



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: December 14, 2015

SUBJECT: Work Session for December 14, 2015

5:00 p.m. (45 min) – Pedestrian Safety Improvement Projects Update. Staff will provide an update to Council regarding a number of projects intended to improve pedestrian safety in the public right of way.

5:45 p.m. (25 min) – City Facilities Study Update. The Council received an update on the City Facilities Study in September and directed staff to proceed with due diligence on possible locations for a future City Hall. This update will include new information and data collected as part of the due diligence process

6:10 p.m. (20 min) – Southwest Corridor Plan Update. Staff will provide the Council with an update on the Southwest Corridor Plan.

6:30 p.m. (15 min) – Policy for Proclamations & Agenda Item Additions. On October 26, Council directed staff to develop a policy for adding proclamations and agenda items to the Council Agenda. Attached is a policy for the Council's discussion and further direction.

6:45 p.m. (10 min) – Council Meeting Agenda Review, Communications & Roundtable. Council will review the agenda for the December 14th City Council meeting and brief the Council on issues of mutual interest.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Jeff Fuchs, City Engineer
Dominique Huffman, Project Engineer

DATE: 12/14/2015

SUBJECT: Pedestrian Safety Improvement Projects - Update

ISSUE BEFORE THE COUNCIL:

Staff will provide an update to Council regarding a number of projects intended to improve pedestrian safety in the public right of way.

EXECUTIVE SUMMARY:

Staff regularly receives a large number of requests for transportation system upgrades from citizens and right-of-way users in Tualatin. The on-going effort to address those concerns with limited funding includes creation of a Transportation Safety Committee consisting of staff from the Engineering Division, the Public Works Department, and the Police Department.

The Engineering Division documents the request and works with the transportation safety team to determine if each request is an enforcement issue, an engineering concern, or a maintenance activity. Depending on the category of the request, a member of the team responds to the person who made the request. The team identifies possible solutions, identifies a staff leader, identifies funding sources or constraints, and prioritizes the improvement.

The number of requests far exceeds the funds available to address all concerns. The projects discussed tonight are funded from the \$80,000 annual budget available for Neighborhood Transportation Improvements. The current approach is to focus on “low hanging fruit” to stretch the limited budget so we can achieve as much as possible each year.

Tonight’s staff update will focus on some of the transportation safety requests and resulting projects that can be funded with the current budget.

Attachments: [A - PowerPoint Presentation](#)



Pedestrian Safety Improvements

City Council Work Session

December 14, 2015



City of Tualatin

Traffic Safety Coordination

Team includes: Police - Operations - Engineering

Evaluate requests, prioritize, and implement

Physical improvement, enforcement, maintenance, or future

Communicate approach with citizen who made the complaint

Include CIO's when appropriate

Project Tracking and Prioritization

- Location
- Request
- Initial observations
- Possible solutions
- Next steps
- Staff leader
- Citizen contact
- Budget
- Timing

Number	Location	Request/Concern	Initial Observations	Possible Solution	Next Steps
150821-01	Martinazzi	Speed Reduction A resident living at 21343 SW Martinazzi sent an email to Sherilyn and the Mayor regarding her ongoing concern regarding the speed of vehicles traveling on Martinazzi south of Sagert.	Martinazzi currently has no parking on one side of the road and an unstriped bike lane. The traveling way is wide in appearance and may contribute to traffic feeling more comfortable traveling at increased speeds.	Consider adding no-passing striping (double yellow) and adding northbound bike lane stripe to narrow roadway, which should help slowdown traffic.	<ul style="list-style-type: none"> - Site review (completed 8/21 JDF) - Review Council 1993 Ord. that installed signs (completed 8/24 JDF) - Contact resident (completed 8/28 JDF) - Contact CIO regarding proposed solution - Coordinate with PW re: striping.
150917-01	Joshua Street	Speed Reduction A resident would like us to evaluate putting speed bumps on this road to help with the neighborhoods speed concerns.	Take a look at the area to see if there are traffic solutions that might be appropriate. Check if speed limit signs are installed and what the street parking situation is. More parking means slower speeds.		<ul style="list-style-type: none"> - Left message for resident (completed 9/17 or 9/18 DRH) - Discuss with TEC group
	50th & Wilke	Installation Residents know that there have been a few off the road accidents in the curve and he asked that we place chevron's here.	The curve is curvy. The vertical grade does appear to be an issue. Sight observations on the horizontal curve is curb, no		<ul style="list-style-type: none"> - Discussed with PW and CD (completed xx/xx DRH) - Discuss with PD and TEC group
150921-01	Dakota (between Mandan and Martinazzi)	Block Safety A resident expressed concern with the safety of the block as she has observed many vehicles potentially swerve around pedestrians on the block. She asked that we look into improving this location.			<ul style="list-style-type: none"> - Discuss with TEC group - Contact resident
150612-01	Mohawk	Mid-block Crosswalk Residents from the block requested Botham to request a mid-block crosswalk on Mohawk, just east of Martinazzi. PGE has been on both sides of the road and frequently employees cross the street at this location. They would like us to put a mid-block crosswalk here.	The roadway geometry is not ideal for placing a crosswalk. Limited sight distance and no time to stop.	Unknown.	<ul style="list-style-type: none"> - Contact PGE to discuss (X/XX BV and 9/16 JDF) - Site review (completed) (9/23 JDF/DH) - Request traffic study from PGE to validate safety of proposed crosswalk - Coordinate with Economic Development (Zoe) to make sure PGE knows we are considering this request - Contact CIO to discuss - Consider creating midblock crossing policy similar to Bismarck County's - Discussed with Sarah, PGE is interested in alternative

EXAMPLE

Request
Ongoing concern regarding speeding vehicles on Martinazzi south of Sagert.

Initial Observation
Currently no parking on east side and no bike lane stripe. Wide lanes may contribute to increased speeds.

Possible Solution
Narrow the lanes to slow speed by adding: center stripe; northbound bike lane; "sharrows".

Typical Costs

Sagert at 72nd Marked Crosswalk

Striping, lighting, signing, and curb ramps

Estimated cost = \$80,000

Rectangular Rapid Flashing Beacons

Estimated cost = \$80,000 to \$150,000

City of Portland 2014 and Federal Highway Administration est.



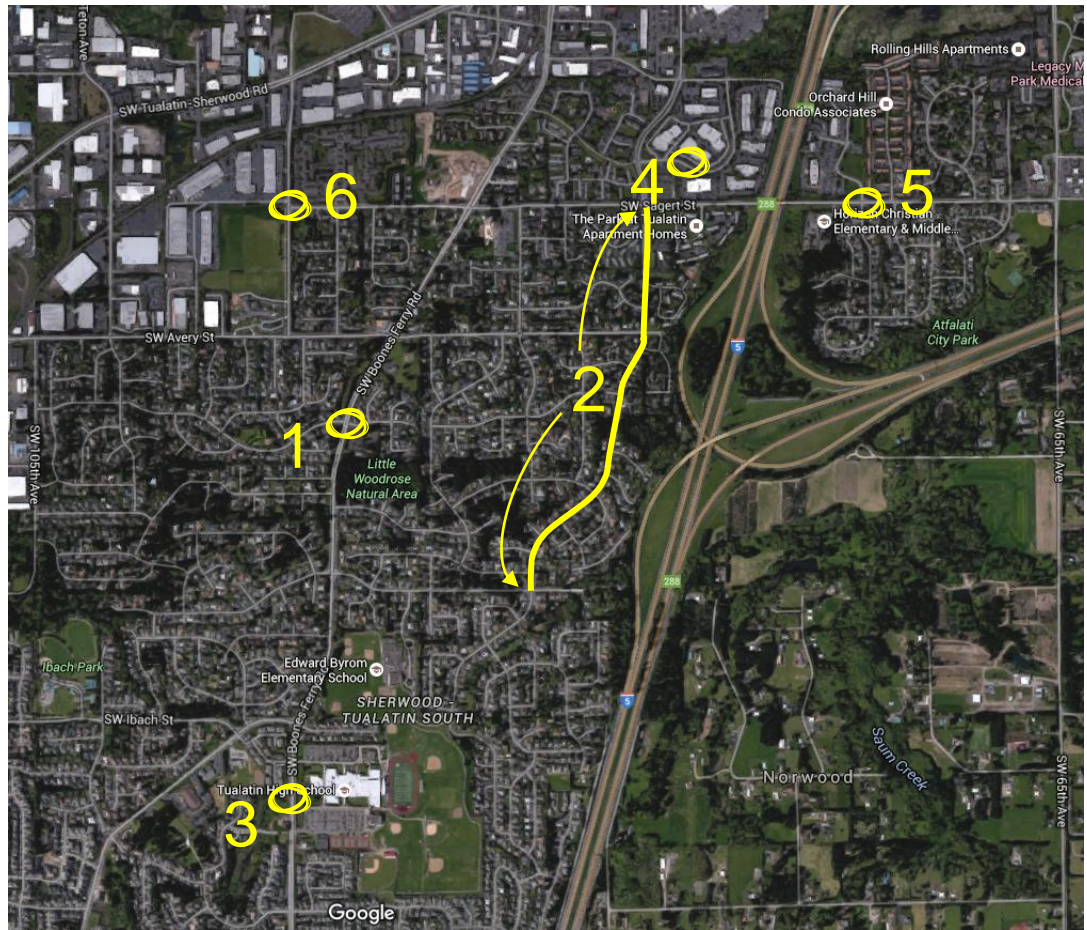
Siletz Drive at Boones Ferry Road Crosswalk Improvements

