

MINUTES
Downtown Advisory Board
 Thursday, February 11, 2010 – 2:00 P.M.
 350 Commercial St NE

Members Present	Members Absent	Staff Present	Guests
Dana Vugteveen - C Suzi Bicknell Jeff Corner Bill Davis Sylvia Dorney Jim Lewis Brian Moore Anna Peterson	Jim Bauer - E Debra Edwards - E Darr Goss - U Allan Pollock - E	Sara Bratcher - UD Renee Frazier - UD Steve Hamilton - PW Todd Klocke - UD Courtney Knox – UD Anita Sandoval – UD Sheri Wahrgren – UD	Paul Gehlar

1. CALL TO ORDER

Chair Vugteveen called the meeting to order at 2:05 PM, noting a quorum of appointed members was present.

2. APPROVAL OF AGENDA

A. February 11, 2010

Mr Davis **made a motion** to approve the agenda of February 11, 2010, as presented. The motion was **seconded** and **passed** unanimously.

3. APPROVAL OF MINUTES

A. January 14, 2010

Ms Dorney made a motion to approve the minutes from January 14, 2010, as presented. The motion was seconded and passed unanimously.

4. REPORT ON COMMITTEES

A. None.

5. PUBLIC COMMENT:

There were no comments.

6. ACTION ITEMS:

A. Board Elections

Mr Davis made a motion to nominated Dana Vugteveen for chair and Jim Bauer for vice chair. There were no objections or further nominations. The motion was seconded and approved, with the stipulation that Mr Bauer accept the nomination.

B. Opportunity Fund Allocation for Downtown - Strategic Action Plan & Water Infrastructure Design

Ms Wahrgren reviewed the memo in the packet and proposed the Board recommend to the Agency Board approval of spending \$275,000 from the unallocated Opportunity Funds for the cost of the Downtown Strategic Action Plan (\$75,000) and the Water Infrastructure and Electrical Conduit project design costs (\$200,000). There are no other requests for Opportunity Funds at this time. Any

unused balance will be carried over to the next fiscal year. Discussions will continue with regard to the Riverfront budget as it relates to the water infrastructure project and how to fund it.

Ms Wahrgren explained that last August, Go Downtown requested, and the Board approved, \$25,000 to look at the conduit infrastructure in downtown in conjunction with the Bond paving projects. WH Pacific was hired for that study. Simultaneously, staff worked with Public Works to determine if the water/sewer infrastructure capacity in downtown was sufficient for current and future redevelopment. Both of these discussions were to coordinate and consider any project that could have future impact on the street and to determine if these projects needed to be undertaken in conjunction with the downtown street paving projects.

Todd Klocke, Project Coordinator, has been managing that contract and reported W.H. Pacific found there is no existing electrical conduit in downtown. \$200,000 will fund the installation of conduit at five intersections on Commercial Street and one on Church Street in 2010. The work will be done in conjunction with curb extensions, crossing the intersections so the streets and curbs won't need to be re-cut. W.H. Pacific also surveyed the existing lighting downtown and did an analysis against light standards. In order to meet the national standard, the downtown will need a minimum of four pedestrian lights on each block face, four street lights at each intersection, and three staggered mid-block street lights. Some streets are currently well lit and others are not. The full report is expected soon and will consist of a three-year phasing of the project that will include all of downtown, with High Street construction in 2011. The report will be provided to the DAB at a future meeting.

The consultant's study is not yet completed; however, as a place holder for possible electrical conduit improvement costs, staff included \$200,000 in the Downtown Water Infrastructure budget proposal of \$2.1M. Of this total, Riverfront's contribution will be \$1.7M.

Q. Does the \$200,000 funding request for Opportunity Funds included the proposed electrical conduit infrastructure improvements identified to date by WH Pacific?

A. Ms. Wahrgren indicated the \$200,000 Opportunity Fund Request was for design work only for the combined Downtown Water/Electrical Conduit projects.

Q. Who will be the consultant for the Strategic Action Plan?

A. The City will use one of their Contractors of Record. Once it is approved, the subcommittee will be meeting to look at next steps.

Q. We are not talking about irrigation for the trees are we?

A. No, the water line on High street has nothing to do with irrigation. The conduit is strictly for electrical.

Q. The \$200,000 is for installation of conduit?

A. Yes, but the request is not for the conduit installation, it is for the Water Infrastructure and Electrical Conduit project design costs plus the \$75,000 for the Strategic Action Plan, a total of \$275,000.

Mr Moore made a motion to support staff recommendation. The motion was seconded and approved unanimously.

7. INFORMATION ITEMS:

A. Financial Needs of Parking Structures – Steve Hamilton

Mr Hamilton reviewed the 5-year Capital Project list. He reported elevator jacks have been replaced at Chemeketa and Liberty Parkades this year. Two elevator jacks will be replaced at Marion Parkade beginning March 1, with anticipated completion in eight weeks.

Renovation consultants have identified 40 areas in need of repair on Chemeketa's top deck. Intrusive investigation will need to be done in those areas to determine the type of correction. They are considering striping and filling pot holes and covering the surface with a topcoat, and repairing expansion joints with a more long-term method used on boat ramps. The project is almost ready to go out for bid.

