



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: July 11, 2011

SUBJECT: Work Session for July 11, 2011

- 1) **5:00 p.m. (30 min) – Regional Parks, Trails & Natural Areas**
The Council will be visited by Metro Councilor Carl Hosticka and Jim Desmond, Metro's Sustainability Center Director to discuss their recent coordination efforts around the region's network of parks, trails and natural areas. Metro representatives are interested in developing a set of principals about the concept of what a regional parks and trails system is and how that would benefit all the jurisdictions in the region and then start a discussion on how the region funds that.
- 2) **5:30 p.m. (45 min) – Core Area Parking District Options & Policies**
Members of the Core Area Parking District Board will join the City Council for this discussion of the Core Area Parking District. Attached is a memo from Eric Underwood outlining the issues along with a report from a consultant the City retained to look into this issue.
- 3) **6:15 p.m. (30 min) – Amending the Sign Code to Allow Additional Types of Building Signs in the Downtown Area**
In response to concerns of downtown building owners and business tenants about the limitations of current wall sign standards for new and existing multi-story/multi-tenant buildings, the Community Development Department is preparing an amendment that would allow options for other types of building signs that are more suitable for the multi-story/multi-tenant buildings in the downtown area. Attached is a memo from Will Harper with additional information to consider.
- 4) **6:45 p.m. (10 min) Council Meeting Agenda Review, Communications & Roundtable.** This is opportunity for the Council to review the agenda for the July 11, 2011 City Council meeting and take the opportunity to brief the rest of the Council on any issues of mutual interest.

THE FOLLOWING ITEMS ARE SCHEDULED FOR DISCUSSION AFTER THE 7:00 P.M. COUNCIL MEETING.

30 minutes – Police Contract with the City of Durham

The Tualatin Police Department has provided police services to the City of Durham since 1989. In 2009 we made a fairly significant change in the model for what charge Durham (from an hourly rate to charging them for one full-time officer). During the 2011-12 budget discussions, the Council requested that we return for a conversation about the model. Attached is a presentation that Chief Barker will use during this portion of the work session.

10 minutes – Council Committee Assignments

With the resignation of Councilor Barhyte, vacancies were left on several committees. Attached is the Committee Assignment list for your discussion.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Alice Rouyer, Community Development Director

FROM: Eric Underwood, Development Manager

DATE: 07/11/2011

SUBJECT: Core Area Parking District Options and Policies

ISSUE BEFORE THE COUNCIL:

Provide feedback on a technical assessment of the Core Area Parking District and recommendations from the Core Area Parking District Board.

POLICY CONSIDERATIONS:

1. How should the Council address the current gap between Core Area Parking District revenue and operations/maintenance costs?
2. How should the Council address parking management issues in the Core Area?

EXECUTIVE SUMMARY:

- * The Core Area Parking District (CAPD) was established in the 1970s as part of the Central Urban Renewal District and was intended as a parking management tool for urban renewal development.
- * The District has been operating with a deficit for several years, and a 2009 Fiscal Health Diagnostic triggered the need for additional scrutiny of CAPD policies.
- * The operating deficit and parking demand concerns have given cause for the Board and staff to analyze the District on a more comprehensive level.
- * The CAPD Board has been working to resolve these issues for approximately one year.
- * A CAPD Board meeting was held on May 10, 2011 to discuss how the District will cover operation and maintenance costs for the 2011/2012 Fiscal Year and to address inquiries from business owners, employees and property owners concerning the need for more parking spaces, more enforcement, etc.
- * For FY 2011/2012 the CAPD Board recommended to not increase the tax rate and fill the gap between operational revenues and expenditures with CAPD reserve funds.

* City staff has been working with a consultant to provide a framework for discussions with the CAPD Board and City Council on District operations and policies.

* The Core Area Parking District Board met on May 10, 2011 and June 21, 2011 to review the consultant's draft technical report. The Board recommended several concepts for consideration by the Council at the July 11 work session.

DISCUSSION: BACKGROUND

The Core Area Parking District (CAPD) is a mechanism for providing parking for downtown businesses and patrons with the purpose to construct, operate, maintain and administer public parking facilities in the downtown commercial Core. When the District was first established, it encompassed 24 acres in the downtown area roughly bordered by SW Martinazzi Avenue to the east, SW Boones Ferry Road to the west, SW Nyberg Road to the south, and Hedges Creek to the north. The District consisted of a total of five public parking facilities named the Green Lot, White Lot, Blue Lot, Red Lot and Yellow Lot. Today, the District is somewhat larger encompassing approximately 27 acres in the downtown area with the boundary adjusted to the easternmost edge of the civic plaza area. The District now consists of a total of five public parking facilities named the Green Lot, White Lot, Blue Lot, Red Lot and Yellow Lot as well as the Library and Council Building parking facilities.

A recommendation resulting from a 1970's Central Urban Renewal Area study was to provide public parking lots and provide incentives for developers to build in the area. After studying different alternatives to the land use problems in the Core Area, the Urban Renewal Advisory Committee determined that public parking would be the best solution to many of the development-related problems. The Committee believed that development within the Core Area, as well as the general public, could benefit from providing public lots. Creating lots that are used by a variety of users is more efficient than each use providing separate parking. Such a policy allows denser development by reducing the total number of parking spaces needed and encouraging full use of the individual parcels.

The Central Urban Renewal Plan was adopted in October 1977. Upon its adoption, the process was set in motion for the City to begin urban renewal projects that were listed in the plan. Included in the projects was the formation of the Core Area Parking District. During March 1978, the City Council met in work sessions to discuss the concept of developing a public parking district. The staff and Council developed a broad outline of how the district would be structured and established the Urban Renewal Advisory Committee (URAC).

Items that were considered by URAC consisted of determining the parking district boundary, determining a method of assessing costs of the District, how to distribute the costs, establishing the organization and duties of the Board, and developing a method whereby new construction would be assessed a fee for the parking impact that the new construction created in the District.

The work accomplished by URAC led to the adoption of Ordinance No. 475-79 by Council on June 11, 1979. This ordinance formed the Core Area Parking District, established the Board, established the impact fee for new development in the District, and provided for the assessment of taxes to businesses in the Core Area to maintain the parking lots. Urban renewal funds were identified to pay a large percentage of costs to construct public lots in the District.

Parking lots were constructed in the 1980s and 1990s. Developers built many buildings that now are in the District as a result of the actions. In 1993-1994, the Core Area Parking District Board spent considerable time reviewing the options for handling parking in the rapidly-growing downtown area. As a result of those meetings, it was agreed that the developer must provide at least 75% of the Tualatin Development Code required parking. The original Impact Fee was modified to address an additional 25% reduction opportunity. The fee was set at \$2,000 per public parking space. Funds collected were specifically identified to be expended only in constructing new public parking spaces. This Impact Fee was subsequently increased to \$3,500 in June 2002.

Prior to the end of the Central Urban Renewal District (CURD), urban renewal funds have been available to supplement the impact fee revenue and supply additional parking. In the past five years, the City has constructed 31 additional parking spaces.

Present Day

The District has been operating with a deficit for several years and a 2009 Fiscal Health Diagnostic triggered the need for additional scrutiny of CAPD policies. Over the past year, the CAPD Board has reviewed options for addressing this gap. Options reviewed by the CAPD Board at the 2010/11 meetings are attached (Attachment 2).

Looking Ahead

The CAPD has evolved quite a bit over the years. In order to analyze some of the changes and future needs, staff hired a consultant to conduct an assessment of the District (Attachment 1). The assessment reviews:

- Revenue and operating cost trends
- Analysis of parking supply

- Parking demand/lot occupancy counts
- City's past and future role in constructing public parking

Staff brought the results of this analysis back to the CAPDB and to the City Council in May. Staff refined the analysis based on feedback provided at the meeting. The results including the additional information was brought to the CAPDB on June 21 for review.

On June 21, the Core Area Parking District Board offered the following recommendations:

1. Install clearer and larger signage in all District lots.
2. Restrict the Red and Yellow Lot parking to two hours Monday through Friday.
3. The enforcement officer should write no warnings, only citations.
4. Enforcement needs to be customer friendly.
5. Reduce the District's transfer to the General Fund. Have the General Fund cover the expenses associated with the enforcement officer.
6. Pave the Hanegan Lot and offer these new spaces as paid permit parking in order to generate additional revenue.

RECOMMENDATION:

Staff recommends that the Council:

1. Consider the June 21, 2011 Core Area Parking District recommendations.
2. Advise the Board to continue working with staff through FY 2011/2012 to:
 - refine parking management strategy
 - address the gap between tax revenue and operating costs in time for preparation of FY 2012/2013 budget
(by December 2011)

Attachments: CAPD Technical Report
 CAPDB Suggestions Summary
 PowerPoint - Assessment of Core Area Parking District

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MEMORANDUM

TO: Alice Rouyer, City of Tualatin
Eric Underwood, City of Tualatin
FROM: Rick Williams, RWC
DATE: June 14, 2011
RE: Technical Memorandum #1: Assessment of Core Area Parking District

A. BACKGROUND

The City of Tualatin is interested in an evaluation of its existing parking resources from several perspectives. These include:

- Current revenue generation and cost to operate City owned parking resources.
- Analysis of the number of stalls required by City code versus the supply provided by private property owners and the District.
- Analysis of the demand for the City's parking lots during peak hours.
- Implications on the supply associated with new development growth and the City's role in providing parking resources beyond current supplies.

Rick Williams Consulting is a Portland based parking and transportation demand management consulting firm retained by the City of Tualatin to assist in this evaluation.

The purpose of this memorandum is to provide an initial review of information and considerations related to the City of Tualatin's parking system. Information contained herein will be provided to the Core Area Parking District Board and City Council for review. Further review and refinement of findings will be incorporated into a subsequent final report.