Striping and signing

Estimated cost = \$8,000

Current Projects

- 1. Crosswalk at Siletz Drive and Boones Ferry Road
- 2. Bike lane striping on Martinazzi between Sagert and Blake
- 3. Crosswalk closure and possible long term solution at Alabama and Boones Ferry
- 4. Pedestrian safety improvements at PGE on Mohawk east of Martinazzi
- 5. Crosswalk at Sagert and 72nd
- 6. Crosswalk closure on 95th and Sagert



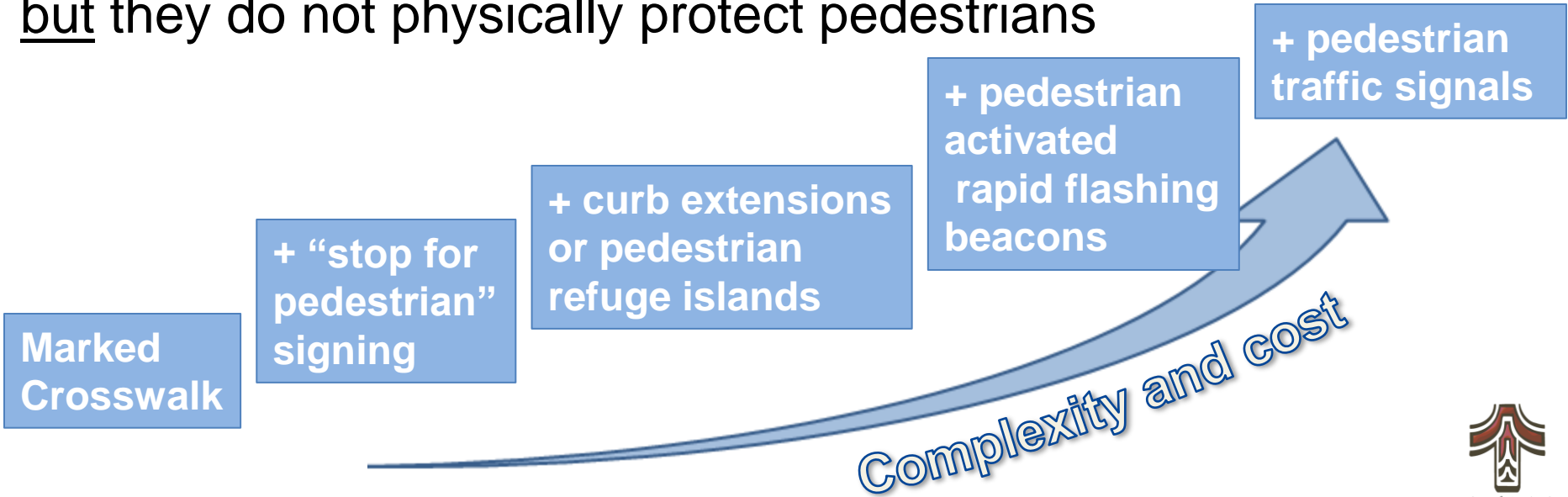
Crosswalk Improvements

In Oregon

All intersections are crosswalks unless signed “no crossing”

