

EXHIBIT A

**Marquam Hill Meter District
Revenue Allocation Plan
July 2010 – June 2015**

**Advisory Committee
Process and Recommendations**

Portland Bureau of Transportation

Marquam Hill Meter District
Revenue Allocation Advisory Committee
2005-2009

Gary Granger	Oregon Health & Science University
Sue Thompson	Oregon Health & Science University
Brian Newman	Oregon Health & Science University
Susan Egnor	Homestead Neighborhood Association
Anton Vetterlein	Homestead Neighborhood Association
Rich Davidson	Business Owner in the Meter District (HNA)
7 th member	TriMet or Bicycle Transportation Alliance
Keith Claycomb	Homestead Neighborhood Association (emeritus)

City Staff

Ruth Lane	PBOT Parking Operations Program Management
Jo Foulkrod	PBOT Finance



CITY OF
PORTLAND
BUREAU OF
TRANSPORTATION



183758

Sam
Adams
Mayor

Susan D.
Keil
Director

November 18, 2009

To: Sue Keil, Director
From: Ruth Lane, Program Specialist
Re: Marquam Hill Meter District Revenue Allocation Advisory Committee

Attached is the Marquam Hill Meter District Revenue Allocation Plan submitted by the Revenue Allocation Advisory Committee (RAC). The RAC has been meeting since November 2005 to develop recommendations for allocating the net revenue from the parking pay stations, which were installed in the OHSU Meter District in December 2003.

The attached report includes an agreement between the two stakeholders, their final funding recommendations, and details on the work of this committee. Of particular concern to the RAC was the issue of how to balance the diverse needs of the major institution, OHSU, and the adjacent impacted neighborhood, represented by the Homestead Neighborhood Association.

City of Portland Parking Meter District Policy 1996 in its Revenue Allocation Policy states:

The advisory committee established by this policy for new parking meter districts shall consider this revenue allocation policy as part of the deliberations on forming a new parking meter district. A recommended resource allocation plan shall be reported to the City Council by PDOT (sic) as part of the budget process.

Revenues remaining after capital and operating costs are covered may be allocated to support transportation services within the meter district and citywide. As a general rule, the majority of net revenues should go to supporting transportation and parking services and programs within the meter district.

The Project Advisory Committee that recommended the installation of the new meter district considered this policy and they formed the core of the Revenue Allocation Advisory Committee. The Committee now hereby requests PBOT to provide half of the net revenue from the meter district to fund their recommended projects in order of priority, in accordance with the timeline provided, and in time for the City's FY11 budget process.

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Marquam Hill Meter District Revenue Allocation Plan July 2010 – June 2015

Introduction

In early 2002, Oregon Health & Science University (OHSU) approached the Portland Office of Transportation (now PBOT) with the desire to create short-term parking on public right-of-way for visitors to OHSU property. The City formed a Project Advisory Committee (PAC) to consider the issue and make recommendations; in May 2003 the PAC recommended a pilot of the meter district.

Council approved Ordinance No. 177970 in October 2003, for the OHSU Meter District Pilot Project to determine if a larger, permanent meter district was appropriate. Six short-term pay stations were placed on SW Gaines Street between SW 6th Avenue Drive and SW 9th Avenue.

In August 2004, Council approved Ordinance No. 178687 for the permanent OHSU Meter District. PBOT installed an additional 10 pay stations; there are a total of 16 pay stations in the permanent meter district, which includes SW 6th Avenue Drive and SW US Veterans' Hospital Road.

In the fall of 2005, the City Project Manager asked the PAC to reform as the Revenue Allocation Advisory Committee (RAC), they began meeting that November, and have held a total of twenty-one meetings. During that time there were numerous changes in OHSU staff. This report summarizes the work of the RAC.

