



CENTRAL ALBANY REVITALIZATION AREA (CARA) ADVISORY BOARD AGENDA

Wednesday, October 17, 2018

5:15 p.m.

Council Chambers, Albany City Hall

333 Broadalbin Street SW

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - a. September 19, 2018. [Pages 2-3]
4. SCHEDULED BUSINESS
 - a. Business from the public
 - b. Downtown parking – Rick Williams Consulting. [Pages 4-7] (Williams)
Action Requested: Information and discussion.
 - c. Staff updates and issues. [Verbal] (Sherry)
5. BUSINESS FROM THE BOARD
6. RECESS TO EXECUTIVE SESSION TO DISCUSS REAL PROPERTY TRANSACTIONS IN ACCORDANCE WITH ORS 192.660(2)(e)
7. RECONVENE
8. NEXT MEETING DATE: Wednesday, November 14, 2018
9. ADJOURNMENT

The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Manager's Office in advance of the meeting: cmadmin@cityofalbany.net | 541-791-0206 or 541-917-7519.



MINUTES

Wednesday, September 19, 2018

5:15 p.m.

Council Chambers, Albany City Hall

Approved: DRAFT

CALL TO ORDER

Vice Chair Mark Spence called the meeting to order at 5:17 p.m.

ROLL CALL

Advisory Board Members Present: Mark Spence, David Abarr, Russ Allen, Bill Coburn, Sharon Konopa, Ray Kopczynski, Dick Olsen, Mike Sykes

Advisory Board Members Absent: Rich Catlin (excused), James Dufour (excused), Sam Flade (excused), Bessie Johnson (excused), Rich Kellum (excused), Maura Wilson

APPROVAL OF MINUTES

August 15, 2018

MOTION: Member Ray Kopczynski moved to approve the minutes as presented. Member Bill Coburn seconded the motion, and it passed 8-0.

SCHEDULED BUSINESS

Business from the Public

5:18 p.m.

None.

Downtown Parking

5:19 p.m.

Public Works Engineering and Community Development Director Jeff Blaine explained that the City has retained a consulting firm to study multi-family residential parking issues, and a report will be presented to the City Council in a special session later this evening. Because the consultant has vast experience with downtown parking planning, staff has asked him to give a presentation to the Board on that topic with the purpose of raising awareness and answering any questions.

Economic Development Manager Seth Sherry added that the last downtown parking study was completed in 2009, and much has changed since that time. He is interested to hear the consultant's thoughts about updating the study.

Rick Williams, Rick Williams Consulting, a Parking & Transportation Demand Management Firm in Portland, Oregon, reviewed his background in parking and transportation issues. Since 1995, his firm has worked on about 150 downtown parking plans for cities all over the United States, including Oregon City, Hood River, Bend, and Salem. He gave a presentation on Elements of Great Downtown Parking Management (see agenda file). The presentation included key elements of parking management, the importance of establishing guiding principles with

clearly stated roles and priorities, the need to objectively measure performance, and the usefulness of good data that separates perception from reality and leads to better solutions. Studies have found that most city parking codes are not based on a true understanding of demand and that parking requirements lead to 25 to 35 percent parking overbuild. Cities should calibrate their codes to local demand and consider blended rate models for downtowns. He reviewed costs and benefits related to structured downtown parking, noting that multiple funding sources would probably be required to make that transition successful. He reviewed success factors when locating new parking supply downtown, including the need for good communication and consistent branding, the potential of sharing parking with the private sector, and the need for reasonable enforcement. He noted that the average customer wants to walk no more than 750 feet in a pleasing environment. He suggested that downtown parking studies be updated about every two years.

Brief discussion followed. Staff will follow up on the feasibility and cost for a downtown parking study and report back to the Board.

Staff updates and issues

None.

BUSINESS FROM THE BOARD

None.

NEXT MEETING DATE

Wednesday, October 17, 2018

ADJOURNMENT

Hearing no further business, Spence adjourned the meeting at 6:17 p.m.

