

ATTACHMENT “A”

Millcreek Transportation Utility Fee (TUF) Rate Analysis Study

1.0 GENERAL INFORMATION

1.1 Introduction

This document provides information to enable interested and qualified proposers to prepare and submit a proposal for the Millcreek Transportation Utility Fee (TUF) Rate Analysis Study. The selected consultant will complete all necessary analysis and coordinate all activities necessary to create a transportation utility in the city. The study must consider funding necessary to complete all streets in accordance with adopted transportation master plans and to elevate/maintain all streets to an acceptable Pavement Condition Index (PCI) established by the city.

1.2 Background

In 2016, when Millcreek was incorporated, the city entered a contract with Salt Lake County to provide public works services, which included pavement restoration. More recent contracts with the County have excluded pavement restoration as the city has begun coordinating that effort independently. The cost of construction for roads has outpaced inflation in recent years making it difficult to use traditional approaches to finance capital needs of the city. These limited funds and declining gas tax revenues have trended cities along the Wasatch front toward creating TUFs.

1.3 Objectives

The City is seeking to work with a team of experienced personnel in helping create a transportation utility fee by analysis and implementation. The focus of this study should be on the legal process of establishing fee rates with emphasis on innovation and creativity as follows:

- A. Determine a Transportation Utility Fee that is fair, transparent, and legally defensible
- B. Calculate a TUF rate that provides sufficient revenue to meet current and future transportation infrastructure needs
- C. Ensure the fee and determination process complies with applicable Federal, State, and Local code(s)
- D. Explore collection alternatives that consider existing stormwater utility fee collection practices

- E. Create a clear, comprehensive path and timeline for adoption and implementation of a TUF

1.4 Scope

The scope of this study must include, but is not limited to, the following:

- A. Data Collection and Analysis**
 - a. Assess the current state of Millcreek's transportation infrastructure and funding mechanisms
 - b. Analyze traffic patterns, road usage, and maintenance costs
 - c. Inventory and categorize all users and user types within Millcreek
 - d. Calculate and quantify trip generations for each parcel/land use
- B. Fee Structure Development**
 - a. Design a rate schedule that is equitable and reflective of road usage
 - b. Explore different models and methodologies for calculating a TUF
 - c. Evaluate the potential impact on different types of properties and businesses
 - d. Compare different funding rates to demonstrate the resultant revenue and potential shortfall
- C. Legal and Regulatory Compliance**
 - a. Ensure the proposed TUF complies with federal, state, and local laws and regulations
 - b. Provide legal justifications for the fee structure
 - c. Identify limitations in the manner transportation utility funds may be spent regarding administrative, operating, and capital costs
- D. Community Engagement**
 - a. Develop a public involvement plan that consists of, at minimum, one public open house (or equivalent) and one presentation during a City Council work session
 - b. Conduct all public meetings, workshops, and surveys and provide any support material necessary for successful dissemination of information
 - c. Coordinate public information efforts with the city to provide graphics, visuals and other material explaining rate analysis process and findings for the city to post on its website
 - d. Create and implement a strategy for gathering input, responding to comments and answering questions.

E. Implementation Plan:

- a. Develop a detailed implementation plan that includes timelines, responsibilities, and resource requirements,
- b. Create educational materials and communication strategies to inform the public about the final TUF plan.
- c. Compile study results and present the findings and recommendations to the City Council.

F. Fee Collection Analysis

- a. Explore collection alternatives that contemplate existing stormwater utility fee collection practices
- b. Provide recommendations for billing and collection processes
- c. Make a recommendation concerning the feasibility of in-house billing and collection services

G. Deliverables

- a. Prepare detailed reports and documentation at each project phase
- b. A Word document of the comprehensive final report including graphics of all presentation and distributed materials supporting the project
- c. Present findings and recommendations to City officials and stakeholders
- d. Public involvement report outlining questions, concerns and feedback which describes how they were individually addressed
- e. Prepare a draft resolution for the adoption of the transportation utility by the city