B. CURRENT ENVIRONMENT

Supply

The current parking district was established in 1979 and generally encompasses 24 acres in the downtown area of Tualatin. The approximate boundaries of the District to the east is the easternmost edge of the



Library and City of Tualatin Offices building, SW Boones Ferry Road to the west, SW Nyberg Road to the south, and Hedges Creek on the north.

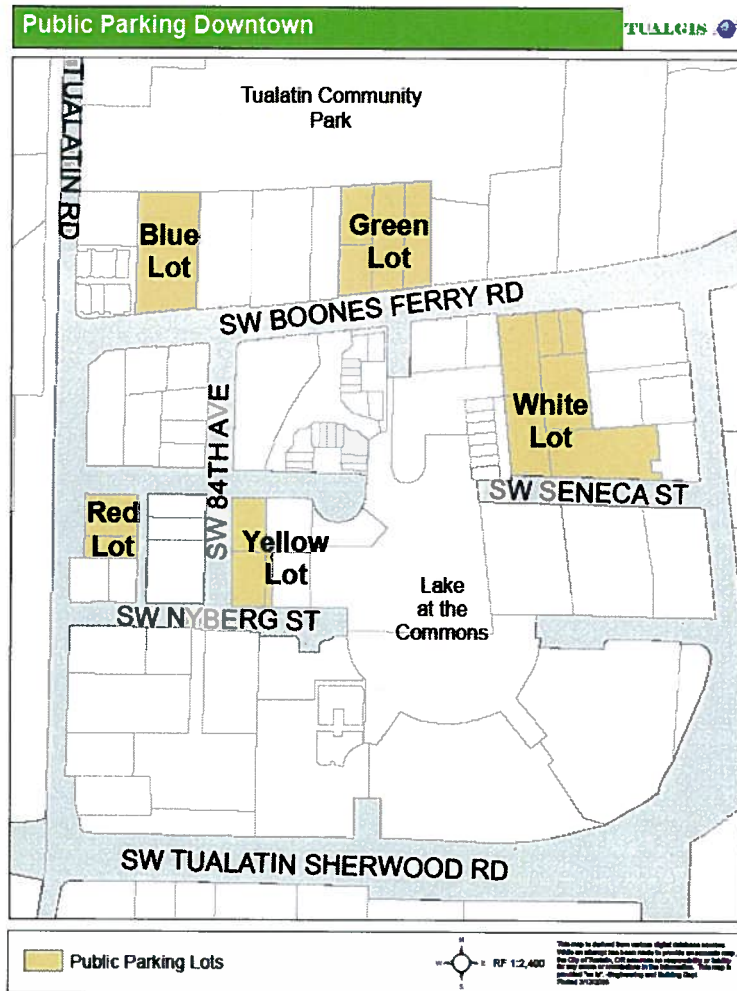
Over the years, the City has constructed 394 off-street parking stalls on 5 surface lots located within the parking district (see Figure A). An additional 61 stalls are provided as public on-street parking for a total of 455 public stalls.

Capital Funding

Funding for the parking facilities came from a combination of funds derived from past impact fee payments and urban renewal funds. According to the City's *Core Area Parking District Board Handbook (Updated December 2010)* the majority of funds needed to pay for the provision of the City's parking facilities were urban renewal funds. As such, impact fees were supplemental funds within the combination of funding source that led to construction of the City's off-street parking facilities.

Impact fees were assessed for the amount of parking required for new developments or for expanding and/or changing uses that occurred in the district over time. The fees began at \$2,000 per stall and are currently at \$3,500 per stall. Developments only pay the fee on that amount of required parking that is not provided by the private developer themselves.¹ In other words, a development could avoid an impact fee if all required parking were provided within a project by the developer. Impact fees are paid at the time building permits are issued.

Figure A



¹ See TMC 11-3-100 Impact Fee. The impact fee was last increased in 2004, when it was determined that the “cost per space to design and build each on-grade parking space in a public lot within the District” was \$3,500. Current City estimates of actual cost to construct are \$5,500 per stall, which includes hard construction costs and engineering costs but not land costs. As such, current impact fees are less than actual cost to construct and much less than cost to construct if a land purchase by the City is necessary to provide parking.

Per TMC 11-3-100 (5) the funds derived from impact fees are to be used for new parking facilities and capital improvements in the district. As such, funds from impact fees cannot be used for the operation and maintenance of existing lots or lots built using these funds. Currently, the Impact Fee Reserve Fund balance is \$45,500. Operating funds are explained in more detail below and addressed in the Tualatin Municipal Code –see TMC 11-3-050.

Operations Funding

Operations and maintenance of the parking system is supported through a parking tax that is assessed “to all businesses, professions, occupations, trades, fraternal and religious organizations and taxable residential units, located within the district.” This tax is provided per TMC 11-3-050 (3). Like the impact fee for developers, every business use that furnishes privately owned off-street parking is allowed a credit against the parking tax for each space furnished. The City quantifies the total number of spaces required to meet parking demand generated by a specific business use, then derives parking tax credit calculations by subtracting private parking stalls before applying a “space factor,” which calculates the annual tax rate. The current maximum tax credit offered for private parking provided is 50%.

The space factor is generally correlated to an assumption of trip demand by use type, with businesses deemed to generate more parking visits assessed a higher factor than businesses with lower parking visits. The space factor is a common assessment tool used in parking districts around the country, but other tools include square footage, head taxes and flat monthly/annual per stall fees (to name a few). Tualatin’s space factors are assessed per the code and included in TMC 11-3-080, Table A.

Audited financial statements from the year ended June 30, 2010 showed a beginning reserve balance of \$210,425, operating revenue of approximately \$51,800, impact fee revenue of \$45,500 and operating expenditures of approximately \$59,000. Ending reserve balances at June 30, 2010 were \$203,191. During FY 2009-10, the City conducted a city-wide cost of service study to determine the true cost of providing administrative and other services to the different funds of the City. It was determined that the Core Area Parking District was not paying for the full cost of services, particularly for parking enforcement, being provided by the City’s General Fund. Adjustments to the transfer from the District to the General Fund were made beginning in FY 2010-11, thereby increasing the expenditures of the District. Estimates for FY 2011-12 assume \$62,200 in operating revenue with an estimated \$89,400 in expenditures. Assuming no change in the tax rate and expenditures increasing 3% for non-utility related expenditures and 5% for utilities, future projections show a steadily declining operating reserve/fund balance, dropping from \$203,191 at June 30, 2010 to \$89,858 at June 30, 2014 and dropping to zero in FY 2016-17 (see Figure B below).²

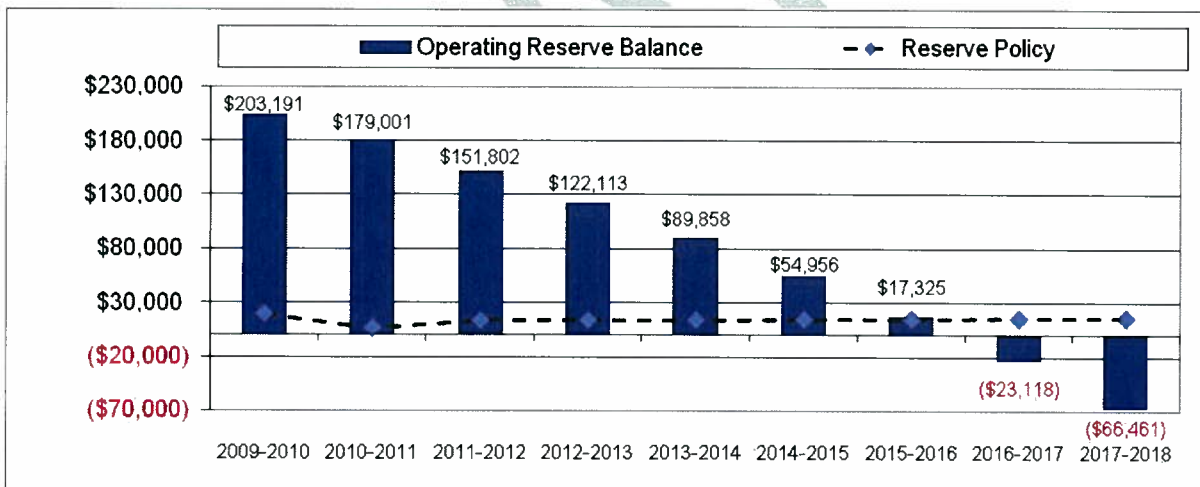
² Projections and estimates derived from recent *Updated City Fiscal Health Diagnostic* provided by the City of Tualatin.

Table 1

Year	CAPD Tax Revenue	Operating Expenses	Operating Reserve Year-End Balance
FY 2009/10	\$51,797	\$59,031	\$203,191
FY 2010/11 (Estimated)	\$56,000	\$80,190	\$179,001
FY 2011/12 (Adopted)	\$62,200	\$89,399	\$151,802

As Table 1 demonstrates, the District is filling the gap between revenue and expense with reserves. If this continues, the reserve will be fully expended during FY 2016-2017, which depletes the Operating Reserve Balance and significantly exceeds the amount required by the Reserve Policy (which is about \$18,000). The trend is graphically presented in Figure B, below.

Figure B



The text above, along with Table 1 and Figure B, demonstrate that sufficient reserves are available to cover the gap between operating expenses and tax revenue in the near term. During fiscal year 2011/12, it is advised that staff, the Core Area Board and City Council develop strategies to address this gap.

C. CURRENT REVENUE GENERATION AND COST TO OPERATE CITY OWNED PARKING RESOURCES³

As previously stated, current revenue generated from the parking tax lags the actual cost of operation. This trend began in 2006-2007 when actual parking tax receipts were \$71,402 and began declining each subsequent year until 2009-2010 when receipts were \$50,155.⁴ During the same period, operating costs increased from \$48,365 (FY 06/07) to \$59,031 (FY 09/10).⁵ Whether programmed increases in the space factor used to calculate the annual tax were too low, or there was a change in the number and type of businesses paying the parking tax, or a combination of both; it is clear that historically generated funds necessary to support operations and maintenance are now out of sync. This will continue to have a declining effect on the reserve fund over time unless changes in the tax occur or other operating funds are identified.