Policy Background

City of Portland Parking Meter District Policy 1996 (Policy), attached and linked: <http://www.portlandonline.com/auditor/index.cfm?c=38633&a=93671>, contains a Revenue Allocation Policy that has informed this process. This policy states in part:

The advisory committee established by this policy for new parking meter districts shall consider this revenue allocation policy as part of the deliberations on forming a new parking meter district. A recommended resource allocation plan shall be reported to the City Council by PDOT (sic) as part of the budget process.

Revenues remaining after capital and operating costs are covered may be allocated to support transportation services within the meter district and citywide. As a general rule, the majority of net

revenues should go to supporting transportation and parking services and programs within the meter district.

Although the Policy is directed at commercial districts and the Marquam Hill area is an institutional district, it is beset with significant parking issues that make the application of the policy appropriate.

Objectives

The purpose of these objectives, which are not ranked, is to provide criteria for evaluating transportation and parking projects, programs and services to be recommended and funded by Marquam Hill Meter District net revenue for the benefit of the district and the adjacent neighborhood.

Objectives of the plan are to:

- Improve livability of the neighborhood through pedestrian improvements in the district and adjacent area
- Increase access and connectivity within and between the neighborhood and the institution
- Reduce vehicle miles traveled
- Support the vitality of the district
- Increase the opportunities to use transit and encourage ridership
- Enhance pedestrian circulation and safety within the area
- Directly support transportation demand management for commuters
- Offset the direct impact of the meter district on the adjacent areas
- Affect commuting patterns significantly and long-term
- Improve the capacity of the street system with consideration for all modes of transportation

Financial Projections

PBOT Finance has produced net revenue projections, attached. These show the amount of funds estimated to be half the net revenue for the next several years.

Approval of this plan would set aside and allocate half the net revenue funds from the Marquam Hill Meter District for implementation of the recommended transportation-related projects.

Committee Process

The Marquam Hill Meter District Revenue Allocation Advisory Committee (RAC) is comprised of representatives of Oregon Health & Science University (OHSU), Homestead Neighborhood Association (HNA), and a third party to serve as tie-breaker, as provided for in the Agreement. This group has held twenty-one meetings since November 2005, executed the attached agreement and agreed on this plan during that time.

Committee Recommendations

- **Increase Meter Rate.** The RAC requests a twenty-five-cent meter rate increase from \$1.35 to \$1.60 per hour to be effective July 1, 2010; at that rate, approximately \$100,000 would be available to the RAC per year.

In accordance with Parking Meter District Policy, the RAC will periodically review the suggested evaluation factors, survey practices in surrounding areas, and advise the city on the changing of meter hours of operation, durations and rates in the district. The RAC is committed to doing any stakeholder outreach necessary and testifying at City Council to make any such changes happen.

PROJECTS:

The Committee has agreed on a list of transportation-related projects, attached and synopsized below, with cost estimates, priorities and timeline, and requests funding for their implementation from the meter district net revenue allocation.

- **RAC Program Management.** The RAC elects to fund the city's program management as a portion of the PBOT manager's time at approximately \$5,000 per year. The PBOT manager's role is to lead the RAC through the process of plan changes and implementation, to create documentation, to handle meeting logistics, and to oversee the allocation accounting.
- **Sidewalk LID Feasibility.** The cost for three desired sidewalk projects is currently estimated at \$2,202,000. The RAC has agreed that financing for this project would require a Local Improvement District (LID) to be formed within three years from the date of plan approval; the group indicated they would like half the required funds to come from this LID. The group agreed that three-quarters of net revenues after program management would go to HNA's sidewalk project. At the projected increased rate, this project would receive \$71,250 in net revenue allocation per year and PBOT would set aside those revenues to pay for their share. Per the notations in the attached table, the sidewalks selected were pedestrian enhancements originally proposed in the Marquam Hill Plan.

