



City of Tualatin

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CORE ARE PARKING DISTRICT

MINUTES January 16, 2019

MEMBERS PRESENT:

Diana Emami
Gary Haberman
William Jordan
Robert Kellogg
Heidi Kindle
Aaron Welk

STAFF PRESENT:

Clay Reynolds
Kathy Kaatz

MEMBERS ABSENT:

GUESTS: None

1. **CALL TO ORDER:**

Chair Jordan called the meeting to order at 12:09 pm.

2. **ROLL CALL:**

Roll call was taken noting that all members were present.

3. **APPROVAL OF MINUTES:**

MOTION was made by Aaron Welk to approve the minutes of the October 15, 2018 minutes and was SECONDED by Heidi Kindle. MOTION CARRIED unanimously.

4. **ANNOUNCEMENTS:**

There were no announcements noted.

5. **REGULAR BUSINESS:**

5.1 **Budget review for discussion and approval Fiscal Year 19/20**

Clay displayed and a presented a brief overview of the current 2018/19 budget as well as a review of the proposed budget for 2019/20. Current budget year estimated

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expenditures have been conservative. Proposed budget for 2019/20 shows minimal changes:

- Percentage increase water
- Signage to go down, since a lot of signage was accomplished this year
- Light maintenance includes ground/landscape, with a slight increase
- Striping costs are lower with 3 of the 4 lots to do
- Sweeping – consistent increase – lots are swept twice per month (every two weeks)
- Repair/maintenance of grates remain the same
- No capital projected for this upcoming year

Discussed the use of the asset management program which will assist in projecting how we are doing. Three percent transfers to General fund which covers labor costs. Blue lot is next in the plan for ADA improvements, with the design funds moved forward a year and design money into 2024 - gives more time to build funds – display in a graph. Interest was projected at \$1,500 but have already collected \$2,000 to date, so will end up slightly higher. Expense line on graph with fund balance graph displays expenditures as they are budgeted. Same as presented in October with CIP with just a couple of tweaks. Move blue lot forward a year with design a year prior. Design number is an estimate from prior. Slurry seal every 7 years. Red lot in 2024.

Mr. Welk inquired on any other future city lots, depending on City growth. Not in the downtown area – urban development concept plan was in that area where Hanegans and red lot do build up parking – currently no funding mechanism. Motion to approve without any significant changes by Diana Emami second by Heidi Kindle. Robert Kellogg abstained since he is on budget committee. Clay noted that any minor changes between now and budget meetings will be provided to the Board Members.

5.1 Discuss Core Area Tax Rate - Recommendation to Council

A discussion was held on whether or not to recommend to Council to utilize the government CPI (cost index) to make future adjustments to the budget? It was noted that the current CPI is at somewhere less than 3% which comes out the beginning of the year. Last year the budget was increased by 10% to catch up since it had been several years since the last increase. Utilizing the CPI helps the increases remain level with inflation and is less confusing to raise rates sporadically. It would depend upon the Board's strategy in determining how to proceed. Tax revenue was budgeted at \$50k but have currently collected about \$62k. A motion was made by Aaron Welk to wait until next year to determine the strategy with no increase this year and which was seconded by Gary Haberman, with Councilor Kellogg abstaining.

There was a brief discussion on the funding of the public lots and who should be paying for the usage. Lot usage is accelerated with the flooding of Hedges Creek, Pokémon usage and a lot of non-business related usage. It was noted that it is difficult to determine the types of usage within the lots.

5.2 Updates Blue Lot, Hedges Creek, Seneca Street

Board discussed the speeding on Seneca Street and stated that it appears there is not a lot that can be done. It appears that placement of additional signage on that street would not be very effective but could potentially stencil on the street to slow down. Aaron Welk questioned whether or not there have been any accidents on this street related to speeding? It was noted that there have been some incidents or near misses. It was also noted that with traffic issues on Martinazzi Avenue, traffic is using Seneca Street as a pass through to get to Boones Ferry. It was noted that when the striping is done they will include stenciling on the roadway, at an estimated costs of \$300 and see if this changes behavior of drivers.

There was also a discussion on the issue of the signal synchronization which seems to be off. It was noted that the County has a program and monitors the timing on the signals closely to ensure moving the traffic efficiently in all directions. It was questioned about the potential for painting ducks or children on the roadway in an effort to increase awareness. Clay will check on this as well. Traffic engineer is looking at all issues and working on what can be helpful.

Clay questioned whether it appears that the change in signage in the Blue Lot has helped? It was noted that there was a complaint yesterday in regards to no available parking in the Blue Lot, due to a meeting held at the ONA building. Clay stated that the next step in resolution is to set a meeting with Western Psychological, Nurses Association and the property management group to come up with a resolution to these issues. ONA has been cooperative but issues continue to arise. It was questioned whether or not these complaints should be directed at the property owner or property management instead of the City? Other options would be to make more changes, by possibly mandating that employees cannot park in those lots. Is ONA violating some contractual concern when having meetings and increasing parking (Welk)? A discussion was held on the tax rate being applied and it was noted that the rate is based upon square footage as well as type of use in each building. Clay to check in what the parking criteria is and what is allowed or not allowed and bring back to next meeting. Clay stated that there is not really a simple solution. Discussed the possibility to make additional changes to further limit parking time. It was noted that Clay will begin with a meeting with ONA, Western Psychological and the property manager before involving others.

6. **OTHER BUSINESS:**

Hedges Creek from ODF – cleaned some areas out and water is flowing a lot better. The 60” culvert that was replaced near the A-frame property with two, thirty inch culverts will begin replacement with another 60” culvert. According to Aaron Welk, Jeff Fuchs stated that project is set to begin later this month. It was also noted that there were some trees that were down from a recent storm and those have been cleaned up as well by the City. It was noted that there will be issues with localized flooding, but these repairs will help out.

Diana Emami asked about an update on the satellite dish near the business on Seneca Street? Bill Jordan stated that this was on Rick Methious (sp) property that was renting to radio station that had the dish located on the sidewalk. Clay stated that he hadn't checked into that yet but will follow up and bring back to the next meeting. It was also noted that the City's Code Enforcement officer has been working hard on some of the issues discussed in the past with parking on the lots after business hours.

Aaron Welk questioned whether the City would be leasing the Hanigan lot for the shaved ice business again this year? Robert Kellogg stated that they will not be leasing that lot and that the food cart ban will be in effect.

7. **ADJOURNMENT**

MOTION made by Aaron Welk and SECONDED by Robert Kellogg to adjourn the meeting at 1:02 pm MOTION PASSED unanimously.

_____ Kathy Kaatz, Meeting Recorder