D. CITY'S SUPPLY OF PARKING IN THE CORE AREA

The City currently provides 394 parking stalls on 5 off-street surface lots within the downtown parking district.⁶ These stalls are provided to business uses for both customer/visitor and employee use.

In the aggregate, City data show that the CAPD contains a total of approximately 240,000 square feet of commercial tenant space, in a variety of public and private uses (e.g., public/assembly, banking, general office, medical/dental office, restaurants and taverns, retail and services, and vocational training). The City calculated the aggregate minimum parking requirement to serve this set of *non-residential users in the CAPD* using the minimum ratio of parking spaces required for each tenant's particular use in the Tualatin Development Code (TDC) based on the applicable CAPD standard, which reduces the TDC requirement by 25%. The resulting minimum parking requirement for all non-residential uses in the CAPD is 698 stalls.

At this time, there are 494 off-street parking spaces on private property within the CAPD that are available for non-residential use. In this analysis, properties that do not have sufficient private parking on-site to meet the CAPD minimum requirement were considered to "rely on" the public parking lots to provide the remainder of their minimum parking requirement. Because 494 spaces are provided in private on-site parking areas, a minimum of 204 spaces (698 less 494) must be available in public parking areas to maintain district-wide compliance with the minimum TDC/CAPD parking standard.

As stated above, the City provides a total of 394 parking spaces in public parking lots within the CAPD, based on recent City inventories of the built spaces in the 5 public surface lots. This exceeds the minimum required public parking for CAPD code compliance by 190 stalls (394 provided less 204 required to maintain compliance per TDC/CAPD parking standard). Based on this analysis, the City's supply of parking exceeds the total required by the TDC/CAPD parking standard.

³ Projections and estimates derived from recent *Updated City Fiscal Health Diagnostic* provided by the City of Tualatin.

⁴ This downtown trend is likely attributed to a combination of increases in building vacancies and a shift toward more businesses with a lower space factor, which results in less parking tax generated.

⁵ Increases in operating costs are a reflection of increases in utilities, enforcement/labor, landscape and maintenance and operating contracts for services such as sweeping, lot striping and the results of a Cost of Service Analysis implemented by the City in FY 2010/11.

⁶ The City also provides 61 on-street parking stalls, which have not been included in this discussion as they are not a part of the parking tax, impact fee or cost of operations issue. Nonetheless, these stalls are available to all businesses in the parking district for customer/visitor use.

Table 2 summarizes this analysis.

**Table 2
Parking Supply Analysis – Non-Residential Only⁷**

A	B	C	D	E
Total spaces required in CAPD--per Code	Total spaces privately provided	Total spaces provided in CAPD public lots	Total spaces in CAPD – public and private (Column B + Column C)	Net difference between total spaces provided vs. required (Column D – Column A)
698	494	394	888	190

E. PARKING AREA DEMAND

While more public and private parking spaces are provided in the Core Area than required by the TDC/CAPD, it is helpful to understand the current parking utilization and demand on those lots owned and managed by the CAPD.

The City completes occupancy counts on CAPD lots approximately 4 times per year. Counts were taken on Thursday May 5 and Thursday June 16, 2011 during the peak daytime parking period from 10:00 a.m. to 2:00 p.m.⁸ Tables 3 & 4 below summarize the findings of the lot occupancy counts. For purposes of this discussion, and to present the most conservative estimates, only the highest lot occupancy counts for this time period are presented in the Tables. Similarly, disabled stalls are not included in the occupancy calculations given that these stalls are for special uses and might understate actual demand for parking by the general public if their use was included. Of the 394 public stalls built, 16 are signed and reserved for disabled users.⁹ As such, actual peak hour occupancy is calculated on a stall base of 378 rather than 394.

**Table 3
Lot Occupancy Counts on Thursday, May 5, 2011
Highest lot occupancy count is listed, measured between 10:00 a.m. and 2:00 p.m.**

Lot	Total Built Stalls	General Public Stalls - Less Disabled	Peak Public Stalls Parked	Peak Occupancy in Public Stalls	Empty Public Stalls at Peak less Disabled Stalls
Red	38	36	30	83%	6
Green	69	66	15	23%	51
Blue	67	65	45	69%	20
Yellow	54	51	50	98%	1
White	166	160	101	63%	59
TOTAL SYSTEM	394	378	241	64%	137

⁷ A similar analysis examining residential requirements per the TDC and CAPD has been conducted and is available from the City of Tualatin's Community Development Department.

⁸ At this time, occupancy counts for the 61 stall on-street system are not available.

⁹ On the survey days, the 16 disabled stalls averaged peak hour occupancy of 44%.

Table 4
Lot Occupancy Counts on Thursday, June 16, 2011
 Highest lot occupancy count is listed, measured between 10:00 a.m. and 2:00 p.m.

Lot	Total Built Stalls	General Public Stalls - Less Disabled	Peak Public Stalls Parked	Peak Occupancy in Public Stalls	Empty Public Stalls at Peak less Disabled Stalls
Red	38	36	34	94%	2
Green	69	66	21	32%	45
Blue	67	65	53	82%	12
Yellow	54	51	50	98%	1
White	166	160	110	69%	50
TOTAL SYSTEM	394	378	268	71%	110

As the Tables demonstrate, the overall public off-street parking system averages between 64% (May) and 71% (June) occupancy when totaling the highest occupancy in each facility. This results in a surplus of empty parking in the public supply that ranges between 110 and 137 empty stalls.¹⁰ Individual lots do experience more demand, particularly the Red and Yellow Lots that reached a high of 94% and 98% occupancy, respectively, at their peak use measured between 10:00 a.m. and 2:00 p.m. On the other hand, the Green and White lots are less utilized, reaching just 32% and 69% peak occupancy at their highest points in June, respectively.

From these totals, it is clear that the parking district in its entirety has room to absorb new demand from existing and/or new development.

Given that two lots (Red and Yellow) are constrained, the City may want to look at “re-mixing or rebalancing” the supply of parking to assure that more employee use is directed to the Green and White lots to free up availability in the more constrained lots for customer/visitor use. This could be accomplished through a variety of parking management techniques, including an employee permit system, re-designation of lots as employee/visitor only lots, etc.

It is recommended that the Core Area Parking Board and City Council develop a work program for Fiscal Year 2011/12 to develop parking management strategies to address parking demand issues in higher demand lots.

Policy Implication

The analysis indicates that the City has provided 190 parking spaces more than required in the Tualatin Development Code/CAPD to support existing development within the Core Area. Typical use of the supply also shows surplus availability in the peak hour (between 110 and 137 stalls). This surplus has the ability to support additional development in the downtown without requiring the construction of new lots for a period of time. However, the parking demand analysis for the public Core Area lots do indicate that some lots are experiencing more parking demand than others, which could be placing

¹⁰ The available empty stalls do not account for empty stalls that might be available in private parking lots during the same peak hour(s). As such, the surplus of parking in the City lots is only for the public supply.

pressure during peak hours on those businesses and uses closest to the Red and Yellow lots. While the surplus of parking is evident in some lots, a more refined parking management strategy could begin to address these issues.

Most pressing from a policy perspective is the gap that exists between actual parking tax revenue and existing parking supply. While the reserves are sufficient to fill the gap in FY 2011/12, over the long-term the Core Area Parking Board and the City will need to address this issue in order to be consistent with the fiscal policies. The policy question is as follows:

What is the best approach for recalibrating the parking tax to assure that users of the parking provided through the tax cover the reasonable costs associated with operating and maintaining the supply?

The problem is clear; the operating fund needs more revenue to cover expenses. Recommended options to consider include (but are not limited to):

- **“Re-mix” parking in existing lots to assure a Customer First approach for access in the downtown.** The Red and Yellow lots are at capacity and should be managed as visitor only lots, signed 2 Hours and enforced to assure that employees are not using them. Employees should be assigned to spaces in the Green and White Lots. Many cities manage lots by priority and designation to assure that capacity is distributed in a manner that favors the “Customer First.”
- **Reductions in current expenses and services.** Given the economy, many cities are currently evaluating reductions in security, janitorial and other programs as well as deferring capital maintenance. The largest expense item in the parking operating budget is enforcement. Council should consider (a) reducing enforcement hours as an interim balancing measure or (b) increasing general fund contributions to parking services if preserving current service levels is desired.
- **Implement a “premium” pricing program to allow a limited number of parking stalls to be leased in highly desired locations.** Given that there is a surplus of capacity in the public lots, allow for a limited number of reserved stalls to be leased at a premium rate by those who may want direct access to a specific lot or stall. This type of pricing is already available on private lots outside the CAPD and is common in many other areas. Premium pricing better utilizes surplus parking and continues to provide free parking to employees and visitors in the remainder of the supply.
- **Carrying some cost of operations in the City’s general fund.** The most local example of this is the City of Vancouver, which carries a portion of operating costs and debt service for two of its municipal off-street facilities in the General Fund.
- **New revenue generated from increases in the tax.** If operating deficits continue after other measures are implemented (see above), the City should consider an incremental increase in the current business tax in ensuing budget years. For instance, the City of Salem has a parking tax in place and is currently evaluating the gap between tax assessed and cost to operate/maintain the municipal parking supply, which could include an increase to the tax through changes in the assessment formula.

- **New user fees (e.g., monthly permits, on & off-street pay stations, etc.).** The cities of Tacoma, WA and Ventura, CA have recently (2010) implemented strategies to eliminate free parking in their downtowns by metering on-street supply and imposing off-street user fees (hourly and monthly rates).
- **A combination of one or more of the above.** Implementation of multiple options is generally preferred as a means to spread cost responsibility and avoid an overburden on a single revenue source.