The steps for this project are as follows:

- a) Determine LID viability

- b) If successful, PBOT would set aside the stated portion of the net revenue and strategize the financial feasibility of its contribution
- c) If not successful, the RAC would create and submit a different plan

- **Sidewalk Construction.** A successful LID would allow PBOT to set aside net revenue allocation for sidewalk construction, with financial considerations to be handled at the time of construction.
- **Bicycle Commuter Program.** The RAC requests one-quarter of allocated revenues to go to OHSU's Bicycle Commuter Program, after program management, which would be \$23,750 per year at the projected increased rate. OHSU offers a bicycle commuting program to encourage commuters to use bicycles as a mode of transportation to and from the OHSU Marquam Hill Campus. The meter district funds will be used to offset a portion of program expenses which include Bicycle Transportation Alliance (BTA) sponsorship, supplies for repairs, bike parking capital equipment purchase and repairs, and an incentive program that issues cash, 30 days' free parking for their automobile, or a reduced cost for TriMet fares. Meter district project funding for the first year will be used to enhance and expand bike parking (secure/covered parking, etc.). The RAC requests financing for a portion of this ongoing program to be made available on a consistent annual basis, beginning in FY11.

PBOT Budget Process

The RAC requests that this plan be approved and forwarded to the PBOT Budget Advisory Committee for inclusion in the FY11 budget process.

The RAC also requests that changes to this plan, once approved, may be approved by the PBOT Director.

City of Portland Bureau of Transportation
Marquam Hill Parking District - Net Revenue Projections
 Draft 11/18/2009

Suggested Scenario	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Total
25-Cent raise to \$1.60 July 1, 2010	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Starting at \$1.35 per hour this year	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Years 1-5
Number of Machines	16	16	16	16	16	16	
Gross Revenue	\$210,000	\$248,850	\$248,850	\$248,850	\$248,850	\$248,850	\$1,244,250
Costs							
Operations & Maintenance Costs	\$28,160	\$29,280	\$30,400	\$31,680	\$32,960	\$34,240	\$158,560
Capital Replacement Costs	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
Total Cost	\$43,160	\$44,280	\$45,400	\$46,680	\$47,960	\$49,240	\$233,560
							\$0
Net Revenue	\$166,840	\$204,570	\$203,450	\$202,170	\$200,890	\$199,610	\$1,010,690
Share of Net Revenue	50%	50%	50%	50%	50%	50%	
Revenues Available for MHRAC	\$83,420	\$102,285	\$101,725	\$101,085	\$100,445	\$99,805	\$505,345

Item #	Project	Scope of Work	Details	Impacts	Cost Estimate	Timeline	Other Funding
1	RAC Program Management	lead the RAC through the process of plan changes, implementation, allocation, accounting, evaluating, etc.	pay for City program management, approx 63 hours per year	allows for smooth transition and overseeing of details	depends on the need; currently estimated at \$5,000 annually	Begin July 2010 - annual	NA
2	Conduct LID viability study prior to sidewalk construction	assess which project attracts the highest level of petition support					
3	Construct sidewalks in neighborhood	3 separate projects: a, b, and c below		safer, more livable, increased property values, connectivity; parking for fewer cars	75% of net revenue allocation after program management; currently projected at \$71,250 annually	One time; construction follows LID formation	Only with LID formed within 3 years to pay for half
3a	Sidewalk MH-3B (estimate is MH 1a)	11th Avenue, Gibbs to Gaines (4.5 blockfaces)	14' street widening plus 7.5' sidewalk and curb; project estimate Marquam Hill 1a dated 10/20/09		\$1,152,000		
3b	Sidewalk MH-3A (estimate is MH 1d)	Gibbs Street, 11th to 13th (4 blockfaces)	12' street widening plus 7.5' sidewalk and curb; project estimate Marquam Hill 1d dated 10/20/09		\$1,008,000		
3c	Sidewalk MH-3C (estimate is MH 1b)	Gaines Street, 9th to 10th (1 blockface; estimate is for 1/2 block)	North side (0.5 block on south side may be redeveloped); project estimate Marquam Hill 1b dated 11/12/09		\$42,000		
4	Bicycle Commuter Program	pay a portion of OHSU bike commuter program expenses	encourage commuters to use bicycles as a mode of transportation to and from the OHSU Marquam Hill Campus	fewer cars commuting to Marquam Hill	25% of net revenue allocation minus program management; currently projected at \$23,750 annually	Begin July 2010 - annual	currently funded by OHSU

