**CORE ARE PARKING DISTRICT MINUTES November 14, 2017**

**MEMBERS PRESENT: STAFF PRESENT:**

Gary Haberman Clay Reynolds

William Jordan Don Hudson

Robert Kellogg Jennifer Bach

Heidi Kindle

Aaron Welk

**MEMBERS ABSENT:**

Diana Emami

Ryan Miller

**GUESTS:**  None

##### CALL TO ORDER:

Chair Jordan called the meeting to order at 12:04 pm.

##### ROLL CALL:

Roll call was taken.

##### APPROVAL OF MINUTES:

 MOTION by Jordan, SECOND by Kindle, to approve the minutes of the July 19, 2017, meeting. MOTION CARRIED unanimously.

##### ANNOUNCEMENTS:

None

##### REGULAR BUSINESS:

***5.1 CIP Planning Process – Funding Discussion***

Mr. Reynolds discussed the need for a recommendation of the budget funding plan to present to Council. The discussion included inflation, the ADA information, money, timing and the need for a plan to meet ADA compliance.

Mr. Reynolds using a power point presentation continued discussing options showing a what-if scenario if a proposed 5% annual tax increase per year was put into place and the impact to businesses within the Core Area. Mr. Reynolds displayed the graph and showed that if the tax rate is brought up 5% annually, the fund balance continues to grow with the expenditures tapering off. It was stated that in the long term, we want to build reserves so if something comes up, sufficient funding is available. We will always have to keep an eye on inflation and budget accordingly. For example, it’s been 10 years since there was an increase in tax revenue. Mr. Welk asked whether or not there were many unforeseen projects or expenditures within the last 10-20 years. It was noted that during that time frame, the LED lighting was an unexpected expenditure that required accessing the reserves but otherwise remained fairly flat except for slurry sealing and overlay projects. Inflation has increased in the last 2 years utilizing some of the reserves as well. Mr. Jordan asked if we should wait for further discussion now or wait until item 5.3 on the agenda? It was agreed to move the 5.3 discussions forward now.

* 1. ***Parking Lot Usage Survey Results***

Clay Reynolds summarized the lot usage survey by stating that the survey period was extended this time around - they increased the number of times they surveyed the lots based on the timing of when they were the busiest. The Blue lot was almost exactly the same as previously in May, with the White Lot percentage showing a slight decrease, although both lots are busy. The rest of the lots are pretty similar to May. Mr. Reynolds stated that he had no recommendations in regards to making changes at this point.

There was a question regarding the liability of trucks parking in the graveled Red Lot (Hanegan Lot)? It was noted that this area is not actually a parking lot. Mr. Reynolds stated that he will follow up and check on this issue. He continued by saying that there are no driveway aprons, so there is no encouragement to park there.

* 1. ***ADA – Next Steps***

The discussion continued with the next steps in regards to ADA compliance and it was noted that would be dependent on the budget decisions. The White lot will be completed this budget year recommending scheduling the blue lot and the other ADA projects lots based on when funding is available. The danger of waiting is if there are complaints we may be required to move forward. There was a question of whether or not there would be any grant or bond funding available and what has been done in the past. There aren’t any known funding grants available at this time.

There was further discussion based on a one-time, 10% assessment. It was also mentioned if the Board members wanted to see other projections, we could bring that back at a later date. Also discussed in the event that the farther projects are moved out and/or delayed, the more they tend to cost to complete.

Councilor Kellogg asked about how the City calculated a yearly inflation rate?

A brief discussion was held on the process for the tracking of inflation which is built into a number of other fee schedules within the City by the Finance Director. This is a new methodology for the City (Municipal Cost Index). This process is a tool which is being used as a guiding point.

Mr. Welk MOTIONED to access the 10% one-time increase in the current tax rate to support for the ADA projects, which was SECONDED by Ms. Kindle. Mr. Reynolds stated that he would create a draft to send to the Board members for another set of eyes to review before sending it to the businesses.

* 1. ***Set Next Year’s Meeting Dates which include:***

 January 17, April 18, July 18, and October 17.

##### OTHER:

How are we doing on members? Mr. Reynolds stated the Core Area Membership was up slightly. As far as Board Members there are three positions that are about to expire and noted that a notification was being sent to those members for renewal.

##### ADJOURNMENT

MOTION by Welk and was SECONDED by Jordan to adjourn the meeting at 12:44 pm. MOTION PASSED 7-0.

Jennifer Bach, Meeting Recorder