The CAPD Board also considered a number of parking strategy options in previous CAPD discussions. A summary of the minutes of those meetings, specific to the revenue to expense gap is available in a Memorandum prepared by the City for the CAPD Board.

While the problem is clear, solutions are difficult and complicated as they affect all beneficiaries of the parking system; buildings, tenants, customer/visitors and the City. Finding the right mix for sharing cost responsibility will be challenging, but should be based in an accurate understanding of benefit and the fiscal realities associated with the parking system.

It is important to understand that there are numerous potential solutions and examples of other cities or jurisdictions that have employed them. However, finding the right solution for Tualatin that meshes well with its unique character is the challenge. Necessarily, this will result in changes to the current status quo for parking in the downtown. Reaching consensus on triggering that change is critical. Sections B – E of this memorandum were developed to provide a basis for beginning this discussion.

It is recommended that the Core Area Parking Board and City Council develop a work program for Fiscal Year 2011/12 to address this fiscal issue in time for preparation of the FY 2012/13 budget -- by December 2012.

F. FOR COUNCIL CONSIDERATION: NEW DEVELOPMENT GROWTH AND THE CITY'S ROLE IN PROVIDING PARKING RESOURCES BEYOND CURRENT SUPPLIES

As new development growth is attracted to Tualatin, the issue of how the City might continue to provide parking to support that growth will need to be clarified. To date, new development has been allowed to meet the City's parking requirement privately and/or pay an impact fee for that part of the City's requirement not provided by the developer. It is important to note that the five lots that have been constructed by the City were funded using a combination of impact fees on new development and urban renewal funds. And, within this combination of funds the majority of funds needed to pay for the parking built were urban renewal funds. Urban renewal is currently closed as an option, which removes a key element for how past parking packages were put together by the City.

Moving forward the City will need to consider the following:

1. **What portion of the existing surplus of parking on City lots will be used to support new development versus anticipated growth of business (and parking demand) within existing businesses?**

Under this scenario, existing impact fees of \$3,500 per parking stall could be collected from new developments and some or all of the existing stalls within the surplus could be allocated to

cover requirements calculated for a new development. No additional funds would be necessary as stalls are already constructed and available.¹¹

Issues related to the shortfall in the parking tax necessary to support operations and maintenance would need to be evaluated and revised to assure that all users (existing and new) reasonably share the cost of maintenance and operations. Similarly, some discussion of growth in existing business and/or leasing up of vacant space would need to occur to assure that existing supply targeted for new development is reasonable and does not conflict with existing uses.

2. **If new development reaches a point where it exceeds the existing surplus, and developers take advantage of the impact fee, will impact fees and reserve funds continue to be an adequate funding source for construction of new parking stalls, particularly in light of the loss of urban renewal?**

The City has estimated that new construction costs for a surface parking stall are now \$5,500 a stall, which includes hard construction costs and engineering costs but not land costs. The current impact fee totals \$3,500. As such, current impact fees are less than actual cost to construct and much less than cost to construct if a land purchase by the City is necessary to provide parking. The current impact fee reserve fund balance is \$45,500. Additional funds would be needed to construct more parking in the future. Some options include:

- **Continue past practice of assembling funds for new parking construction with combination of impact fees and urban renewal funds.** This may not be feasible as it would require establishment of a new urban renewal district.
- **Continue past practice of assembling funds for new parking construction with combination of impact fees and other new sources of revenue.**
- **Increase impact fees to a rate more commensurate with actual construction/land costs.**
- **Discontinue impact fees and require all new parking to be provided privately.**

G. SUMMARY

This technical memorandum analyzes:

- Current revenue generation and cost to operate City owned parking resources.
- Analysis of the number of stalls required by City code versus the supply provided by private property owners and the District.
- Analysis of the demand for the City's parking lots during peak hours.

¹¹ Further analysis would need to take place to determine the ideal allocation of the existing surplus to existing development and its potential growth (e.g., change in business type, and absorption of currently vacant space) and new development.

- Implications on the supply associated with new development growth and the City's role in providing parking resources beyond current supplies.

The results highlight three main issues:

1. **Current parking supply in the Core Area exceeds the code requirement by 190 spaces. In addition, recent occupancy data suggests that overall demand for parking in the Core Area public parking supply during peak hours operates at a capacity of 64% - 71% during peak weekday hours. Some public parking lots experience more demand than others, creating the need to implement parking management strategies to encourage more parking in those lots that have less demand, thereby freeing up space for the lots that have the most demand.**
2. **Moving forward, the operating fund needs more revenue to cover the expenses of maintaining the existing parking lots. While sufficient reserve funds are available to fill the gap in FY 2011/12, the Core Area Parking Board and City Council will need to address this deficit in order to be consistent with fiscal policy.**
3. **In the longer term, the City Council will need to evaluate its role in supplying parking to support private development in the Core Area. Urban Renewal funds have previously subsidized the true cost of constructing new public parking lots in the Core Area. In November, the City Council outlined a goal to "Review Downtown Redevelopment Plans." As a part of this goal, the Council should consider how the current Core Area Parking District policies and fees need to be refined to support the new vision for redevelopment in Tualatin's downtown.**

Recommendation:

Based on this analysis, staff recommends:

- 1) ***The Core Area Parking Board and City Council develop a work program for Fiscal Year 2011/12 to develop parking management strategies to address parking demand issues in higher demand lots.***
- 2) ***The Core Area Parking Board and City Council develop a work program for Fiscal Year 2011/12 to address the gap between operating revenue and expenses in time for preparation of the FY 2012/13 budget – by December 2011.***
- 3) ***As the City Council addresses its goal to "Review Downtown Redevelopment Plans", the Council should evaluate its role in supplying parking to support private development in the Core Area. The Council should consider how the current Core Area Parking District policies and fees need to be refined to support the new vision for redevelopment in Tualatin's downtown.***

Core Area Parking District (CAPD) Board suggestions in 2010/11 to enhance revenue and better manage parking supply

Concept: Increase Ticket Fines	
Pros	Cons
1. Brings fine amounts to comparable levels of other jurisdictions	1. Will not bring much additional revenue 2. May experience less violations 3. Might increase enforcement expenditures
CAPD Board Feedback	Date Discussed by CAPD Board
Would not generate much additional revenue	March 2, 2010
Concept: Increase Taxes to CAPD Business Owners	
Pros	Cons
1. Effective in reducing the CAPD deficit.	1. Increased burden on Core Area business owners
CAPD Board Feedback	Date Discussed by CAPD Board
Concerned over the impact that a tax rate increase would have on small businesses.	March 2, 2010

Concept: Add Parking Fee for Employees	
Pros	Cons
Would generate some revenue	Potentially an increased burden to Core Area businesses
CAPD Board Feedback	Date Discussed by CAPD Board
Might present some logistical issues due to employee turnover	March 23, 2010 May 5, 2010 May 19, 2010
Concept: Expand the District	
Pros	Cons
Could generate enough additional tax revenue to significantly reduce the CAPD budget deficit	Potential of not achieving property owner buy-in
CAPD Board Feedback	Date Discussed by CAPD Board
<ol style="list-style-type: none"> 1. Concern with not achieving property owner buy-in. 2. Concern with additional maintenance costs and enforcement. 	March 23, 2010 May 5, 2010 May 19, 2010

Concept: Add Parking Meters	
Pros	Cons
Would generate some additional revenue	High capital costs; greater demand for enforcement ; not a stand-alone option
CAPD Board Feedback	Date Discussed by CAPD Board
Concern with upfront capital costs and additional maintenance. Businesses would be "hit twice."	March 23, 2010 May 19, 2010
Concept: Outsource Parking to Private Entity	
Pros	Cons
Alleviate/free up staff time; reduce costs to administer program	City's density may need to be greater to generate the demand for such services
CAPD Board Feedback	Date Discussed by CAPD Board
Concerned with capital costs and costs for paying for the employees of outside companies.	May 5, 2010

Concept: Charge for Residential Use	
Pros	Cons
Would provide additional revenue	Difficult to regulate; Residential is already parked.
CAPD Board Feedback	Date Discussed by CAPD Board
No feedback given.	May 19, 2010
Concept: Projected Increased Business Occupancy	
Pros	Cons
Revenue projected through CAPD tax collection	Already a 90% occupancy rate (May 5, 2010) Difficult to accomplish in an uncertain economy
CAPD Board Feedback	Date Discussed by CAPD Board
If occupancy is already at 90% then there is not much projected growth and limited potential for much additional revenue.	May 5, 2010 May19, 2010

Concept: Charge Event Fees	
Pros	Cons
Some additional revenue	Unreliable revenue source; event dependent
CAPD Board Feedback	Date Discussed by CAPD Board
We have typically maintained free parking downtown. One member did research to see if other jurisdictions charge for parking during special events and discovered that some do.	May 5, 2010
Concept: Reduce Maintenance/Landscaping Services	
Pros	Cons
Some cost savings	Sacrifice parking facility aesthetics and repair
CAPD Board Feedback	Date Discussed by CAPD Board
Would be more expensive to re-establish the landscaping if not maintained. Striping really needs to be done annually. Aesthetics of the District are important.	March 2, 2010

Concept: Reduce Labor Costs (Enforcement)	
Pros	Cons
Cost savings	No parking enforcement; angry business owners
CAPD Board Feedback	Date Discussed by CAPD Board
Angry business owners; downtown parking could become a free-for-all.	May 19, 2010 February 16, 2010
Concept: Increase Business License Fee City-wide	
Pros	Cons
Some additional revenue; Combined with increased parking fines it could reduce the deficit by half (\$10,000)	Not enough additional revenue to make an impact as a stand-alone. Could be viewed as an unfair impact to businesses outside the Core Area.
CAPD Board Feedback	Date Discussed by CAPD Board
Concern about impacting all businesses in the City for the Core Area lots.	March 23, 2010 May 19, 2010