City of Portland Bureau of Transportation
Marquam Hill Meter District - Spending Plan
Draft 11/18/2009

PROJECTED REVENUE:

	FY 10-11 Projected Year 1	FY 11-12 Projected Year 2	FY 12-13 Projected Year 3	FY 13-14 Projected Year 4	FY 14-15 Projected Year 5	FY 15-16 Projected Year 6	FY 16-17 Projected Year 7	FY 17-18 Projected Year 8	FY 18-19 Projected Year 9	FY 19-20 Projected Year 10	Total
Meter Revenue Allocation	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000
TOTAL REVENUE	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000

PROJECTED SPENDING:

	FY 10-11 Projected Year 1	FY 11-12 Projected Year 2	FY 12-13 Projected Year 3	FY 13-14 Projected Year 4	FY 14-15 Projected Year 5	FY 15-16 Projected Year 6	FY 16-17 Projected Year 7	FY 17-18 Projected Year 8	FY 18-19 Projected Year 9	FY 19-20 Projected Year 10	Total
RAC Program Management	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
Bike Commuter Program	23,750	23,750	23,750	23,750	23,750	23,750	23,750	23,750	23,750	23,750	237,500
TOTAL TO BE SPENT	28,750	28,750	28,750	28,750	28,750	28,750	28,750	28,750	28,750	28,750	287,500
SET-ASIDE AMOUNT, PAYABLE TO SIDEWALKS LID	71,250	71,250	71,250	71,250	71,250	71,250	71,250	71,250	71,250	71,250	712,500
CUMULATIVE SET-ASIDE	71,250	142,500	213,750	285,000	356,250	427,500	498,750	570,000	641,250	712,500	
TOTAL ALLOCATION	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000

Notes:

- 1) RAC members agreed to a 75%-25% split (after program management costs).
- 2) A portion of the cost of sidewalk construction is anticipated to be paid by an LID successfully formed within 3 years.
- 3) No additional rate increases are included in this projection but can be expected on a nonregular basis.
- 4) Program management spending will vary depending on the needs of the RAC each year.

**Agreement establishing
Marquam Hill Meter District
Revenue Allocation Advisory Committee**

I. Purpose of Agreement

The purpose of this agreement is to formally establish a Revenue Allocation Advisory Committee (RAAC) for the Marquam Hill Meter District (formerly OHSU Meter District) as provided for under Parking Meter District Policy 1996, provide a mission for the RAAC, provide the scope of the RAAC and to determine the stakeholder groups, membership, meeting information and member responsibilities of the RAAC.

II. Mission of the RAAC

The mission of the RAAC is to develop a plan for approval by the Portland City Council for the spending of the net revenues obtained from the parking meters in the Marquam Hill Meter District. The plan will include an agreed upon list of transportation-related projects, the priority and timeline for implementing those projects, and the financial details of the projects. Once the plan is approved, the RAAC will move forward to coordinate project implementation and accounting for the allocation of funds.

III. Scope of the Committee

Receive, administer and account for net revenue allocation funds from the City of Portland Bureau of Transportation (PBOT), as follows:

1. Review meter district revenue and expense reporting from PBOT to determine net revenue potential
2. Develop a plan for PBOT review that includes:
 - a. list of transportation-related projects and budgets
 - b. priority and timeline that covers project implementation and related expenditures
 - c. request for net revenues that is linked to transportation projects
3. Recommend the plan at PBOT reviews, at City Council, and in public outreach as necessary
4. Recommend meter rate adjustments to the City Council
5. Publish an annual report including financial statements
6. The Committee may elect to establish ad hoc or standing subcommittees, as needed, to evaluate and make recommendations to the regular Committee regarding specific areas of focus or concern.

