



City of Tualatin

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UNOFFICIAL

CORE ARE PARKING DISTRICT

MINUTES April 19, 2017

MEMBERS PRESENT:

Diana Emami
William Jordan
Robert Kellogg
Heidi Kindle
Aaron Welk

STAFF PRESENT:

Clay Reynolds
Melissa Koons

MEMBERS ABSENT:

Gary Haberman
Ryan Miller

GUESTS: None

1. CALL TO ORDER:

Chair Jordan called the meeting to order at 12:05pm.

2. ROLL CALL:

Roll call was taken.

3. APPROVAL OF MINUTES:

MOTION by Welk, SECOND by Kindle, to approve the minutes of the January 18, 2017, meeting. MOTION CARRIED unanimously.

4. ANNOUNCEMENTS:

None

5. REGULAR BUSINESS:

5.1 *Update Budget Adjustments*

Mr. Reynolds provided printed information for review and discussion. There are a couple of changes in the budget which we don't have a choice about reducing cost, so Mr. Reynolds did not bring them back for a vote. The 2018 proposed budget, in the first column, Utilities projected at \$6,000 due to LED light conversion, it is now \$8,700. Utility costs the previous year were \$9,766 with the resulting cost savings from LED conversion offsetting the added cost. Mr. Reynolds, when reviewing accounts discovered some that were not ours, and other accounts that others were paying for. Additionally, Storm Discharge Fees were not being calculated or appropriated in the

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correct manner resulting in a \$2,700 difference. Mr. Reynolds thinks a recent software update resulted in some confusion; he is confident that is now corrected. This was the biggest change, although there were some administrative costs, which were raised from \$200 to \$300 based on actual expenses.

Parking striping budget line shows \$4,200 versus the proposed \$3,400. When inserting the budget numbers in financial software Mr. Reynolds listed all lot costs. The actual projected cost of \$3,200 is more accurate because the Green Lot striping is included in slurry seal budget. Mr. Reynolds suggests not correcting amount at this time due to the timing of the budget process. The extra will not be spent.

Next adjustment is under Fund Projects, which includes costs of wages, including the labor for landscape maintenance, which was increased to \$29,330. The last two years that number was the same, but it changed this year. Mr. Reynolds didn't know it was changing in this year's budget. He will talk to Mr. Hudson, to determine if that can be calculated earlier next year so he will have that number before he brings another budget to this committee. Actual time spent will be more easily quantified with the NexGen software that was recently implemented.

Mr. Kellogg asked why there was no inflation built into the budget. Mr. Reynolds said there was no inflation built in with this spreadsheet. The last meeting, one of the models showed inflation, the costs rises over expenses sooner when inflation is included and will affect the timing of voting on tax rate.

Note future years ADA is not included in this spreadsheet, because the costs may be substantially less (for example the White Lot projections were \$79,000 and we should be able to accomplish for \$24,000 plus \$8,000 from Development Funds). Another example is the Blue Lot, when surveying users Mr. Reynolds found there are ADA complaints. OTAK's budget was \$68,000 and not a viable solution, so the next step is to find options and solutions for the building and project costs. Mr Reynolds is hoping the cost will be significantly less.

5.2 ADA and White Lot

General discussion about the possibility of the condo associations being agreeable to adding ADA spaces and our ability to trade from under the garage and use two spots on the lot. Under the building they are not public spaces; do our rules allow us to do that.

Mr. Kellogg asked if \$24,000 plus the \$8,000 from the Development Fund is slated to be spent next year and Mr. Reynolds responded yes. Mr. Reynolds further stated that the goal is to have the conceptual plan and an estimate completed by the next meeting. How can we fund, what's the impact? Are there any ADA grants available?

Mr. Welk asked when the next parking lot survey would take place. Mr. Reynolds said it will be in May.

Chair Jordan asked about Oregon Nurses Association (ONA) negotiation days, which affects parking on those days. ONA provides us with schedules so that staff can park in the Tualatin Community Park parking lot or another public parking lot to give more room for patients and the public. Mr. Welk asked how often these negotiation days occur and the response was sporadic. Ms. Emami asked if ONA has any plans to relocate and the answer was not planning to. Mr. Reynolds stated that he will send out email reminders when possible for advance planning.

Mr. Welk asked about the field by the condos, since they are not buildable due to the flood plain could a permeable parking lot be built there. Could the City have conversations about that? The city said no a few years ago per Chair Jordan. General discussion about options for sites on parking; such as the area across from Mashita's on Boones Ferry and Tualatin, near the Blue Lot. Mr. Reynolds said we can always reassess and determine egress.

5.3 ADA – Next Steps

White Lot: red marks because of the slope on the west side, we thought we would only do one, with ADA rules you want to put spaces to where the ADA need is so two spots at the designated marks are better and with a little bit of grinding we can make two spots there. See red marks, instead of replacing the sidewalk, we can replace the curb stops by pulling the cars back enough by pulling the sidewalk back and replacing the panels and saving us money. Public space has to be accessible and this would add a sidewalk from Key Bank down the front to the Commons.

Two spaces will remain and not be relocated. The drawings were done in house. We will manage the project. Mr. Reynolds will meet with Kodiak on Friday and wrap up cost estimates, \$13,000 in this year's budget and \$8,000 from Development Fund and do the slurry seal with next year's budget in July in the Green Lot. Slurry Seal bid close the end of April. Concrete and pricing are fluctuating and having troubles getting contractors due to their busy schedules.

Ms. Emami asked why the White Lot is full today. Mr. Reynolds said he didn't know other than it is lunch time and there is some construction being done at one of the offices. One business owner is using the lot as more of a Park and Ride situation on Wednesdays, which Mr. Reynolds has addressed.

5.4 Parking Lot Usage – Challenge, Direction

Mr. Reynolds asked about changing some spots from short term to long term in the White Lot. There would only be the cost of changing signage. Ms. Emami said that you don't want to create extra traffic by having people driving around looking for long term parking; it makes it less walkable. Ms. Kindle said they would park over there if they were open. Chair Jordan said that it makes more sense to have the short term closest to the businesses. Mr. Welk asked what the parking lot looks like at 9 am. Mr. Reynolds responded that we should wait and see what the results of the May survey are. Ms.

Emami said it makes more sense if more of these spaces are long term because they are in the middle and the three hour are moved and only the signs are swapped.

Mr. Welk asked since the City occupies this building as a tenant, do they pay a tax. Mr. Reynolds responded that the City is one of if not the highest paying taxpayer for the Core Area District. Mr. Reynolds stated that customers having spaces are the highest priority. Ms. Kindle asked if the fee is based on a number of customers and the response was there is a formula and it's based on both square footage and type of business.

Mr. Welk asked about Permit parking and Mr. Kellogg asked whether the board could place it on the agenda for the next meeting to explore tenants permit parking. This has been explored by the committee in the past.

Ms. Emami said there is a problem in the Red Lot too. She noted that often she's unable to move her car at lunch because she can't find a spot when she returns.

5.5 CIP Planning Process – Funding

Goal is to have more costs defined by the next CAPDB meeting for further discussion on timing and funding of CIP projects.

6. OTHER:

None

7. ADJOURNMENT

MOTION by Jordan SECONDED by Welk to adjourn the meeting at 12:56 pm. MOTION PASSED 5-0.

Melissa Koons, Office Coordinator