



TO: Kent Studebaker, Mayor
Members of the City Council

FROM: Jordan Wheeler, Deputy City Manager
City Manager's Office

SUBJECT: Intergovernmental Agreement with Oregon Department of Transportation for
Lake Grove Parking Plan & Stakeholder Advisory Committee

DATE: September 2, 2014

ACTION

Authorize the Mayor to sign an Intergovernmental Agreement with the Oregon Department of Transportation for the Lake Grove Village Center Parking Management Plan and endorse the membership of an Advisory Committee for the project.

INTRODUCTION/BACKGROUND

In June 2013, the City Council authorized the City to apply for a Transportation and Growth Management (TGM) grant from Oregon Department of Transportation (ODOT) to fund a Lake Grove Village Center Parking Plan. The Parking Plan was identified as a key measure for addressing some of the major issues highlighted during the planning work for the Lake Grove Village Center Plan. The adopted Lake Grove Village Center Plan includes a policy that states there will be no net loss of parking as a result of improvements to Boones Ferry Road and that public parking facilities will be identified and developed at convenient locations throughout the Village Center.

The key outcome of the project is a parking management plan that is supported by the neighborhoods and businesses, includes overall parking management strategies in the District, identifies at least three potential sites for public parking facilities, proposes adoption ready code language, and estimates implementation costs.

The TGM program is a joint program between the Oregon Department of Transportation and the Oregon Department of Land Conservation. The program includes grants for local governments for transportation planning projects and is financed with federal funds with a local match.

DISCUSSION

In October 2013, the City accepted the TGM grant and began working with ODOT staff on finalizing the Scope of Work based on the City's grant application. Staff worked with ODOT to prepare a Request for Proposals (RFP), evaluate the proposals with ODOT staff, and select a consultant for the project.

The city applied for a TGM grant with the intent to obtain funding to hire a consultant with expertise in parking management strategies. The consultant's work will include conducting a parking inventory, interviewing stakeholders, attending and facilitating meetings, developing parking strategies and solutions, recommending parking facility design options, drafting code amendments, and cost estimates. The City Manager's Office will conduct the project management, public outreach, and oversight of the work products by the consultant in coordination with the ODOT contract administrator.

Two proposals were submitted for the project and an evaluation team that included the ODOT Project Manager, the ODOT TGM Grant Manager, and staff from the City Manager's Office, Planning Department, and Redevelopment Department, evaluated the proposals independently. The proposals are strictly evaluated and scored only on the consultant's response to the criteria identified in the RFP. The evaluators were prohibited from discussing the proposals with each other, score responses based on criteria outside of the RFP, or conduct independent research.

Two proposals were received and evaluated, and the evaluation team selected David Evans & Associates as the consultant for the project.

The work is anticipated to start immediately following the authorization of the IGA. The project must be completed by June 2015.

Stakeholder Advisory Committee and Public Involvement

The Lake Grove Parking Plan is a key element for implementing the Lake Grove Village Center Plan - a planning project that included an extensive and significant public involvement process.

The Parking Plan will continue that level of involvement through a Stakeholder Advisory Committee (SAC), stakeholder interviews (businesses, property owners, residents), a mailing list to keep interested residents, businesses, and property owners updated on the project, a project area tour, open houses, Board and Commission meetings, neighborhood association meetings, and online public participation.

On April 14, the Commission for Citizen Involvement (CIC) discussed the public involvement approach for the project including the composition of a project advisory committee. Given the history of public involvement in the Lake Grove Village Center Plan and subsequent planning

efforts, there are a number of community members, businesses, and property owners that have substantial expertise, knowledge, and experience of the parking needs in the district. The project will tap that knowledge and experience with Advisory Committee representatives from the adjacent neighborhoods, Lake Grove Business Association, and property owners from the north, central, and south portions of the Village Center. Several of the proposed Committee members have participated in the prior planning processes and advisory committees. In addition, consistent with the CIC's recommendation, the Committee also includes a Planning Commission member.

The Committee will meet at least three times to review and provide input to staff and the Consultant on work products throughout the project. While a resolution is not required for the establishment of a project advisory committee to staff, we're asking for Council's endorsement on the selections to the Committee. The invited Committee members are listed in attachment 2.

FISCAL IMPACT

The total grant amount is \$117,830. The City's match is \$16,700 of in-kind staff time which will be tracked and reported to the ODOT grant manager.

RECOMMENDATION

Authorize the Mayor to enter into an Intergovernmental Agreement with the Oregon Department of Transportation for the Lake Grove Parking Plan and endorse the selections for a Stakeholder Advisory Committee for the project.

ATTACHMENTS

1. Intergovernmental Agreement and Scope of Work
2. Lake Grove Parking Plan Stakeholder Advisory Committee