Concept: Fill Part of Gap with Road Utility Fund	
Pros	Cons
Could significantly fill the gap between revenues and expenditures	Politically sensitive. Might need to raise the road utility fee throughout the city to help pay for parking lots
CAPD Board Feedback	Date Discussed by CAPD Board
It might be a politically sensitive issue but it's worth looking into.	July 28, 2010



City of Tualatin

Presenters:

Rick Williams

Alice Rouyer and Eric Underwood

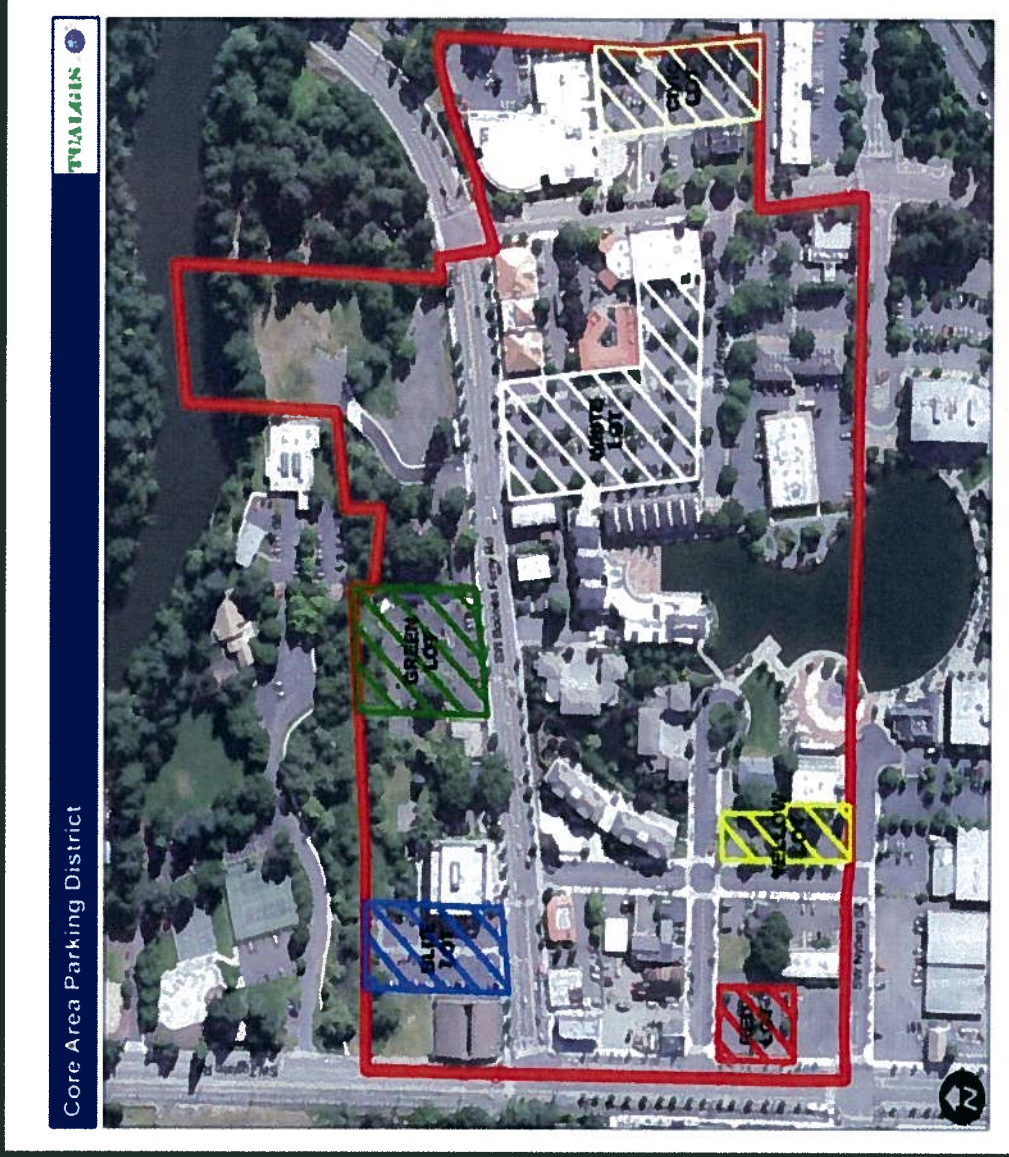
July 11, 2011

Assessment of Core Area Parking District

Core Area Parking District Assessment

- Revenue and operating cost trends
- Analysis of parking supply
- Parking demand/lot occupancy counts
- City's past and future role in constructing public parking

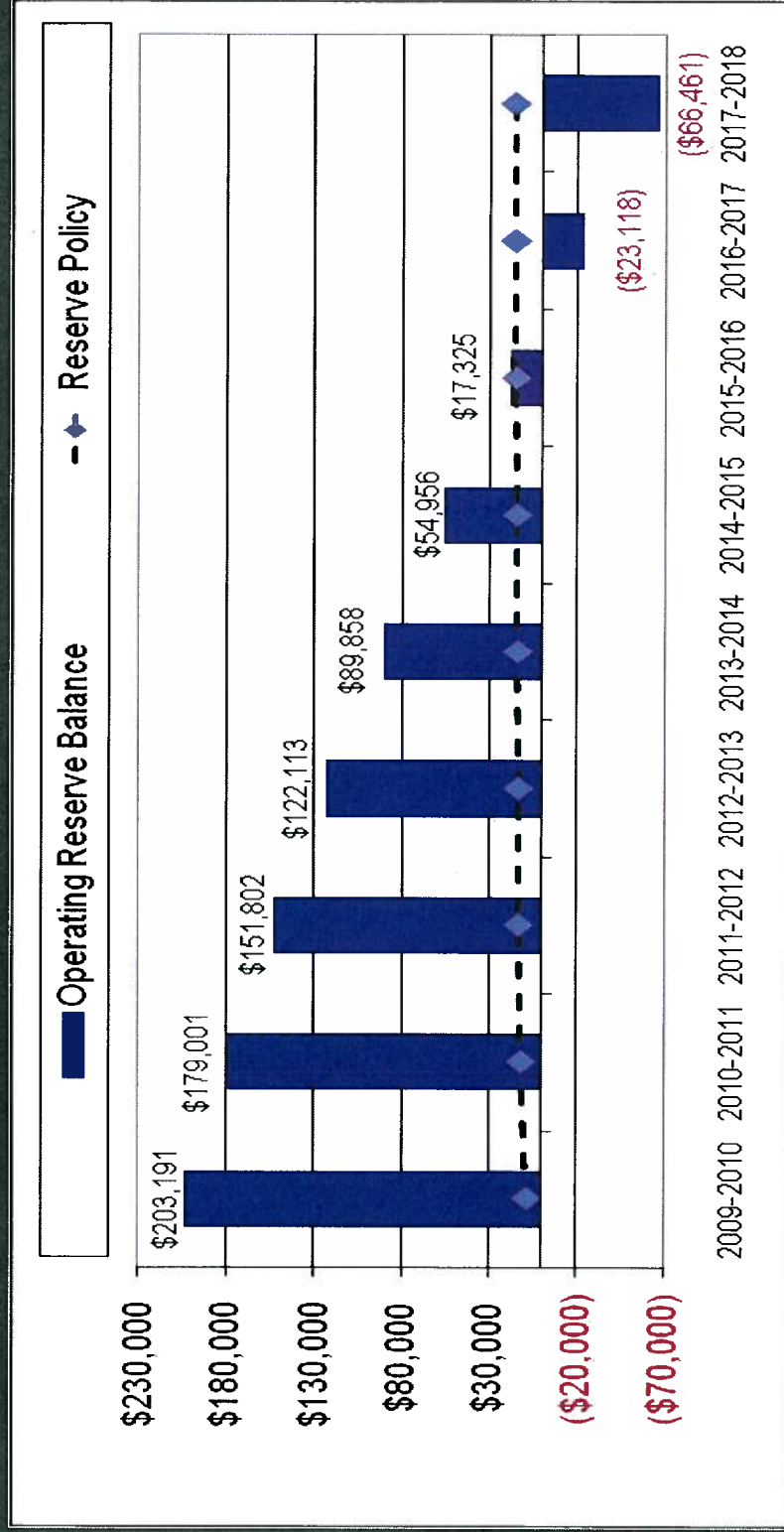
Core Area Parking District Lots



CAPD Revenue and Expenses

Year	CAPD Tax Revenue	Operating Expenses	Operating Reserve Balance
FY 2009/10	\$51,797	\$59,031	\$203,191
FY 2010/11 (Estimated)	\$56,000	\$80,190	\$179,001
FY 2011/12 (Adopted)	\$62,200	\$89,399	\$151,802

Operating Reserve Trends



Parking Supply – Non Residential Only

A	B	C	D	E
Total spaces required in CAPD--per Code	Total spaces privately provided	Total spaces provided in CAPD public lots	Total spaces in CAPD – public and private	Net difference between total spaces provided vs. required
698	494	394	888	190

Lot Occupancy Counts on Thursday, May 5, 2011

(Highest lot occupancy count is listed, measured between 10:00 a.m. and 2:00 p.m.)

Lot	Total Built Stalls	General Public Stalls - Less Disabled	Peak Public Stalls Parked	Peak Occupancy in Public Stalls	Empty Public Stalls at Peak less Disabled Stalls
Red	38	36	30	83%	6
Green	69	66	15	23%	51
Blue	67	65	45	69%	20
Yellow	54	51	50	98%	1
White	166	160	101	63%	59
TOTAL SYSTEM	394	378	241	64%	137

Lot Occupancy Counts on Thursday, June 16, 2011

(Highest lot occupancy count is listed, measured between 10:00 a.m. and 2:00 p.m.)