Crosswalk improvements may help draw attention to the crossing

but they do not physically protect pedestrians



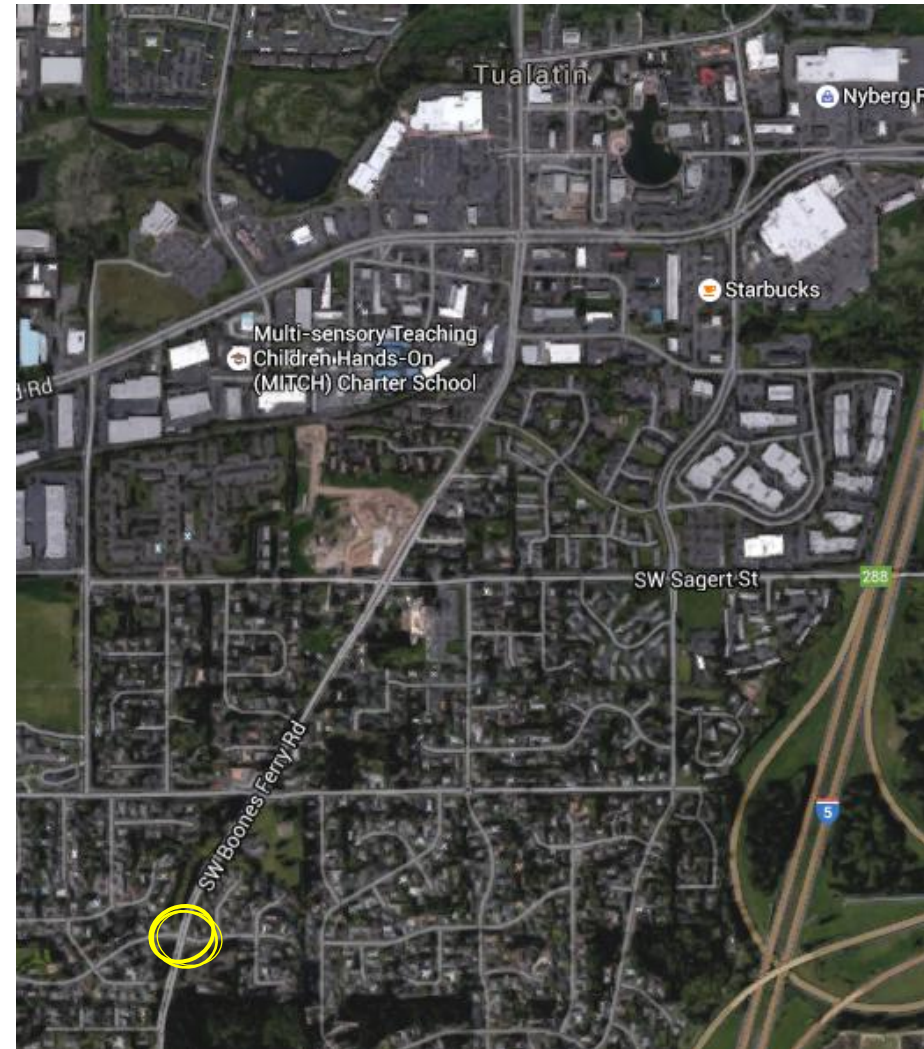
1 Siletz Drive & Boones Ferry Road

Discussed at CIO Officer Meeting

Good location for marked crosswalk

Near high school

Included in TSP



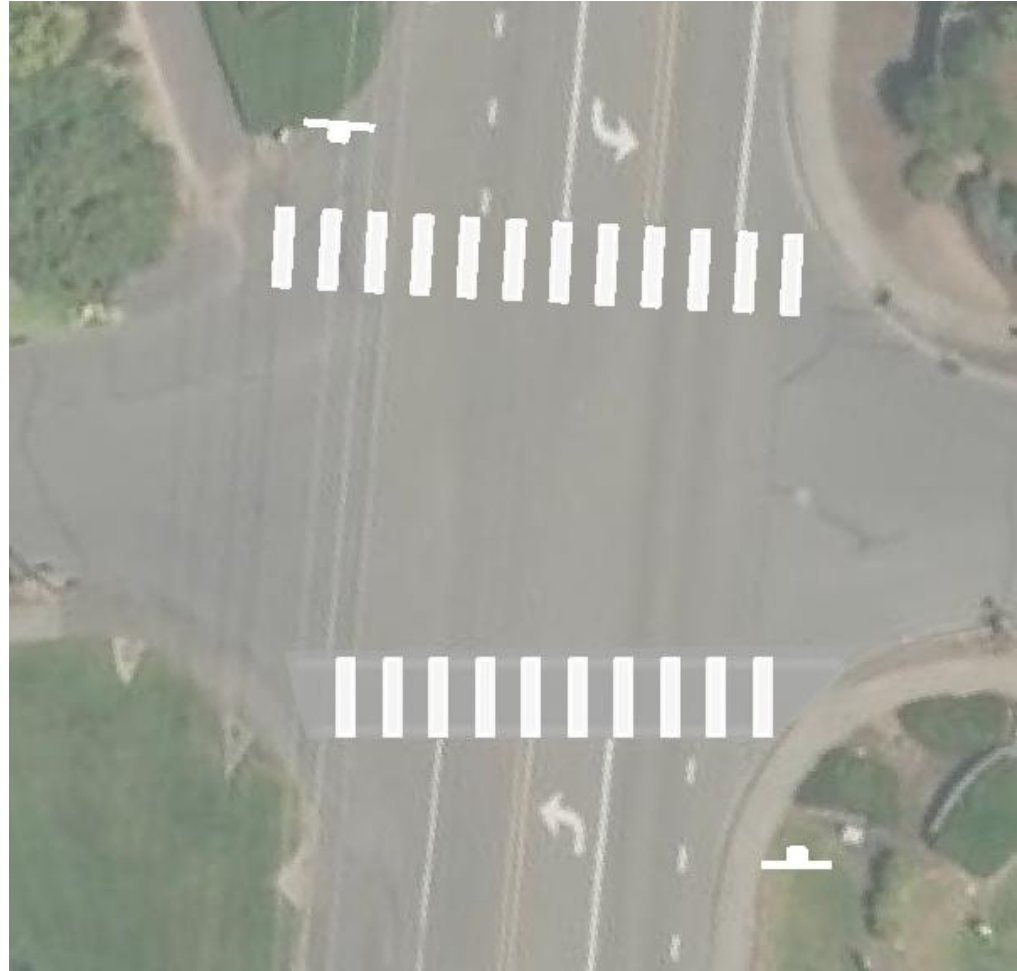
Siletz Drive & Boones Ferry Road

Updated crosswalk and signing

Re-stripe existing crosswalk with continental format

Add a second marked crosswalk

Add new signs



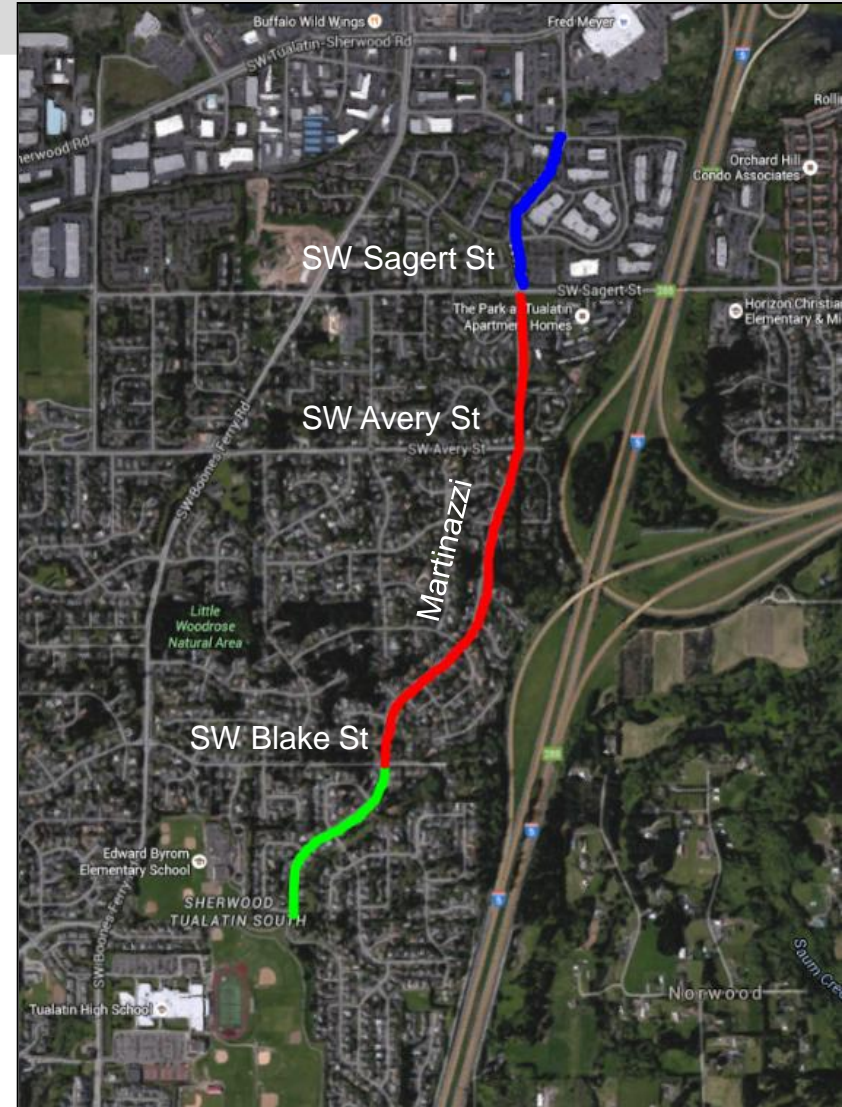
2 Stripe Bike Lane on Martinazzi

Bike route created by 1993 City Ordinance

Currently signed no parking on east side
between Blake and Sagert

Complaints about high speed on Martinazzi

Wide pavement section may contribute to
higher speeds



Stripe Bike Lane on Martinazzi

Striping from Blake to Sagert

Shared lane marking
southbound

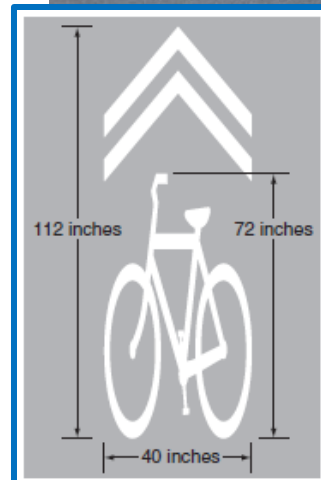
Bike lane stripe northbound
(east side)

