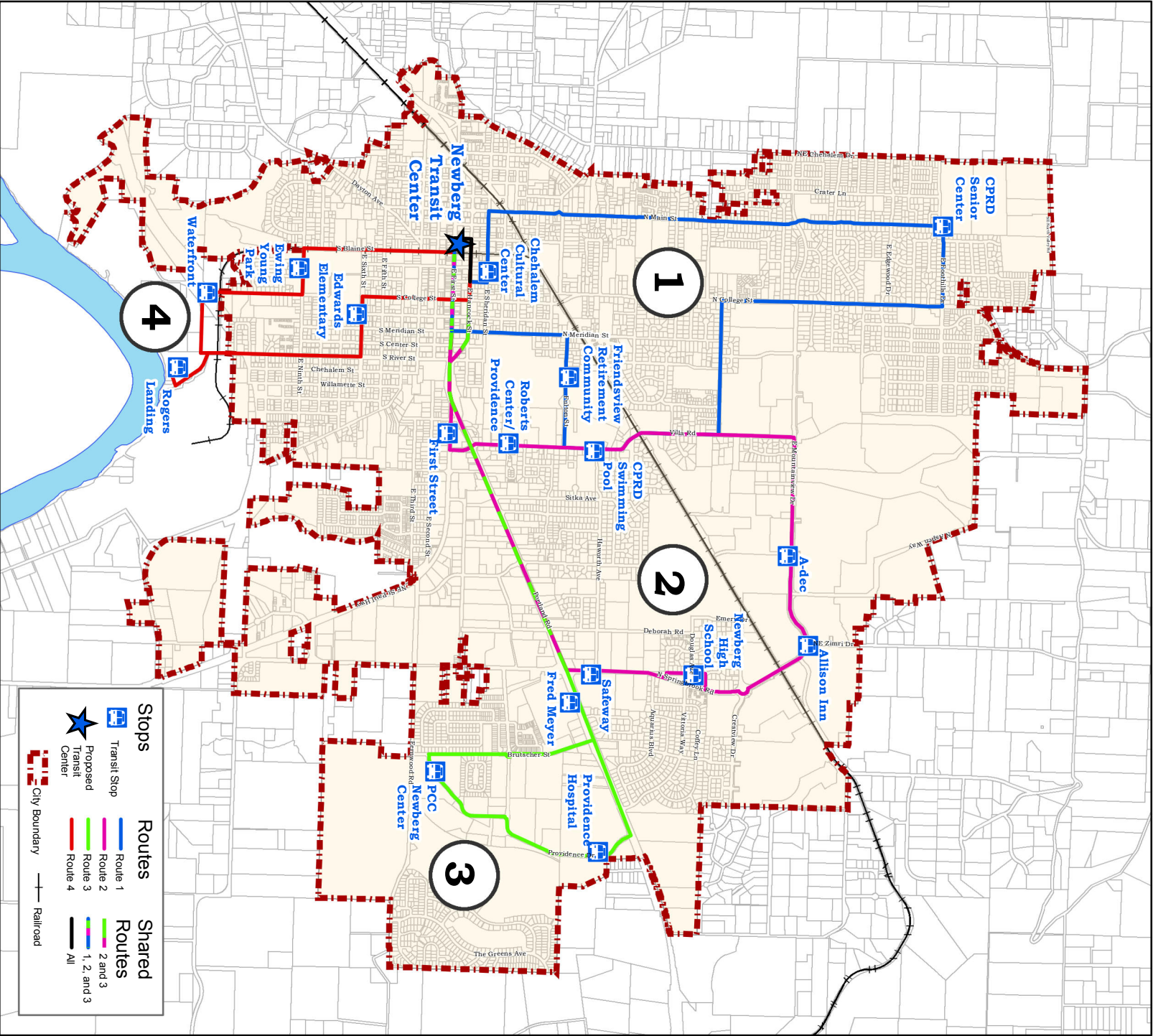


LID Analysis

TOTAL

- 35% no sidewalks (→ 1,600 LF)
- Matching funds = \$ 274,271
- Recoup = \$ 96,000
- Admin costs = \$ 19,000

Proposed Routes for New Transit Center



Coordinate System: NAD 1983 HARN StatePlane Oregon North FIPS 3601 Feet Intl
Projection: Lambert Conformal Conic
Datum: North American 1983 HARN
False Easting: 8,202,099.7375
False Northing: 0.0000
Central Meridian: -120.5000
Standard Parallel 1: 44.3333
Standard Parallel 2: 46.0000
Latitude Of Origin: 43.8667
Units: Feet
Document Path: O:\GIS\MapRequest\Joe Transit Route Proposal2.mxd
Date Saved: 3/19/2018 1:40:08 PM
Author: Corbin Entwistle, GIS Intern



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This map is created from various data sources and is subject to change without notice. This map is intended for general planning purposes only.

NEWBERG CITY COUNCIL MEETING INFORMATION

Meeting Date: March 19th, 2018

Prepared by: Sue Ryan

Councilors	Roll Call	Consent Minutes 2/20 Res 3454 PWS Effluent refunding loan Res 3446 Whitney Equipment Inc. contract Res 3456 DLCD	Ord2823 Title 13 SDC changes	Res 3455 Repeal of SDC Res 2007-2698 Res 1996-1951	Res 3443 Master Fee Schedule Effective April 1, 2018	Motion to not form a LID for College Street	Res 3442 – Insituform Technologies contract for I & I work
ANDREWS, Bob, Mayor	X	Yes	Yes	Yes	Yes	Yes	Yes
BACON, Denise	X	Yes	Yes	Yes	Yes	Yes	Yes
COREY, Mike	X	Yes	Yes	Yes	Yes	Yes	Yes
ESSIN, Scott	X	Yes	Yes	Yes	Yes	Yes	Yes
JOHNSON, Patrick	X	Yes	Yes	Yes	Yes	Yes	Yes
McKINNEY, Stephen	X	Yes	Yes	Yes	Yes	Yes	Yes
MURRAY, Matt	X	Yes	Yes	Yes	Yes	Yes	Yes
ROLL CALL VOTES		YES: 7 NO: 0	YES: 7 NO: 0	YES: 7 NO: 0	YES: 7 NO: 0	YES: 7 NO: 0	YES: 7 NO: 0
MOTION (1 st /2 nd):		Corey/Bacon	Corey/Bacon	McKinney/ Corey	Bacon/Johnson	Corey/Murray	Johnson/Murray

Meeting adjourned at 10:24 p.m.

#1 Executive Session ORS 192.660 (2) i
Start: 5:00 p.m.
End: 5:30 p.m.
Staff present: Municipal Judge Larry Blake, Jr.
Topic of Discussion: Annual evaluation

2 Executive Session ORS 192.660 (2) e
Start: 9:48 p.m.
End: 10:24 p.m.
Staff present: City Manager Joe Hannan;
Community Development Director Doug Rux
Topic of Discussion: Real Property