Lot	Total Built Stalls	General Public Stalls - Less Disabled	Peak Public Stalls Parked	Peak Occupancy in Public Stalls	Empty Public Stalls at Peak less Disabled Stalls
Red	38	36	34	94%	2
Green	69	66	21	32%	45
Blue	67	65	53	82%	12
Yellow	54	51	50	98%	1
White	166	160	110	69%	50
TOTAL SYSTEM	394	378	268	71%	110

Summary highlights

- Current Core Area parking supply exceeds code requirement by **190 spaces**.
- 5/5/11 Parking Demand Analysis: Parking lots are **64%** occupied during weekday peak hours.
- 6/16/11 Parking Demand Analysis: Parking lots are **71%** occupied during weekday peak hours.
- Red Lot = **83%** occupied on 5/5/11 and **94%** occupied on 6/16/11; Yellow Lot = **98%** occupied on both 5/5/11 and 6/16/11.
- Parking Management Strategies could be implemented to free up space in most utilized lots.

Summary highlights -- continued

- Gap between tax revenue and operating costs can be filled in FY 2011/12 with operating reserves. Council decided to keep current tax rate at their June 27 meeting.
- Operating reserves can sustain the program through FY 2015/16 – more prudent to address earlier.
- Urban Renewal has subsidized construction of new lots.
- City needs to reevaluate its role in providing new parking supply - Central Urban Renewal District ended in 2010.

Recommendation

- CAPDB and City Council develop a work program for FY 2011/12 to:
 - *Refine Parking Management Strategies*
 - *Address the gap between tax revenue and operating costs in time for preparation of FY 2012/13 budget – by December 2011*
- City Council to evaluate its role in supplying parking in the Core Area concurrent with establishing a new vision for downtown

Technical Report Recommendation

- Establish “Customer First” parking lots or spaces, directing employees to less crowded lots.
- Reduce current expenses and services.
- Implement a “premium” parking program, allowing a limited number of stalls to be leased.
- Consider carrying some operations costs in the City’s General Fund.

CAPDB Recommendation

- Install clearer and larger signage in all District lots.
- Restrict the Red and Yellow Lots to two hours Monday thru Friday.
- Enforcement officer should write no warnings, only citations.
- Enforcement needs to be customer friendly.

CAPDB Recommendation (cont.)

- In FY 2012/13 budget, consider reducing the District's transfer to the General Fund. General Fund would cover the expenses for enforcement officer.
- As soon as feasible, pave the Hanegan Lot. Offer new spaces as paid permit parking to generate additional revenue.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: William Harper, Senior Planner
Alice Rouyer, Community Development Director

DATE: 07/11/2011

SUBJECT: Amending the Sign Code to Allow Additional Types of Building Signs in Downtown/Central Design District.

ISSUE BEFORE THE COUNCIL:

A general discussion of proposed amendments to the Sign Regulations in Chapter 38 of the Tualatin Development Code (TDC) to allow additional building sign options in the Central Design District of Downtown Tualatin.

The amendment is being processed as Plan Text Amendment (PTA)-11-08 and will be considered by the Tualatin Planning Advisory Committee on July 5. A public hearing is scheduled for the July 25 Council meeting.

POLICY CONSIDERATIONS:

A proposed sign program was developed with the following considerations:

- Amend the Sign Standards for the downtown area to allow additional building sign options that can provide better identification for commercial tenants of the existing and planned for multi-story, multi-tenant and pedestrian-oriented buildings in the Downtown area.
- Agreement that additional types of signs (blade signs, shingle signs, canopy signs) currently allowed in the Mixed Use Overlay District (Bridgeport Village) are appropriate for the downtown area.
- Agreement that a canopy-mounted building identification sign and a directory-style wall sign are appropriate for multi-story buildings in the downtown area.
- Determine that new building signage have standards that limit building signs to a choice of either a wall sign, blade sign, shingle sign or directory-style wall sign.
- Agreement that the dimensional standards for the new types of signs be scaled to the type of sign and as appropriate to buildings that are in a more pedestrian area and close to the public sidewalk.

EXECUTIVE SUMMARY:

- Downtown building owners and business tenants have raised concerns about the limitations of current wall sign standards for new and existing multi-story, multi-tenant buildings that are located next to public sidewalks and streets. The Tualatin Commons area features multi-story buildings with a pedestrian scale (rather than a automobile-scale development). The buildings are oriented more to pedestrian areas and the nearby public areas than to parking lots and higher volume streets. This kind of development design is also exemplified at the Bridgeport Village commercial center.
- Current Sign Standards for the Commercial Planning Districts and the Downtown Area allow wall signs attached to a building wall (See Attachment A). Wall sign standards are based on the retail center or “strip center” form of commercial buildings that are typically:

Single-story buildings;

Multi-tenant occupied with a mix of primarily retail uses;

With the building set back from the street and fronted by a parking area.

Building signs that hang (shingle), project (blade) (See Attachment B) or extend above a roof or canopy feature are currently restricted from the downtown area. Vertically-oriented (taller) signs are also restricted. The current wall sign standards require:

Horizontal Orientation (left to right, limited vertical height) (no signs taller than eight feet without a 50% reduction in sign area);

All signs are restricted to a "sign band", a single horizontal area across building walls;

Flush mounting to the building wall or fascia (cannot extend 16 inches beyond wall surface) (no blade or shingle signs);

No portion of a wall sign may extend below or above the wall or fascia surface (no roof signs, no hanging signs, no signs extending above a canopy or awning fascia).

- In response to the concerns of Downtown building owners and tenants, the Community Development Department is preparing an amendment that would allow options for other types of building signs that are more suitable for the multi-story/multi-tenant buildings in the Downtown area. It would focus on the Tualatin Commons/Central Design District of downtown (Attachment C) where guidelines encouraging multi-level, mixed use and pedestrian-oriented development is in place. Additional types of building signs are allowed by the existing sign code for large “pedestrian-oriented/mixed-use” commercial center development in the Mixed Use Commercial Overlay District (Bridgeport Village). The additional sign types allowed there and proposed in the Downtown Sign Program include (See Attachment B):

Blade Signs (in place of one tenant wall sign)

Shingle Signs (in place of one tenant wall sign)

Canopy or Marquee Signs (See below)

- Multi-story building owners also expressed a need to have a building identification sign located at a building entrance without taking away from the individual tenant wall signs typically found on the ground floor tenant walls. A building identification sign near an building entrance is similar to to a canopy sign currently allowed in Bridgeport Village and a building identification wall sign allowed on multi-story buildings in the Commercial Office Planning District.

Because the current wall sign program favors ground floor retail tenants, a need for a vertically oriented directory-style wall sign able to display upper floor tenants of a multi-story building was identified. The proposed Downtown Sign Program also includes two building sign options not currently available in the Commercial Planning Districts (See Attachment B):

Canopy-mounted Building Identification Signs (one per primary entrance on a multi-story building with a maximum of two, in addition to tenant wall signs)

Directory-style Wall Signs (Taller sign height with room for multiple tenant sign panels)

- The proposed additional sign types are intended to create better sign design in respect to the design of buildings in the downtown area, while providing better exposure for business tenants without an increase in signage on buildings. As proposed, the number of signs allowed is not being expanded (except for one building identification sign per multi-story building) and in keeping with the desired pedestrian scale of downtown development, the size standards for sign area for the projecting, hanging and taller directory style signs will be less than the maximum allowed for a "wall" sign.
- In May, staff met with the CEO of the Tualatin Chamber of Commerce, Linda Moholt. In the meeting, CEO Moholt expressed support for the additional sign options and raised the business community's interest in allowing more on-street signage such as A-frame signs and banners. Throughout the last three weeks of June, Community Development Department staff is approaching individual building owners and business tenants in the Downtown Area with information about the Downtown Sign Program and soliciting their comments and concerns. Results and comments will be brought forward as they are collected.
- The proposed Downtown Sign Program will be brought forward as a Plan Text Amendment (PTA-11-08) for consideration by the Tualatin Planning Advisory Committee at the July 5 meeting. With a TPAC recommendation and favorable Council review at the July 11 Work Session, the amendment is scheduled before the Council in a public hearing on July 25.

DISCUSSION:

A Powerpoint presentation summarizing and illustrating the Downtown Sign Program will be shown at the Work Session with this Agenda Item.

RECOMMENDATION:

Staff recommends the City Council consider the information presented and provide direction to staff.

Specifically, staff seeks the Council's comments and suggestions on the proposal to allow additional types of building signage in the Downtown Area.

Attachments: A - Current Wall Sign Standards
 B - Building Sign Options Proposed
 C - Central Design District Aerial Photo
 D - PowerPoint - Downtown Building Signs



City of Tualatin

Wall Signs – Current Standards

- Maximum 2 ft. Letter Height,
- Maximum 4 ft. Sign Face Height
- 24- 40 square foot Sign Face Area (each Tenant)
- Mounted flush to building wall or fascia,
- Cannot extend below or above wall or fascia surface.



June 2011



City of Tualatin

Downtown Building Sign Options (+ Proposed)



- Wall Signs (Existing Standards)

- Directory-Style Wall Signs

- Blade Signs

- Shingle Signs

- Canopy-Mounted Building Identification Sign



— Central Design District Boundary

Central Design District

 Central Design District Boundary

City Council Work Session

Downtown Building Signs

July 11, 2011





City of Tualatin

Building Signs in Downtown

- Current Sign Standards for the downtown allow **wall signs** attached to a building.
- Wall sign standards are based on the “strip center” form of retail buildings.