IV. RAAC Stakeholders

The stakeholders comprising the RAAC are the major institution, Oregon Health & Science University (OHSU), and the adjacent ONI (Office of Neighborhood Involvement)-recognized neighborhood association, Homestead Neighborhood Associations (HNA). The Project Advisory Committee members who initiated the Marquam Hill Meter District were invited to participate in the RAAC and only the above two entities chose to participate.

V. RAAC Membership & Meeting Information

RAAC will have seven members representing Oregon Health & Science University (OHSU) (three members), Homestead Neighborhood Association (HNA) (three members) and one flex position from a local transportation body or entity (to provide an impartial viewpoint, as well as specific skills and expertise that relates to supporting transportation alternatives to the meter district and adjacent neighborhood). The OHSU representatives are appointed by the OHSU Director of Transportation & Parking, the HNA representatives are appointed by the HNA President and the local transportation entity is invited by the consensus of the two RAAC stakeholders.

The City of Portland attends RAAC meetings in an advisory capacity, including the project manager, Parking Operations division manager, administrative support staff, and Business Services staff for financial issues as appropriate.

1. Duration: each member appointed by their respective stakeholder group shall serve for two years or as long as the stakeholder group chooses for them to serve (renewable).
2. Representatives will choose alternates to attend meetings as necessary. The alternate serves as a replacement for the original member.
3. All members have the right to vote, including the alternate/replacement attendees at a particular meeting.
4. Committee will work by consensus, with or without a quorum, in developing recommendations to be forwarded to the City of Portland Office of Transportation (PBOT).
5. If consensus is not possible, Committee will allow for a simple majority vote by a quorum of 5 representatives by verbal assent. In the case of a majority vote, the Committee will provide the opportunity for minority reports to be submitted to PBOT. If necessary, decisions can be referred to mediation or arbitration.
6. The Committee will determine meeting frequency based on the needs, projects and deadlines of the committee work load. The Committee can elect to meet by electronic means.
7. The RAAC has designated a City of Portland Office of Transportation representative to facilitate the meetings. This representative develops the agendas, leads the meetings and ensures that the RAAC follows their mission and scope appropriately.
8. As projects are funded by the allocation, a part-time administrator or other support may be provided for by the Committee to handle administrative duties.

VI. Roles and Responsibilities of RAAC Members

1. Attend all Committee meetings and other related public activities and advise the committee facilitator in advance of meeting absences.
2. Provide an alternate / replacement member in the event of a meeting absence.
3. Review agenda and meeting information in advance of the meeting.
4. Committee members will keep their respective stakeholder organization informed of project issues and activities, and reflect the position of the stakeholder in discussion and votes of the Committee.
5. Assist PBOT project staff in identifying and informing other community stakeholders regarding the chosen projects.

VII. Term of Agreement

The initial term of this agreement shall be ten (10) years from the date of the acceptance by the City Council. With the agreement of the stakeholders and the acceptance by the City Council, this agreement may be extended as necessary to complete the projects.

VIII. Termination and Revisions

This agreement may be revised or terminated with the agreement of the stakeholders and acceptance of the City Council.

IX. Stakeholder Authorization

The stakeholder signatures below authorize and empower the previously described Marquam Hill Meter District Revenue Allocation Committee to develop and implement a plan to allocate said net revenue from the City of Portland.

Brett Page
Oregon Health & Science
University

Date

9/21/09

Susan Egnon
Homestead Neighborhood
Association

Date

10/2/2009

Address:

Address:

3855 SW CONDOR AVE
PORTLAND, OR 97239

RECITALS

a. Project Background

The Homestead Area Parking Permit Program (APPP) was established in 1985 in response to OHSU's off-street pay-to-park program that caused a spillover parking problem in the neighborhood. The new meter district works together with the existing Homestead APPP to manage the on-street parking supply throughout the Marquam Hill area.

