



City of Tualatin

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UNOFFICIAL

CORE ARE PARKING DISTRICT

MINUTES July 19, 2017

MEMBERS PRESENT:

Diana Emami
Gary Haberman
William Jordan
Robert Kellogg
Aaron Welk

STAFF PRESENT:

Clay Reynolds
Melissa Koons

MEMBERS ABSENT:

Heidi Kindle
Ryan Miller

GUESTS: None

1. CALL TO ORDER:

Chair Jordan called the meeting to order at 12:07 pm.

2. ROLL CALL:

Roll call was taken.

3. APPROVAL OF MINUTES:

MOTION by Kellogg, SECOND by Welk, to approve the minutes of the April 19, 2017, meeting. MOTION CARRIED unanimously.

4. ANNOUNCEMENTS:

None

5. REGULAR BUSINESS:

5.1 *Budget Year Expense Report*

Mr. Reynolds passed out the 2016-2017 Core Area Budget, without Inflation Worksheet. Our current year budget estimate is \$43,280 although there may be some small adjustments. As noted in the worksheet, we will be upside down by year 2022 without increasing revenues. Once we get through CIP in October, we will need to make some decisions about how we are going to fund, especially with the effects of inflation and ADA updates.

Mr. Kellogg asked if the number in red figures that is the estimated actual does that

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figure into the general account reserve for 2018 or is that based off the old number. Mr. Reynolds responded that is the actual number off the expense report, whatever's left goes back on the following year.

Mr. Reynolds asked the committee if they would like him to make projections, adjustments or estimates if the tax rate was increased \$1,500 a year across the board for the next discussion or project. That was done for the last budget meeting, also a 3 percent increase for each year, the difference wasn't as dramatic, and we could probably move it out.

Mr. Welk says one way or another we will be hitting a deficit in the next 5 years. Mr. Reynolds said in the next year we need to decide how we want to fund it. Mr. Welk said this number could change a lot.

5.2 CIP Planning Process – Funding Discussion

Mr. Reynolds stated that there have been several complaints about the blue lot regarding ADA concerns; causing him to ask if we should be do the blue lot first? Conceptual plan was passed out, OTAK study is available, but not passed out. Mr. Reynolds has talked to Planning about the two-three spots on the North end that don't seem to work, but the plan that he passed out would work. Design costs are \$33,000, and \$75,000 estimated to build it. This is a rough estimate which seems high; \$68,000 may be closer. We would still need to get three quotes before proceeding. West side of lot would take care of needs.

Mr. Haberman asked about what the costs entailed. Mr. Reynolds responded we would add a curb, flatten out, remove landscaping, prep, bring up sidewalk, add rails, and a lot of slope and concrete work.

White lot ADA is not done yet because it is too small of a project. Perhaps rebid it in the winter when jobs slow down.

Mr. Kellogg asked about the ADA items, we don't have a complete ADA transition plan. We do have an ADA transition plan for the Core Area. It's on the website as a draft plan that we need to approve. Mr. Kellogg stated that as long as resources are available do we have to comply? Mr. Reynolds responded that we do depending on the type of complaint and assets are available. Gray area depends on the type of complaint.

Council is aware of direction of lines; and they ultimately have the authority to set a rate for the CAPB or the CAPB can take care of this in the next year or two or the Council is probably going to do this for us so it would be better for the CAPB to figure out a way to fund the need and address it, especially as the rate has been the same for quite some time. If we increase fees, maybe you can get some assigned spots, but things need to get taken care of.

Mr. Reynolds stated that we've looked at parking meters. It was decided that flat rates were better; two years ago we also looked at parking enforcement and found that how

we are doing it now is the most stable. We haven't found any good solutions yet; Mr. Welk asked what other funding options are there. Mr. Reynolds said he didn't know, maybe a development fee in the future; we would have to ask Community Development. We could explore a parking garage because we are going to run out of spaces. Also, funding for the ADA is part of this.

Ms. Emami said when they bought the Robinson building they bought into public parking for double digits, where did that money go? Mr. Reynolds said it's sitting here in future year's projects. Ms. Emami asked if previous year's projects funds have been used up. Mr. Reynolds responded that he thought some of those funds came from the old urban development fund, used up for completing old projects and for parking, striping, etc. He also thought there were restrictions on what it can be used for.

Mr. Jordan asked how much taxes would have to go up to erase that. Mr. Reynolds answered it depends on how you do it. One -time assessment vs. a bond type revenue. Raise it 3 percent over time or 5 percent over time. Until these ADA projects come on board we were fine. Mr. Jordan asked if this is looked at as a maintenance issue. Mr. Reynolds said: This is a CIP. Mr. Jordan asked: Is this a business owner issue or a City issue?

Mr. Reynolds said he looked for grant money and hasn't found any or federal aid. Mr. Jordan said \$68,000-\$75,000 for two parking spots is a lot to raise. Landscaping could come out without replacing because ADA is more important.

Ms. Emami asked if it is less expensive to add a handicap spot to another spot vs. modify the spots that are under consideration. Mr. Reynolds said part of it is distance and where the spaces are located to service areas. This plan may accomplish both goals.

Ms. Emami asked how many are we required to have: three said Mr. Reynolds. ONA has two and if we could make that public, that would benefit us if we could use signage and combine the lots. They already have a flat spot available and they could reserve one of our flat spots. ONA would have to make that decision. We would have to measure for compliance.

Next step is to verify plans, costs.

Mr. Welk asked if ADA rules from 2010 and the business that are here would this parking lot even be allowed with today's requirements. Mr. Reynolds isn't sure, but believes it does, except for the slopes for the ADA, but the number of spots do.

5.3 Green Lot Slurry Seal Project July 22-23

This weekend, notified the area affected with door hangers. We didn't notify the entire Core Area. Notified cars that park there too, will tow them to the white lot if needed. The

job will start Sunday, July 23rd. The amount budgeted is \$13,000, but it will be half due to fewer expenses.

5.4 Parking Lot Usage Survey Results

Usage is up. Blue lot is close to full all the time now. ONA negotiations cause it to really fill up, need to put out reminders when we know. Mr. Welk asked if there is vacancy in the building. Mr. Reynolds said there is now, but he doesn't know status. They pay for core area parking too.

Green still has a lot of spaces available, but increased use. Red lot, full several times, Country Inn closed right now, but that could increase lots around restaurant when reopens. Street parking available near lots. Red lot is full around noon. White lot, noon full, 4-6pm busy, and certain days. Employees are doing good using Green Lot. Ms. Emami asked about overnight parking; Mr. Reynolds said we give warnings and it has improved. If you sell monthly passes, then people expect a specific spot available to them. Mr. Haberman said if you make those spots on the back side of the condos a maximum of 5 hour for example, then it will cut down on the overnight parking.

Mr. Welk asked about alternate solutions that could be implemented: the white and blue lots are high volume, maybe each business will need to be allocated a certain number of businesses for each lot for employee parking and the rest need to park further away. General discussion about freeing up spots, enforcement, funding enforcement, and possible signage changes. All agreed to put signage changes on next agenda.

5.5 ADA – Next Steps

Mr. Reynolds will verify costs, and send out CIP and budget information before the next meeting. Ms. Emami asked for worst case scenario for how much money we need and assessment for each business and do I have to pay for parking? Mr. Jordan asked to get information on how much will the tax rate need to go up? Mr. Kellogg said it needs to include inflation to be accurate.

6. OTHER:

7. ADJOURNMENT

MOTION by Kellogg SECONDED by Haberman to adjourn the meeting at 1:04 pm.
MOTION PASSED 5-0

Melissa Koons, Office Coordinator