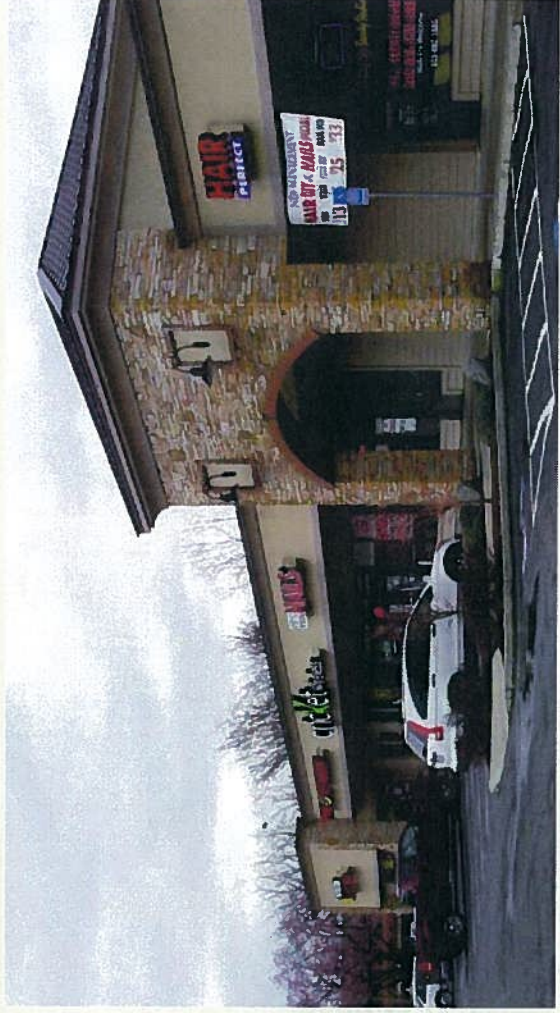
City of Tualatin

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June 2011



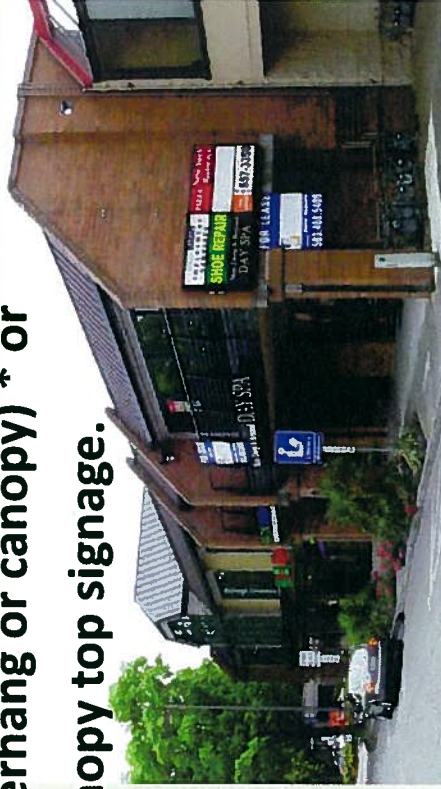
City of Tualatin



City of Tualatin

Wall Signs – Current Standards

- Wall Signs are not allowed on windows, balcony rails, between columns or projected wing walls.
- Standards do not allow -
 - blade signs (perpendicular to wall face) *
 - shingle signs (mounted beneath an overhang or canopy) * or
 - canopy top signage.



* Except - a small blade or shingle is allowed in the Central Design District in place of a wall sign

June 2011

City of Tualatin

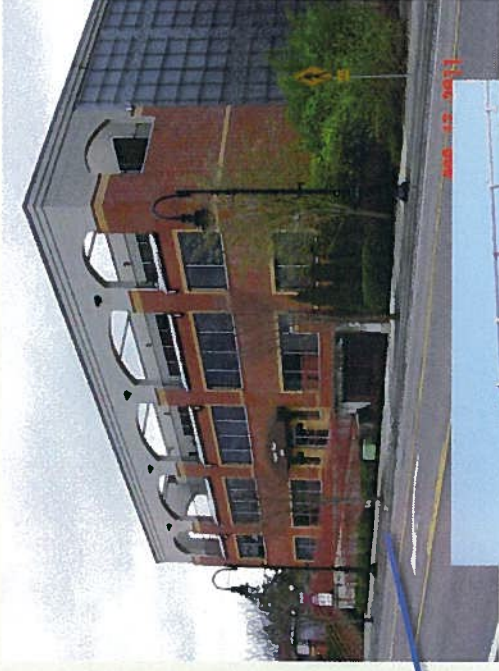


City of Tualatin

New Downtown Sign Options Proposed

Downtown property owners and business tenants raised concerns about **limited visibility of wall signs on multi-story, multi-tenant buildings** located next to public sidewalks and streets.

- **Aspen Place**
- **Robinson Crossing II**
(under construction at SW Seneca Street and SW Boones Ferry Road)





City of Tualatin

New Downtown Sign Options

Options

- Applies to the existing **Central Design District** portion of the **Downtown**, located around the **Lake of the Commons**.
- Adds four types of building signs in addition to wall signs:
 - **Blade**
 - **Shingle**
 - **Canopy-Mounted Building Identification**
 - **Directory-Style Wall Signs**

Central Design District



Central Design District Boundary

Downtown Building Sign Options



Wall

Blade

Directory-Style

Shingle

Blade

Canopy-Mount

- Wall Signs (Existing Standards)

- Directory-Style Wall Signs

- Blade Signs

- Shingle Signs

- Canopy-Mounted Building Identification Sign



City of Tualatin

Public Outreach

- May--Introduced Downtown Sign project to Tualatin Chamber of Commerce.
- June--Scheduled presentation before the Economic Development Task Force (rescheduled to July 26).
- June--Mailed Downtown Sign Information to multi-story/multi-tenant building Property Owners in the Downtown (Central Design District) and solicited interest and comments.
- June/July--Delivered Downtown Sign project handout directly to 8 owners (or a representative) of 13 multi-story downtown buildings.
- July—Mailed Notice of July 25 Public Hearing to all property owners in Central Design District (36 owners)



City of Tualatin

Next Steps for Downtown Signs

- July 5-- Plan Text Amendment PTA-11-08 reviewed by the Tualatin Planning Advisory Committee. Recommendation to approve.
- July 25-- PTA-11-08 Council Public Hearing Scheduled.
- July 26-- Presentation to Chamber of Commerce Economic Development Committee.



Questions from the Council?

City Council Work Session

Item #:

Date: 07/11/2011

Information

Attachments

A - PowerPoint Presentation - Police Contract with City of Durham



City of Tualatin
&
City of Durham
Services Contract

City of Tualatin
Council Work Session

July 11, 2011



1989 - 2009

1989

13 Hours per month

\$41.00 per hour

\$533 per month

\$6,396 annual

2003-2009

27-49 Hours per
month

\$30,770

to

\$42,000

Annual



2009 - 2011

2010-11

\$87,563 annual

Mid-Range Full-Time Officer

2011-12

\$91,280 annual

Mid-Range Full-Time Officer



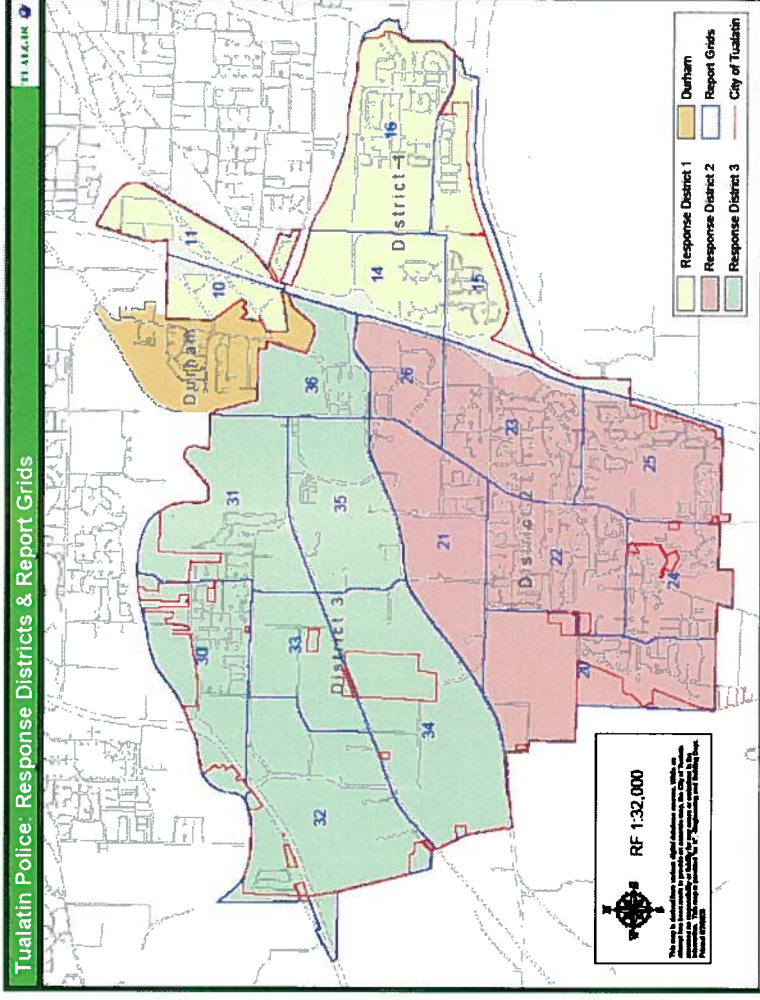
What Do We Provide Durham?