Perceived narrower lanes

Lower speeds

Clear bike route

Maintains existing parking



No Crossing Signs Boones Ferry and Alabama



Close to make clear it's not a legal crossing

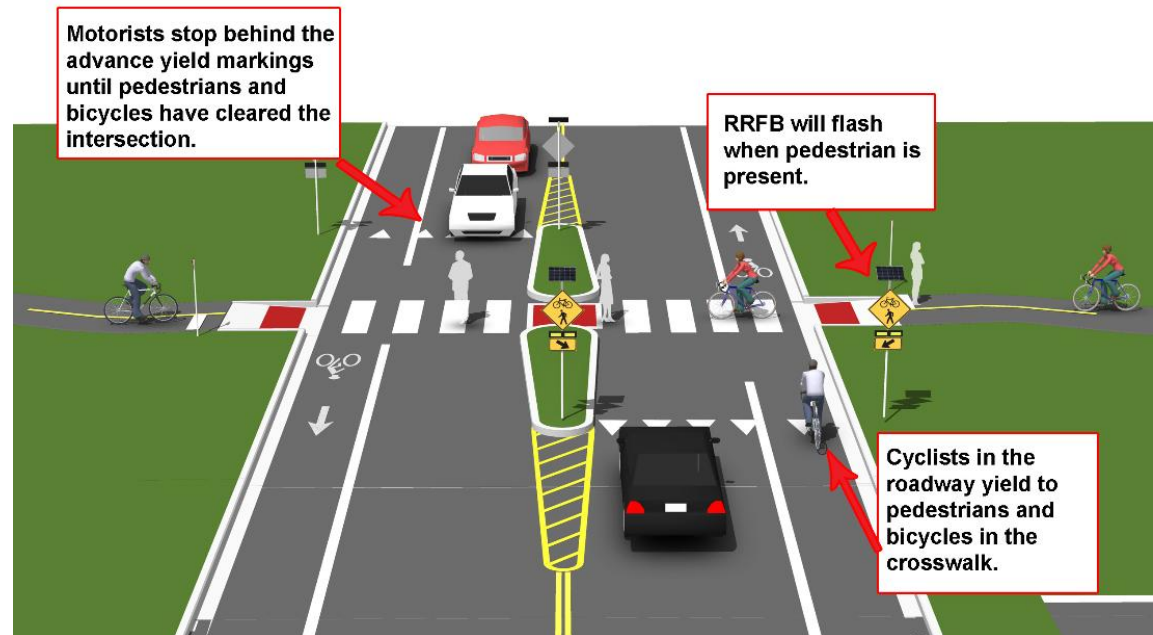
Possible Future Improvements at Alabama

Continental striping and signing

Rectangular Rapid Flashing Beacons (RRFB)

Pedestrian Island

Budget-level cost estimate: \$200,000



4

Pedestrian Safety at PGE on Mohawk

PGE has facilities on both sides of Mohawk

Pedestrians currently cross at stairs

- Limited sight distance, geometry not conducive to mid-block crossing

PGE to partner

Possible solutions

- RRFB – rectangular rapid flashing beacon
- Remove stairs?



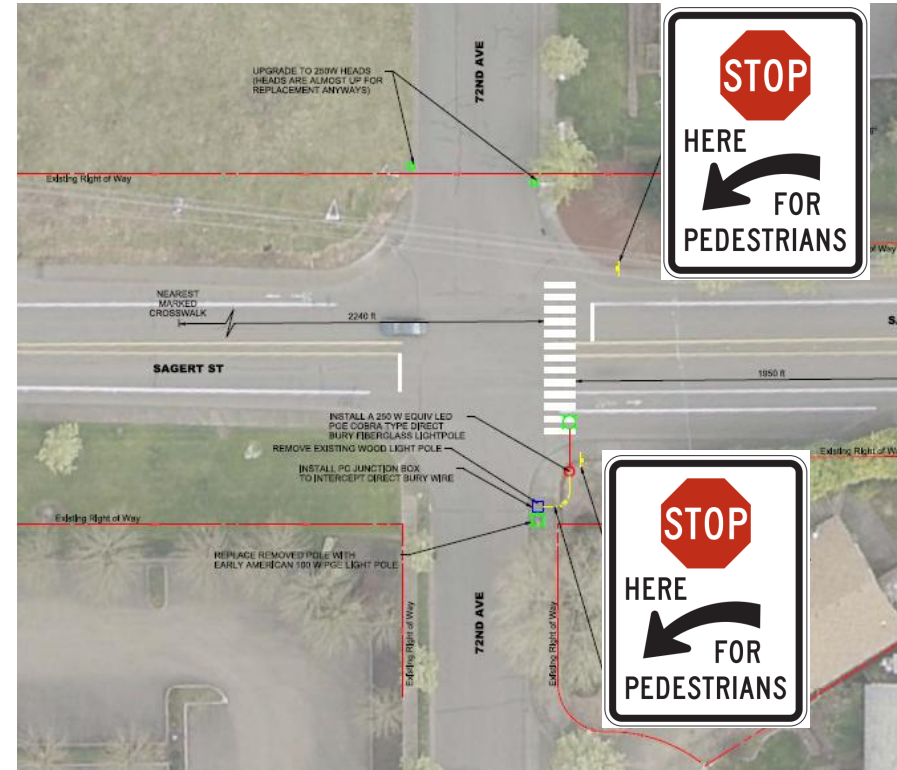
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Pedestrian Crossing at Sagert and 72nd

No marked crossings on Sagert between Martinazzi and 65th

Phased approach to add marked crosswalk on Sagert

- Stripe cross walk
- Place signs
- Update lighting
- Update curb ramps (future)



6

Crosswalk Closure at Sagert and 95th

Closed unmarked crosswalk to encourage use of marked crosswalks

PD will monitor effectiveness

Received additional request for a 3-way stop controlled intersection



Tualatin
Elementary
School
900 ft
south





MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder
Sara Singer

DATE: 12/14/2015

SUBJECT: City Facilities Study Phase II Update

ISSUE BEFORE THE COUNCIL:

The Council received an update on the City Facilities Study in September and directed staff to proceed with a due diligence study on possible locations for a future City Hall which had been presented to the Council in June. This update will include new information and data collected as part of the due diligence process.

DISCUSSION:

The City Facilities Study Phase I was completed in June 2015. The City Council received the report from City staff and the architectural consultants Yost Grube Hall Architects (YGH) which compiled a public involvement report and an analysis of several sites for a future City Hall and Library expansion. In September 2015, the Council directed staff to move forward with a due diligence process for the Oregon Nurses Association (ONA) Building, the Site on the Commons and the Police Department site. The due diligence process will examine traffic data, parking capacity and detailed cost estimates for future facilities.

Additionally, Block C was presented by a resident as another potential site to be considered for a future City Hall. The Council requested staff investigate whether this would be a viable option to include in the due diligence process for further study.

The City Council determined that a traffic study should be completed first and should include the following sites: the ONA building, the site on the Commons, Block C, and the Police Department. Following the results of the traffic study, the Council will provide further direction on this project.

Oregon Nurses Association (ONA) Building

The ONA Building was one of the options analyzed in Phase I of the City Facilities Study. The Council included it as an option for further study as part of the due diligence process in Phase II. In October, the City learned that the ONA Building has gone into escrow and is no longer a viable option for a future City Hall. This site was removed from the scope of the traffic study.

Block C

The Council directed staff to examine if Block C would be a viable option a potential site for a future City Hall. Block C is located in the downtown area between SW Boones Ferry Rd. and SW 84th Ave., and between SW Seneca St. and SW Nyberg St. The Tualatin Development Commission owns three parcels on the block, and the three other parcels are owned by two separate private parties. The two parties were contacted to determine if there was any interest in a future sale of the properties. The owners said there was no interest at the present time.

If the Council determines they are interested in studying this site further, SRG Partnership has estimated a feasibility study would cost approximately \$30,000.

Traffic Analysis

DKS was hired by the City to analyze the existing traffic conditions for the site on the Commons, the Police Department site and Block C. Their analysis includes data for existing conditions, recommendations for traffic improvements and preliminary cost estimates. Their preliminary results will be presented at the Work Session. The study found the location of peak congestion varies between 4 p.m. to 6 p.m. They also determined that all study intersections currently meet the City's minimum mobility standards and are expected to continue meeting standards through 2019. Their analysis showed that a City Hall at these locations would have a very small impact to overall traffic volumes and congestion, and there would be no off-site transportation mitigations required for any of the potential sites.

Future Space Analysis & Cost Estimating

SRG Partnership, Inc. has completed work on examining space and cost estimates for a Library expansion into the existing City Offices space. The study will be completed by February, but preliminary results show the City Offices space can accommodate much of the criteria and growth projections identified in Phase I of the City Facilities Study. The criteria include better space for children and youth, multipurpose community space, improved access to technology, staff space to support library programs and general facilities improvements.

SRG used data collected during Phase I of the City Facilities Study, and conducted a more detailed space study to determine space layouts. This information will help to develop detailed cost estimates to convert the existing City Offices to future Library space.