In 2002, to address the ever-increasing demand for a limited supply of on-street parking, Oregon Health & Science University (OHSU) approached the Portland Office of Transportation (PDOT) with a request to evaluate a potential meter district for on-street spaces adjacent to OHSU on the Marquam Hill campus. A Project Advisory Committee (PAC) was formed in September 2002 and began meeting. The PAC structure was designed to ensure representation of the various stakeholders from several campus entities and the Homestead neighborhood. The PAC held 12 meetings, defined project goals, objectives, challenges, and success criteria, collected data, evaluated findings, and endorsed the meter district in May 2003. Over that summer, PDOT conducted public outreach to campus employees and neighbors.

The meter district's objective was to provide greater on-street short-term parking availability for patients, visitors, and vendors who were frequently frustrated with the lack of parking close to their intended destinations. Secondary objectives were to discourage all-day use by campus employees, and to support campus Transportation Demand Management (TDM) policies that call for a reduction of single-occupant-vehicle and commute trips and an increase in alternative travel modes.

On October 15, 2003, Portland City Council approved the pilot meter district project by Ordinance No. 177970, and on August 19, 2004, Portland City Council approved the permanent meter district by Ordinance No. 178687.

The City of Portland Parking Meter District Policy 1996 (MDP) outlines the goals of the on-street parking system, including minimizing impacts on surrounding neighborhoods to protect neighborhood livability. The MDP allows a portion of net revenues (remaining after capital and operating costs are covered) to be allocated to support transportation-related projects in a new meter district.

b. City Authorization

Meter district revenue allocation advisory committees (RAAC) are authorized under City of Portland Parking Meter District Policy (MDP) in Resolution No. 35486 adopted by City Council January 24, 1996. Under the MDP, a new district is eligible for revenue sharing for transportation-related projects that benefit the area served by the meter district. For stakeholders to take advantage of this eligibility, the MDP requires the RAAC to define and propose projects to PDOT and City Council to be included in the budget process. The MDP speaks of the need to form a RAAC that has the official responsibility to coordinate with the City on revenue allocation decisions to support district transportation and parking services and programs.

EXHIBIT B
MARQUAM HILL METER DISTRICT
REVENUE ALLOCATION ADVISORY COMMITTEE

PROPOSED METER RATE INCREASE 7/1/2010
OUTREACH SYNOPSIS

4/23/10

Homestead Neighborhood Association (HNA):

The Homestead Neighborhood Association requested feedback from members at their regular December meeting and in their January newsletter. They used a comment card with the following questions and a 5-point scale for responses.

- 1) It is important to increase Marquam Hill parking rates to help fund transportation projects that benefit the neighborhood.
- 2) It is important to reduce commute trips and foster alternative modes of travel (Transportation Demand Management).

- HNA received 9 written responses from their neighborhood outreach. Eight responses averaged between Agree and Strongly Agree on both questions. The one response with no numbers stated support IF the HNA has assurance that they will actually be able to use the money for neighborhood projects as outlined. There were also written comments.

Oregon Health & Science University (OHSU):

The OHSU Transportation & Parking Office requested feedback from employees via a blog survey. They used a comment card with the following questions and a 5-point scale for responses.

- 1) It's appropriate to increase Marquam Hill Meter District parking rates to help fund transportation projects that improve sidewalks in the area and enhance transportation access to Marquam Hill.
- 2) It's important to reduce single-occupancy car-commute trips and to promote alternative modes of travel.

- OHSU received 49 written responses from their employee outreach. For Question 1, 21 responses each were Agree/ Strongly Agree and Disagree/ Strongly Disagree, with 7 Neutral. For Question 2, 22 responses were Agree/ Strongly Agree, 24 responses were Disagree/ Strongly Disagree, with 3 Neutral. With this kind of "tie", OHSU Transportation & Parking understands that it is important to continue to educate their community that Transportation Demand Management makes it easier to find a parking space. There were also written comments.