- **Patrol Coverage (24 hours a day/7 Days a Week)**
- **Training Time (Basic, In-Service, Maintenance, Mandatory)**
- **Supervision**
- **Report Writing Time**
- **Court Appearances**
- **Vehicles, Equipment, Uniforms, Misc. Supplies**
- **COLA, Health Insurance, PERS Retirement**
- **Follow-up Investigations**
- **School Resource Officers**
- **Special Events (National Night Out)**
- **Administration (Reports, Records, Alarms, Court)**



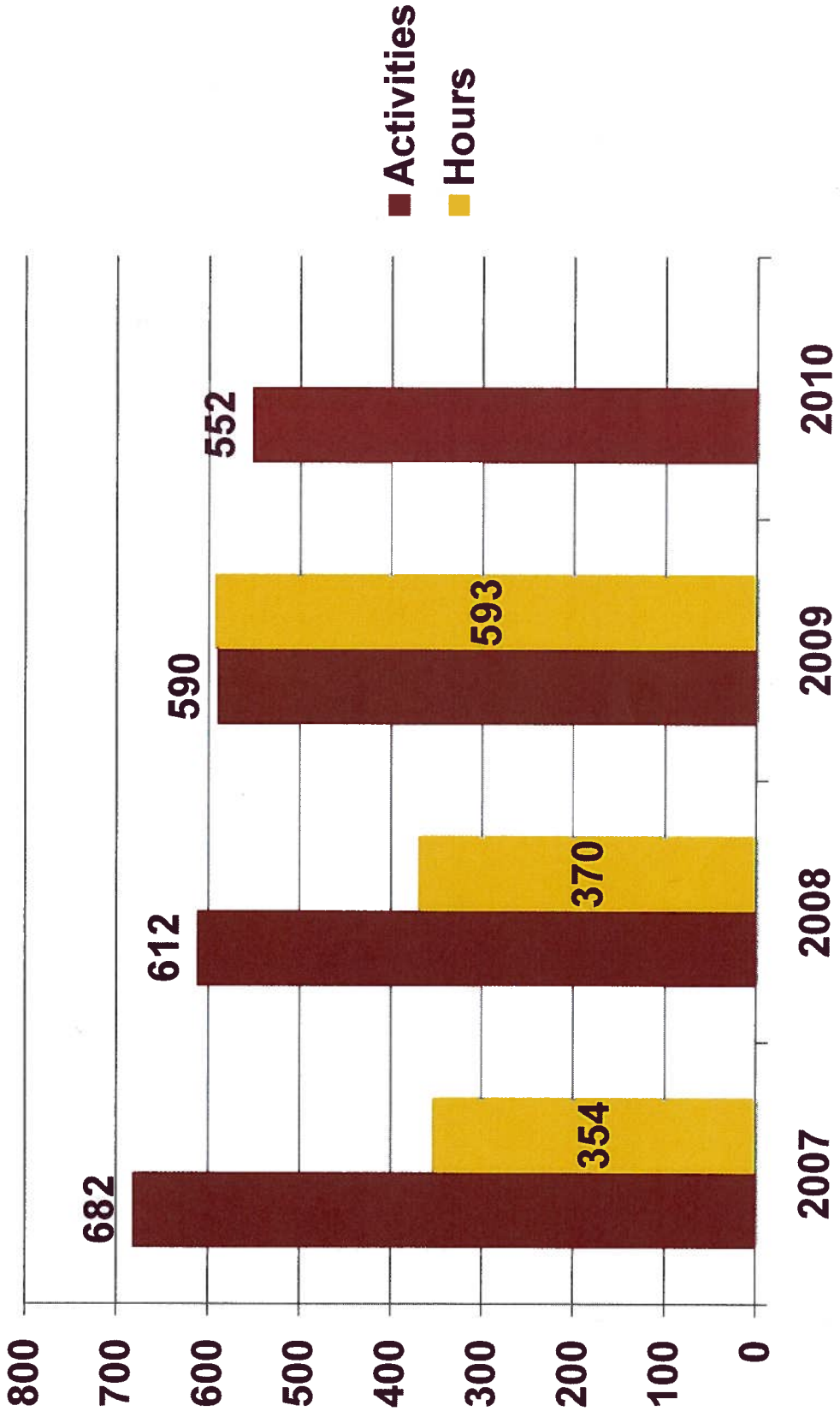
Other Considerations

- **Part of District 1 – Includes Sergeant for Contact Person**
- **Nightlife In Durham different than Tualatin's Nightlife**
- **Police would need same amount of officers per shift**
- **Minimum Staffing Levels remain the same**
- **Drive through Durham to Northern Tualatin**
- **Percentage of Self-initiated activities about the same for both cities**
- **Activities Decreasing**





Police Activities in Durham





Durham Situation

- 2011-12 is covered
- Durham is having to use Reserves now
- Durham will need to plan ahead for tax-levy or other ways to generate the new revenue to pay
- City Manager and I will need to begin discussions for Durham's future police services
- Possible Retirement of Current City Manager
- Evaluate Options provided to them by our City



Option #1

Stop Providing Police Services to Durham:

- Implement their own Police Department or contract out w/

Washington County Sheriff's Office

Tigard Police Department

Lake Oswego Police Department

- Tualatin Police Department would be dispatched to Priority One Calls for Service (per Closest Available Unit).
- Priority One Calls require two or more officers to respond
- Contain Scene until Police Contract Agency arrives
- Provide Backup assistance
- Tualatin Police Staffing Would not change.



Option #2

	Entry Level	Mid-Range Officer	Advanced Officer
Salary	\$ 51,548	\$ 57,466	\$ 73,912
Health Insurance	\$ 13,115	\$ 13,115	\$ 13,115
Retirement	\$ 10,980	\$ 12,240	\$ 16,948
Other Benefits	\$ 6,851	\$ 7,564	\$ 10,520
Total	\$ 82,494	\$ 90,386	\$ 114,495



Option #3

Tualatin - Durham Police Services Formula (Based on Newberg-Dundee Model)

FY 2011-12 Proposed Budget		Minus				
	Budget	Dispatch	Total			
2010-11 Tualatin Police Budget	\$5,971,727	\$19,000	\$5,952,727			
All Calls for Service	2007	2008	2009	2010	Average	% of all calls
Tualatin Police	28372	26618	23732	24190	25728	97.69%
Durham Police	682	612	590	552	609	2.31%
TOTAL CALLS	29054	27230	24322	24742	26337	100.00%
	Average	% of Calls				
Tualatin Police	25728	97.69%				
Durham Police	609	2.31%				
Total	26337	100%				
Calls for Service Formula						
	% of total	Cost				
Tualatin % of Police Budget (- WCCCA Fees)	97.69%	\$5,815,080				
Durham % of Police Budget	2.31%	\$138,086				
2010-11 Durham Police Contract		\$87,563				
2011-12 Durham Police Contract		\$91,280				



What's Reasonable?

Current 2011-12 Budget	\$ 91,2800
Top-Step Officer	\$ 114,495
Newberg-Dundee Model	\$ 138,086

Other Options to Consider
Property Tax Rate (e.g. TVF&R)
Hourly Rate (administrative time)



Next Steps

What does the Council want to do next?

Options:

- **Withdraw from Police Services Contract**
- **Continue current course for payment of one, full-time, Officer.**
- **Use Newberg-Dundee Model**
- **Enter into Negotiations for different cost model for 2012-13. If so, what model do you want us to use?**

City Council Work Session

Date: 07/11/2011

Information

Attachments

A - Council Committee Assignments List

COMMITTEE ASSIGNMENTS – TUALATIN CITY COUNCIL

COMMITTEE	REPRESENTATIVE / ALTERNATE	STAFF	MEETING TIME	ISSUES
Architectural Review Board (ARB)	Vacant / Truax		Wednesdays @ 7:00p on call	Building design
Arts Advisory Committee	Bubenik	Paul	3 rd Tuesday every month	Public Art
Community Involvement Committee (CIC)	Vacant/Davis/Brooksby	Maureen	As needed	Appoint committee members
Core Area Parking District Board [CAPD]	Beikman / Davis		Wednesday following 3 rd Monday @ 12p	Downtown parking
Science and Technology Scholarship Committee	Beikman / Truax	Abigail	Meets on call <i>[twice in spring]</i>	Screens scholarships
Tualatin Tomorrow Committee	Bubenik / Beikman	Sara	4 th Tuesday @ 6:30p	Community visioning project

REGIONAL COMMITTEES

COMMITTEE	REPRESENTATIVE / ALTERNATE	STAFF	MEETING TIME	ISSUES
Chamber of Commerce	Ogden	Sherilyn	Meets Monthly	Business / City Relations
Clackamas County Coordinating Committee (C4)	Vacant / Ogden	Sherilyn	1 st Thursday @ 6:45pm	Clackamas Co issues - transportation / infrastructure
Regional Economic Gardening Partners		Eric	2 nd Tues	Economic Development/Business Recruitment
Westside Economic Alliance	Ogden			Land use, Westside development, HBA
Chamber Economic Development		Eric	Monthly	Business development
Chamber Government Affairs		Sara	Monthly	City / Business relations
Metro Policy Advisory Committee (MPAC)	Vacant	Alice	2 nd & 4 th Wednesdays, 7-9pm	Regional land use
Metro Technical Advisory Committee (MTAC)		Aquilla	1 st & 3 rd , 10 am – 12 noon	Technical committee: regional land use
Pre MPAC (after Washington County Coordinating Committee)	Ogden/Vacant	Alice/Aquilla		Washington County/ Metro issues
Washington County Planning Directors		Aquilla	1x month	Regional / County planning issues
Pre MPAC/JPACT – Clackamas County		Mike	1x month, 7:30 am	Clackamas County / Metro issues
Washington County Coordinating Committee (WCCC)	Beikman	Mike	1x month, 2 nd Monday	Washington County transportation issues
WCCC Technical Advisory Committee		Mike	1x month, 4 th Thursday	Technical Committee: Washington Co transportation
Technical Planning Advisory Committee (Metro)		Mike	4 th Friday @ 9:30 am	Technical committee: regional transportation issues
JPACT (Metro)		Mike	1x month, 7:30 am	Regional transportation issues
Mayor's Transportation Meeting		Sherilyn/Mike	Last Friday @ noon	Transportation issues