RECOMMENDATION:

Staff respectfully requests Council direction regarding the further study of future City Hall costs and locations.

Attachments: [PowerPoint](#)



Tualatin Facilities Study Phase II Update

CITY OF TUALATIN
Public Library City Offices
City Council Work Session
December 14, 2015



City Facilities Study Phase II

- *Background Information*

October 2014: Began
Facilities Study Phase I

June 2015: Presented
Facilities Study Phase I to
Council

September 2015: Council
direction to complete due
diligence on preferred sites

October 2015: Due
Diligence begins with
evaluation of traffic,
research on Block C, and
evaluation of Library Space



Oregon Nurses Association Building

- *ONA (Aspen Place) Building*
 - ONA Building has gone into escrow
 - This is no longer a viable City Hall alternative
 - This alternative was removed from the scope of the traffic analysis





Block C

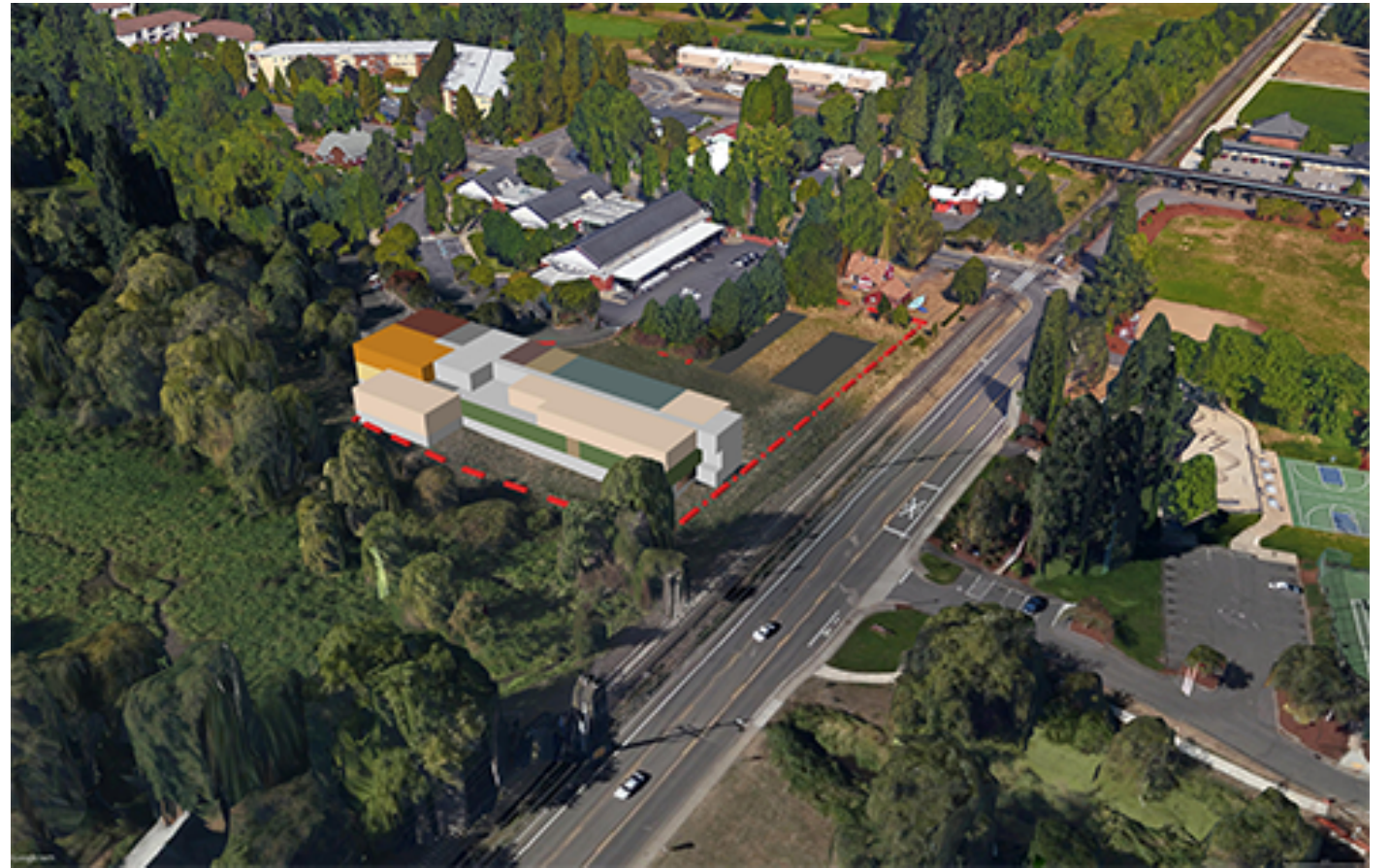
- *Block C*
 - The Tualatin Development Commission owns three parcels
 - Private parties own the remaining three parcels
 - Owners have been contacted, and they did not express interest in selling at this time
 - This site was included in the traffic analysis





Police Department Site

- *Police Department*
 - This site was included in the traffic analysis





The Commons Site

- *The Commons Site*
 - Owners' agent was contacted regarding a sale of the property and interest was expressed
 - There are current tenants in the existing building
 - This site was included in the traffic analysis





Library Study

- *Library Space Analysis and Cost Estimate*
 - SRG Partnership is currently developing cost estimates for a Library renovation and expansion into the existing City offices
 - They have evaluated the space using the following criteria:
 - Better space for children/youth
 - Multipurpose community space
 - Improved access to technology
 - Staff space to support library programs
 - Facilities improvements
 - Cost estimates are currently being developed and will be ready in late January



Traffic Analysis

Preliminary Results



Traffic Analysis Findings (Preliminary)

- *Preliminary Findings Include:*

- Location of peak congestion varies from 4-6 PM (Outgoing employees early, incoming residents later)
- All study intersections currently meet City's minimum mobility standards (LOS D)
- Expected to continue to meet standard through 2019
- Very small impact to overall traffic volumes and congestion
- No off-site transportation mitigations required for any potential site