Submitted by,

Reviewed by,

Teresa Nix
Recorder

Seth Sherry
Economic Development Manager

City of Albany
Parking Consulting Assistance Proposal
DOWNTOWN PARKING MANAGEMENT PLAN
DRAFT PROPOSAL
October 4, 2018

PROJECT ROLE

The City of Albany is seeking assistance to measure, manage and develop policy and implementation of parking management strategies for its downtown parking system. RWC staff will provide individualized assistance, coordination, research and data collection services and client/stakeholder facilitation for the Tasks outlined below. This engagement would result in a detailed Downtown Parking Management Plan presented in a near, mid and long-term format. All services would be billed at a per hour basis with a not to exceed limit. The goal is to provide the highest degree of efficiency and benefit to the City of Albany in a manner that is timely and cost effective. The term of the engagement is proposed to be one year.

Specific RWC tasks (and cost estimates) are provided below.

TASKS

1. Project Kick Off and Background Review

This would involve a meeting between affected Albany staff and the RWC senior project staff. The meeting would be held via conference to minimize travel costs by the consultant team.

Topics would include:

- On-going project communications.
- Finalizing study boundaries
- Targeted data collection day or days.
- Project goals, expectations and desired outcomes.
- Schedule
- Scope adjustments.

Task 1

Estimated Project Hours:

12

Estimated Budget (up to):

\$1,610

2. Data Collection – Utilization and Occupancy Counts

RWC will catalogue all parking within the defined study area and complete a full occupancy and utilization study. RWC will measure 100% of the on-street supply and a statistically valid sample of off-street facilities by size, type and geographic location, if a 100% sample of off-street is not possible. The budget allows for two days of data collection.

- Complete an in-field inventory of all on and off-street parking within the approved study area. This includes all public and private off-street parking facilities.
- Design intuitive and efficient survey routes allowing data collectors to complete their routes in a timely manner and ensure accurate hourly data collection.
- Develop a package of surveyor templates and route maps. All data collection worksheets will include City GIS block face identification and space numbers.
- Submit survey templates and route map package to City's project manager for review.
- Recruit and train surveyor crews. As necessary, surveyors will be recruited, organized, and trained by project team staff. The length of the 'workday' data collection, up to 10 hours (9:00 AM to 7:00 PM), collecting data in each hour. When in the field, the crews will be overseen by supervisors with years of data collection oversight experience.
- Data in the approved study area(s) will be collected in a turnover style format (e.g., full license plate numbers) to ensure that all required utilization metrics are accurately captured.
- Survey supervisors will periodically relieve surveyors to walk routes, collect and validate data, and make any corrections or notes for quality assurance.
- Compile all data into Excel based database in preparation for analysis (data entry).
- Field supervisors will proof dataset looking for anomalies and make any corrections necessary to ensure a contiguous and accurate data set. High quality data is the highest priority.

Task 2

Estimated Project Hours:

280

Estimated Budget (up to):

\$17,798

3. Data Entry and Analysis

All collected data will be entered into an RWC database and comprehensively analyzed. A summary data report will be developed and provided to the City and stakeholders for review.

Derive the following on-street parking system evaluation metrics (for study area):

- Occupancy – hourly utilization patterns
- Hourly occupancy – by type of stalls
- Turnover – a measure of stall utilization efficiency
- Peak demand periods - identify areas of surplus and deficit
- Average length of stay combined and by stall type
- Percentage of violations combined and by stall type
- Unique vehicle trips
- Vehicles re-parking
- Permit usage - displayed permits by hour, by stall type (if applicable)
- Create hourly occupancy bar graphs
- Design graphs and maps highlighting turnover patterns

- Recommendations for on-street stall reformatting.
- Generate GIS-based heat maps displaying hourly occupancy by block face.
- Provide project manager with draft and final data summary reports for review.

Task 3

Estimated Project Hours: 103
Estimated Budget (up to): \$10,330

4. Parking Management Plan

RWC will utilize data findings from Task 3 and input from stakeholders (Task 5) to develop a draft and final Downtown Parking Management Plan. Plan strategies will be provided in a near, mid and long-term implementation framework, with associated action steps. Where possible, costs for strategy implementation will also be provided.

Task 4

Estimated Project Hours: 43
Estimated Budget (up to): \$6,440

5. Outreach, Stakeholder Engagement and Facilitation

RWC will provide time and presentation materials for up to 5 meetings with stakeholders, committees and the public. Topics and formats for such meetings will need to be developed with the City. Meetings could include:

- Parking 101 session with stakeholder committee
- Public Open House(s)
- City Council/City Commission(s)
- Other as determined by City

Task 5

Estimated Project Hours: 35
Estimated Budget (up to): \$6,625

BUDGET

RWC proposes a not to exceed contract agreement of \$42,803 over 12 months. This includes work to the satisfaction of the Client for Tasks 1 - 5 as specified and described above. This also includes all travel and expenses. RWC will allocate staff as is appropriate to the requested task and as is most cost beneficial to the City. RWC's hourly rate schedule includes. A detailed line item budget is attached.