Ms Frazier commented the outcome of the Marion Parkade Condition Assessment would likely impact the project recommendations for FY 2010-11 and so has left the remaining \$237,350 of capital funds unallocated.

Mr Hamilton explained general maintenance of the parkades include cleaning the stairwells and elevators, emptying garbage, and removal of graffiti. Swing shift and weekend security staff share in those duties. Facilities supplies each parking structure with maintenance kits so security can handle some of those issues which reduces the amount of Facilities overtime. The City uses community service workers for additional maintenance needs, and utilizes a Contractor of Record to sweep all the parkades on a six month schedule.

Q. Are cameras used in the parkades?

A. Yes, Marion and Chemeketa Parkades have working cameras; Liberty's do not work. There is a line item in the staff recommended budget to replace them. Cameras record, and provide live feeds in the office. If a police report is filed, the tapes can be reviewed for supporting evidence.

Ms Wahrgren commented there is a gap of service between midnight and 6:30 am; and staff is looking at the possibility of removing parkade doors for better security and fire safety.

The Board remarked Facilities' efforts seems largely invisible and thanked Mr Hamilton for their work and the informative presentation.

The Board requested staff return with information as to the annual cost per parking stall for maintenance.

B. Overview of Security Services – Sara Bratcher

Ms Bratcher reviewed the memo distributed in the Board packet.

Q. How many incidences were reported by security, and do these statistics support the degree of budgeted expenditures?

A. Security doesn't create reports on routine security incidents. If the Police are involved, or an incident is escalated, then a report is generated that goes to Police. In the downtown area there were 48 incidents reported in last 14 months.

Security staff are certified at Department of Public Safety Standards and Training. Parking Enforcement staff effort is limited to parking. A new security tracking system is now in place that can

tell how much time staff spend within the Parking District to allow for appropriate allocation of staff cost to the General Fund or Parking District.

C. Parking Fund Budget – Renee Frazier

Ms Frazier reviewed the budget documents distributed in the Board packet, focusing on what's different from last year. Over all, the staff recommendation for FY 10-11 is based on the same level of service as the current year, with a couple of exceptions. The revenue estimate is based on a 5% increase in parking tax, adjusted for current vacancies.

Q. How is the 5% increase justified?

A. For many years, there was no increase at all. Costs went up every year, but revenue was flat. At this point, we are still playing catch up. In general, for every 5% increase in the tax rate and the minimum tax, there is a \$15,000 increase in revenue. This is not tied to cost of living, and is not a set amount. The Board can recommend a different percentage if they choose. Fifty-three percent of downtown businesses currently pay the minimum tax of \$131.74. New annual minimum tax rates with the proposed 5% increase calculate to \$187.80. A permit at Liberty, which is predominantly used for employee parking and not customer parking, equates to \$864 for 12 months.

Other items of note: 1) the Leasehold Fund contribution is flat, due to ongoing vacancies - one in Liberty, and one in Chemeketa; 2) a new line item was added to replace eight cameras in Liberty for \$30,000; and 3) staff is recommending adding \$10,000 for a streetscape maintenance contract for alley cleaning and bench repair.

Q. How many garbage cans are considered in the line item for Refuse Container Maintenance/Misc Repairs for \$1,860? I think this was a question of fixing the locks?

A. Staff will find out.

D. Parking Fund Budget Discussion

Q. Why is there an apparent 31% increase in ICAP?

A. After reviewing the methodology for this year's ICAP charge, Ms Frazier reviewed the cost increase with the Finance Department and it was discovered that charges in the ICAP for Facilities' services were too high. An adjustment was made, resulting in the ICAP charge being reduced to \$125,000.

Q. Can you please explain a bit more about the Parking Permit Administrative cost?

A. That line item includes costs for 3.1 FTE in the new Administrative and Financial Services Division, providing permit processing services. Costs for the FTE were broken down based on percentage of total transactions processed: citations (generated revenue goes to the GF) and permits (generated revenue goes to the Parking Fund).

Q. What's the difference between the Parking Management: downtown survey, consulting line for \$10,480, and the Admin Policies: downtown parking, consulting line for \$15,000?

A. The Parking Management survey is the survey done by Rick Williams each year, the other is a place holder for work that may need to be done after the strategic action plan is underway if the plan identifies more parking planning work to be done.

Q. How long has the parking tax methodology been in place?

A. It began in 1978. Staff is looking at that and hoping a proposal will build out the strategic plan. Staff is looking at creating a committee to look at those challenges.

E. State of Oregon Electrical Vehicle Charging Plan – Courtney Knox

Ms Knox reported a private firm has received a \$100M granted by the U.S Department of Energy to introduce electrical vehicle charging stations to five test markets across the United States. Oregon was selected as one of the five test markets and will be defining locations for approximately 2200 charging stations between Eugene and Portland. These charging stations are for 2-4 hour types of charges.

On March 8, Council will consider policy regarding the City's role in this process. Staff is working on where to locate the charging stations to assure availability to municipal needs for the City's fleet and to the public; possibly inside the parking structures. These are Stimulus dollars, and stations should be in place by December.

8. NEW BUSINESS

N/A

9. ADJOURN

Chair Vugteveen adjourned the meeting at 3:54 P.M. The next scheduled meeting is February 25, 2010, at 2:00 PM.