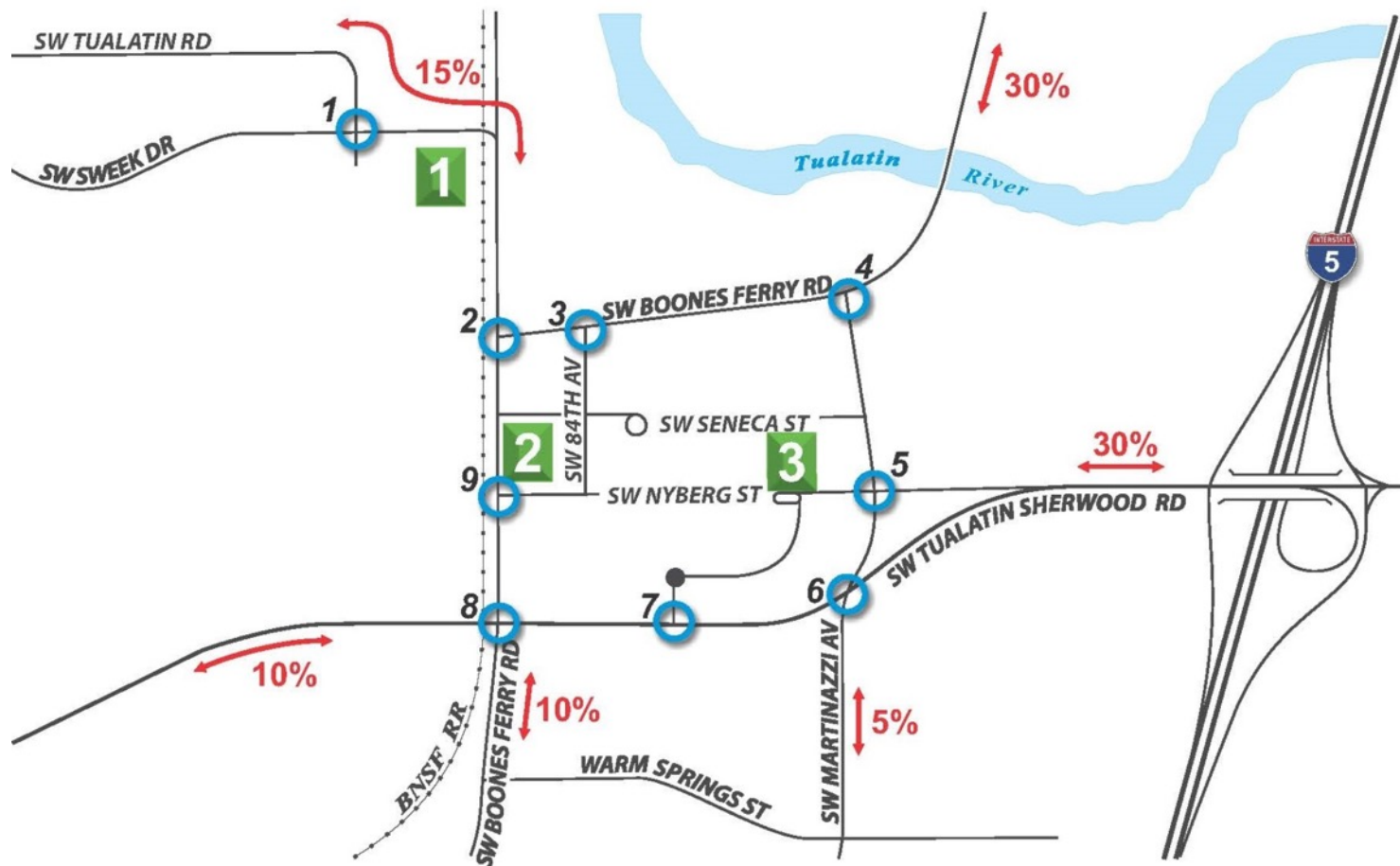


Traffic Analysis Assumptions

- *Analysis Assumptions:*
 - Evaluate during peak traffic demand (4-6 PM)
 - Estimate background volume in 2019
 - Add site-generated traffic to 2019 PM peak
 - Site traffic estimated based on data from similar government office and on-site 'customer' demand measured from 4-5 PM
 - Expect 63 total trips (26 In/37 Out) during PM peak hour with site build-out



Regional Trip Distribution





Police Department Site Access

- Single access
- Relatively isolated location
- Occasional train blockage





Block C Site Access

- Primary access via Nyberg
- Secondary access via 84th and Seneca
- Central location
- Proximity to WES station





Tualatin Commons Site Access

- Primary access via Nyberg or Seneca
- Closest location to regional demand (to/from east)
- Central location





Intersection Traffic Operations (Preliminary)

Intersection Name	Control	Baseline	Police Dept	Tualatin Commons	Block C
Tualatin Rd / Sweek Rd	Signalized	C	D	C	C
Tualatin Rd / Boones Ferry Rd	Signalized	B	B	B	B
84th Av / Boones Ferry Rd	Unsignalized	C	C	C	C
Martinazzi Av / Boones Ferry Rd	Signalized	D	D	D	D
Martinazzi Av / Nyberg Av	Signalized	B	B	B	B
Martinazzi Av / Tualatin Sherwood Rd	Signalized	D	D	D	D
Tualatin Commons / Tualatin Sherwood Rd	Signalized	A	A	A	A
Boones Ferry Rd / Tualatin Sherwood Rd	Signalized	D	D	D	D
Boones Ferry Rd / Nyberg Av	Signalized	C	C	C	C

Level of Service during 2019 PM Peak Hour

Next Steps



Project Next Steps

- *Library analysis will be completed by February*
- *Narrow City Hall location options to 1-2 alternatives*
 - If Block C is included as an alternative, a feasibility study will be required
 - If the Commons Site is included as an alternative, staff will reach out again to the property owners, confirm data for the site, and refine the cost estimate
 - If the Police Department is included as an alternative, staff will confirm data for the site and refine the cost estimate
- *Once cost estimates are complete, financial analysis will be conducted to prepare a bond package for Council consideration*

Questions & Discussion

Thank You!



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Zoe Monahan, Management Analyst
Alice Cannon, Assistant City Manager

DATE: 12/14/2015

SUBJECT: Southwest Corridor Plan Update

ISSUE BEFORE THE COUNCIL:

Staff to provide City Council with an update on the Southwest Corridor Plan.

EXECUTIVE SUMMARY:

The Southwest Corridor Plan is a regional effort to explore high capacity transit options from downtown Portland through Tigard to Tualatin. The City has been involved with this project for over four years. City Council identified “Regional Transit” as one of its eight priority projects in 2015. Staff is now bringing a Southwest Corridor project update forward in anticipation of Council decisions and guidance that will be needed for this project in late 2015.

For the remainder of 2015 through April 2016, the Southwest Corridor project will evaluate and narrow **alignment options** for high capacity transit between downtown Portland and Tualatin, a **terminus location for the alignment**, as well as **options for the mode of travel** – either light rail or bus rapid transit. Once the alignment, terminus and travel mode options are narrowed in late 2015 and early 2016, the project will enter into a federal environmental planning process in 2016 whereby the options will be evaluated for conformance with environmental and federal funding guidelines. A project steering committee, composed of elected officials from Portland, Washington County, Tigard, Tualatin, Sherwood, Beaverton and Durham is giving direction to project staff and the Metro Council in 2015. Mayor Ogden is the City’s representative on the project steering committee. Staff and Mayor Ogden regularly seek guidance and input from City Council and residents concerning key issues.

At the December 14, 2015 Steering Committee meeting, staff anticipates that the Committee will have selected Bridgeport Village as the southern terminus. Staff and Mayor Ogden will provide an update on the project. The City will have an opportunity to provide input to Mayor Ogden and the project steering committee on the preferred terminus location, connections to PCC, as well as the preferred travel mode options (light rail and bus rapid transit). The Steering Committee is expected to provide a recommendation to the Metro Council in late 2015 or early 2016.