SCHEDULE

The Consultant will work with the City to establish a reasonable schedule for completion of tasks. It is assumed that all project tasks can be completed in a timeframe of no more than 12 months.

ESTIMATED BUDGET (PROPOSED)	R. Williams	Ronchelli	Collins	Reynolds	J. Williams	Vasbinder/J. Williams	Field Surveyors / Data Entry	Total Hours	Expenses	
	<i>Project Lead</i>	<i>Senior Associate</i>	<i>Associate / Data</i>	<i>Associate / Policy & Strategy</i>	<i>GIS/Technical Support/ Data Analysis</i>	<i>Field Foreman</i>	<i>Data Collection</i>			Amount per Deliverable
Task Items	\$175	\$150	\$140	\$140	\$50	\$50	\$27			Task Cost
Task 1: Project Kick-Off and Background Review	2	4	2	2	2	-	-	12	-	1,610
Task 2: Data Collection	0	32	20	12	36	44	136	280	\$ 846.00	17,798
Task 3: Data Entry and Analysis	21	16	10	7	16	8	25	103	\$ -	10,330
Task 4: Parking Management Plan	22	6	6	5	3	0	0	42	\$ -	6,440
Task 5: Outreach, Stakeholder Engagement and Facilitation (up to 5 meetings)	35	0	0	0	0	0	0	35	\$ 500.00	6,625
Total Hours	80	58	38	26	57	52	161	472	\$ 1,346.00	
Total Cost	14,000	8,700	5,320	3,640	2,850	2,600	4,347			42,803
Task 1: Project Kick-Off and Background Review										
1.1 Finalize study area and study day(s)	0	2	0	0	0	0	0	2	\$ -	300
1.2 Project kick-off" meeting (via phone) with City staff	2	2	2	2	2	0	0	0	\$ -	1,310
Subtotal Hours & Costs	2	4	2	2	2	-	-	8	\$ -	1,610
Task 2: Data Collection										
2.1 Parking inventory data collection for on and off-street parking (in -field)	0	8	8	0	8	8	0	32	\$ 170.00	3,290
2.2 Data entry of inventory/inventory catalogue (Tech Memo)	0	0	0	0	4	4	4	12	\$ -	508
2.3 Develop data collection route maps	0	0	0	0	0	8	0	8	\$ -	400
2.4 Typical day parking utilization/occupancy data collection (weekday)	0	12	12	0	12	12	66	114	\$ 338.00	6,800
2.5 Typical day parking utilization/occupancy data collection (Saturday)	0	12	0	12	12	12	66	114	\$ 338.00	6,800
Subtotal Hours & Cost	0	32	20	12	36	44	136	280	\$ 846.00	17,798
Task 3: Data Entry and Analysis										
3.1 Data entry, analysis and data summary	5	8	4	0	4	8	25	54	\$ -	3,910
3.2 Parking nodal analysis	4	2	2	0	0	0	0	8	\$ -	1,280
3.3 Parking demand analysis	4	0	0	4	0	0	0	8	\$ -	1,260
3.4 Heat maps (2 survey days)	0	0	0	0	12	0	0	12	\$ -	600
3.5 Data summary report (Memorandum)	8	6	4	3	0	0	0	21	\$ -	3,280
Subtotal Hours & Cost	21	16	10	7	16	8	25	103	\$ -	10,330
Task 4: Parking Management Plan										
4.1. Draft Parking Management Plan (for City staff review)	20	4	6	3	3	0	0	36	\$ -	5,510
4.2 Final Report - incorporating City/Stakeholder input	2	2	0	2	0	0	0	6	\$ -	930
Subtotal Hours & Cost	22	6	6	5	3	0	0	42	\$ -	6,440
Task 5: Outreach, Stakeholder Engagement and Facilitation (up to 5 meetings)										
5.1 Up to 5 Meetings (as requested by client)	35	0	0	0	0	0	0	35	\$ 500.00	6,625
Subtotal Hours & Cost	35	0	0	0	0	0	0	35	\$ 500.00	6,625