Attachments: Southwest Corridor Update PowerPoint

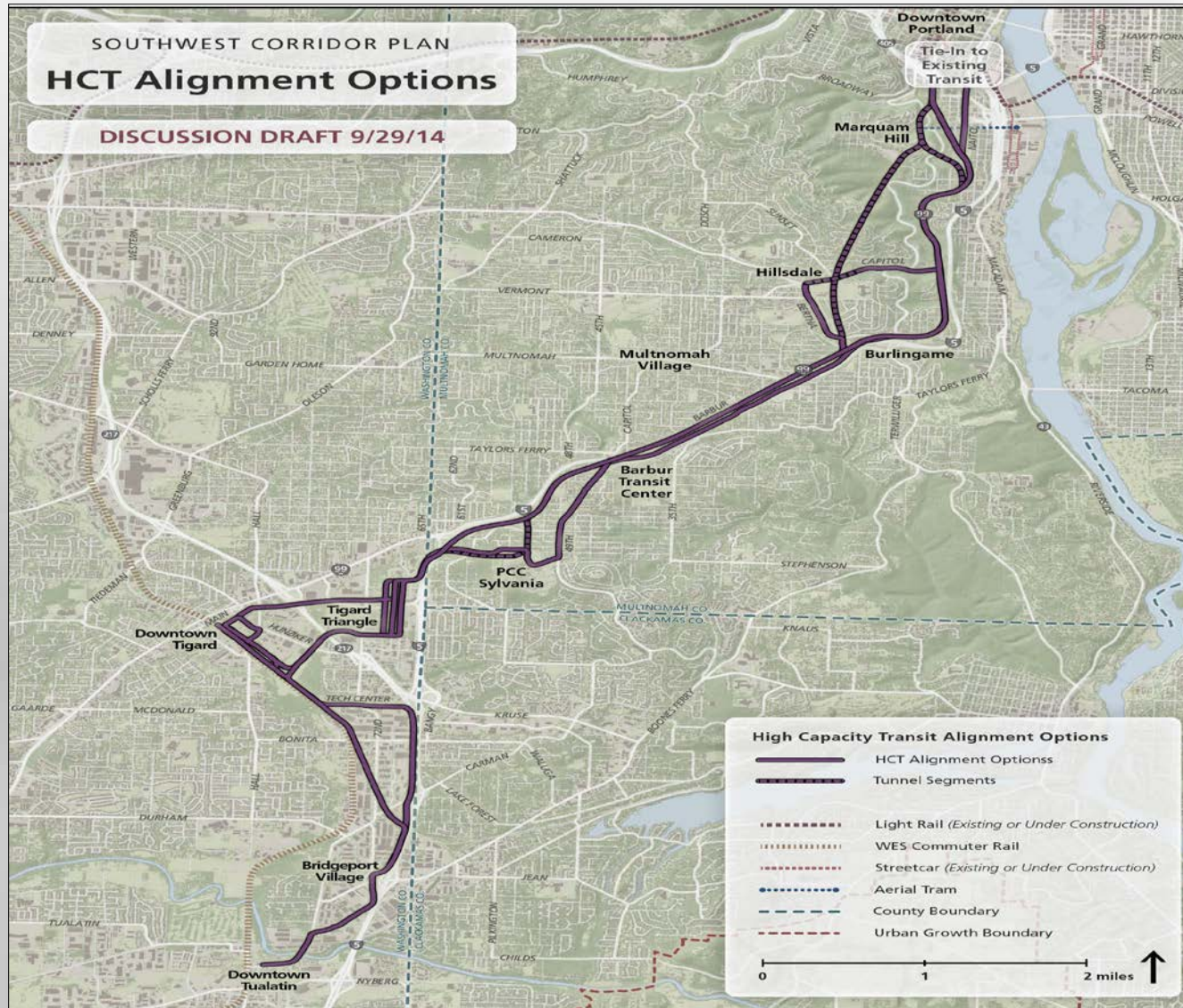


Southwest Corridor Plan Project Update

Tualatin City Council
Work Session
December 14, 2015



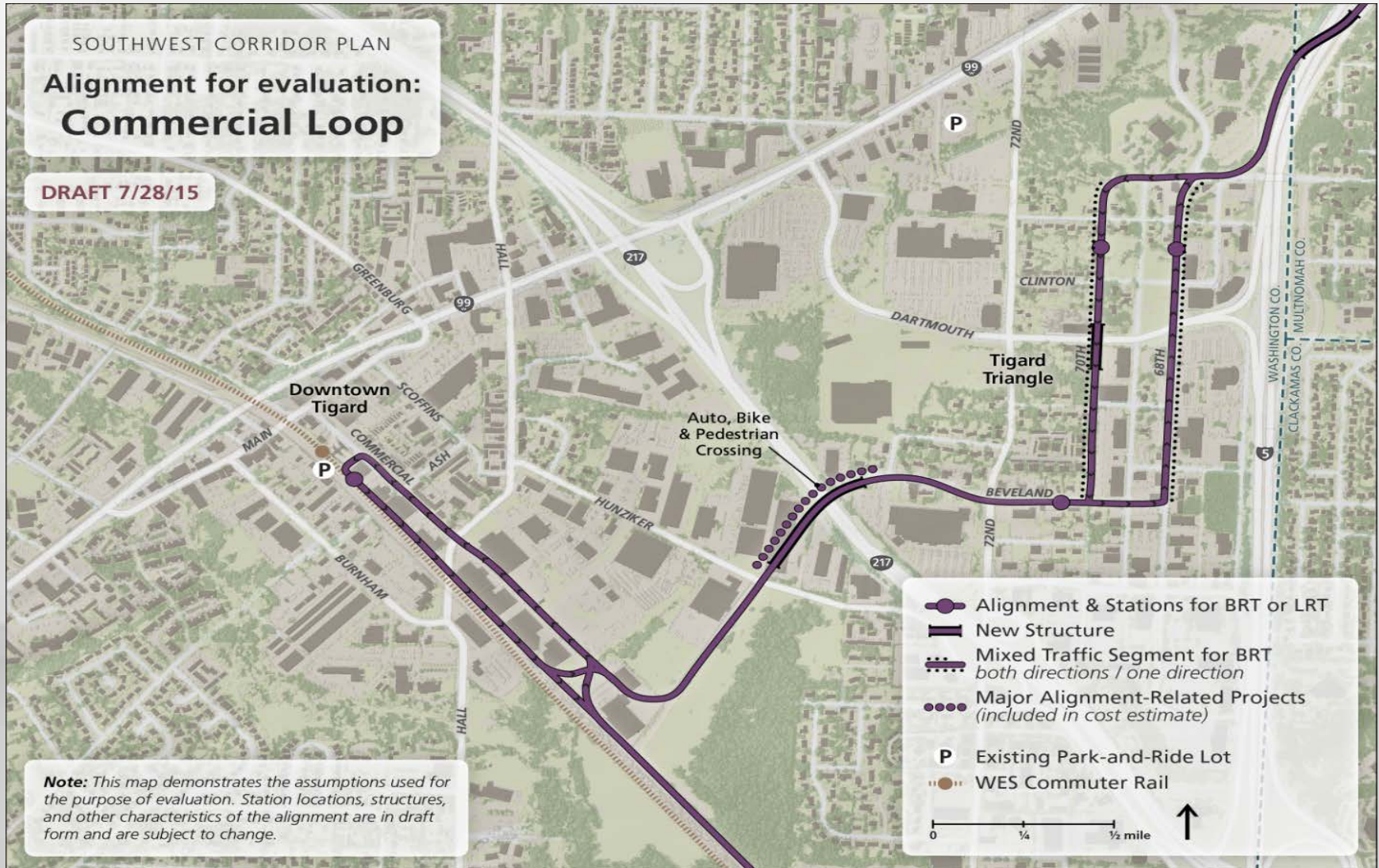
Southwest Corridor



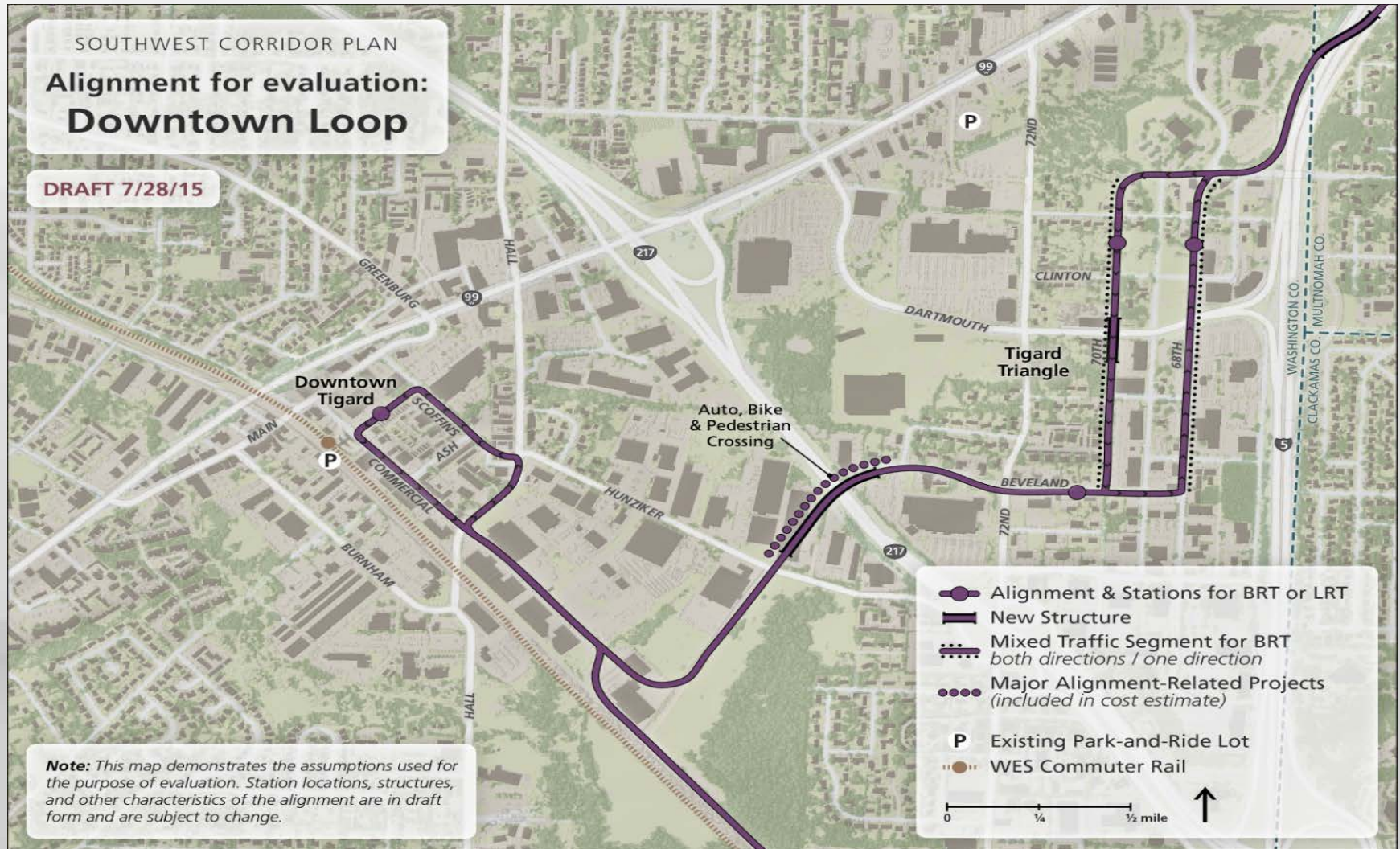
Steering Committee Decisions

- Remove Downtown Tualatin as a terminus alternative.
- Bridgeport Village is the new preferred terminus option.
- Remove the Commercial Loop and Downtown Loop, in Tigard, from further study.
- Continue to study the Ash Avenue, Branch Service, and Clinton Street alignments, in Tigard, in the Draft Environmental Impact Study (DEIS).

Commercial Loop



Downtown Loop



Future Decisions

- How should the project serve PCC?
 - Direct Bus Rapid Transit
 - A direct tunnel for Light Rail
 - Shuttle Service
 - Enhanced local bus service
 - Enhanced bike and pedestrian access
- Which mode should be studied in the DEIS; Bus Rapid Transit or Light Rail?

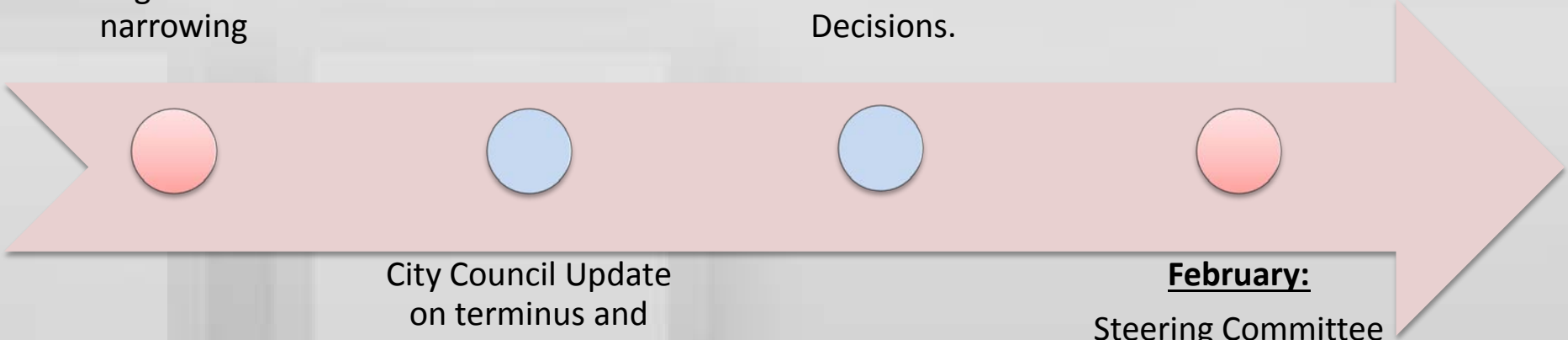
Southwest Corridor Schedule (2015/ 2016)

December:

Steering Committee
Decision –
Terminus narrowing
and Tigard
alignment
narrowing

January:

City Council input
on Mode and PCC
Sylvania for
February Steering
Committee
Decisions.



City Council Update
on terminus and
Tigard alignments

February:

Steering Committee
Decision – Mode
and PCC Sylvania

Project Updates and Next Steps



STAFF REPORT

CITY OF TUALATIN

City Council Work Session

Meeting Date: 12/14/2015

Subject: Policy for Proclamations &
Agenda Item Additions.

Through: Sherilyn Lombos, Administration

Policy for Proclamations
Application for Proclamation

Policy for Proclamations & Agenda Item Additions

Purpose:

1. Ensure proclamations and agenda items have majority Council support prior to being placed on the agenda
2. Ensure there is a process for community members and organizations who desire to have a proclamation read or to make a presentation
3. Ensure sufficient flexibility so that not every proclamation or agenda item addition needs Council approval
4. Ensure an atmosphere where proclamations are special and valued

Established Tiers:

1. *Subject matters having to do with the City of Tualatin organization, including programs sponsored by the City of Tualatin.* Example: Employee of the Year, Arbor Week, Volunteer Appreciation Week, National Library Week, National Parks & Recreation Month, Public Works Week.
 - **Tier One subjects do not need prior Council approval to be placed on the agenda**
2. *A branch of government or an organization that the City of Tualatin is funding.* Example: the County, TriMet, Metro, TVF&R, Clean Water Services, WCCCA, WCCLS, Community Action, Tualatin School House Food Pantry.
 - **Tier Two subjects do not need prior Council approval to be placed on the agenda**
3. *Community partners.* Example: Ride Connection, Metro West (ambulance service), Chamber of Commerce
 - **Tier Three subjects must receive prior approval.**
4. *Other.* Example: Red Ribbon Week, Future Business Leaders of America Week, Human Rights Week, Ad Hoc Groups (Aging Task Force)
 - **Tier Four subjects must receive prior approval**

Process / Guidelines:

- In no case will there be more than 2 proclamations on any Council agenda.
- The City Manager always has the discretion to require Council approval before processing a proclamation or putting an item on the agenda.
- If a City Councilor is the sponsor of a Tier 3 or 4 subject, the Councilor should make the request under Council Communications at either a work session or a business meeting. Four affirmative votes are required in order to place an item on a future agenda.
- Requests can be made for Tier 3 or 4 subjects by:
 - Filling out the Application to Request a Proclamation or Agenda Presentation,
 - Appearing before the Council under Citizen Comments at a Council Business Meeting and requesting Council approval to agendize the item,
 - Getting a Council Sponsor to raise the item
- Tier 3 and 4 subjects are requested to submit a draft of their one-page proclamation along with their Application.



CITY OF TUALATIN

APPLICATION TO REQUEST A PROCLAMATION
18880 SW MARTINAZZI AVE • TUALATIN, OR 97062
PHONE 503.691.3011

Requests for City Proclamations should be submitted four weeks prior to the requested Council Meeting date. The City Council meets the 2nd and 4th Monday of each month unless otherwise noted. For specific meeting dates, please visit the City of Tualatin website at www.tualatinoregon.gov.

Topic & Purpose of Proclamation:

Individual, Agency, or Organization Sponsoring the Proclamation:

Local Resident Attending Council Meeting to Receive Proclamation:

Name

Phone

Note: There is a limit of two proclamations per City Council meeting and selection is made in the order requests are received. Please indicate an alternative meeting date for the event the preferred date is unavailable. While the City does its best to recognize citizen needs, we retain the right to decide if the proclamation will be issued or not.

Preferred City Council Meeting Date Requested: _____

Alternate City Council Meeting Date: _____

Requested By: _____

Name

Phone

Address

Email

Please attach a draft copy of your one page proclamation to this application or check the box if the proclamation will be the same as the previous year. Wording will be the same as the previous year.

Return the completed form to: City of Tualatin, Attn: Deputy City Recorder, 18880 SW Martinazzi Ave, Tualatin OR, 97062 or via email to nmorris@ci.tualatin.or.us.

For Official Use Only:

Date Request Received _____

Approved _____ Not Approved _____ Applicant Notified _____

Date Proclaimed _____