

**MEETING MINUTES  
TRANSPORTATION FUNDING COMMITTEE**

**Thursday, September 20, 2007, 3:00 - 5:00 p.m.  
Civic Center, 150 East Main Street  
Conference Room C113 B&C**

Meeting began at 3:00 p.m. The following were in attendance:

Committee Present: Deanna Palm, Chamber of Commerce; Jim Frost, Edwards Meadow; Steve Krautschied, Tuality Healthcare; Tammy LaBeck, Sewell Station HOA; Darlene Morgan, Pacific University;

Staff Present: Brian Kennedy, Finance; DJ Heffernan, Angelo Eaton Planning Group; Tom Arnold, Engineering; Tina Bailey, Engineering; Robert Dixon, Administration;

*Tom:* Introduced the meeting adding that the original schedule showed that the program should be in its final stages, however additional committee meetings are necessary to develop a recommendation to Council since there is considerable staff work left to put a rate structure together. A consensus was reached that they have another meeting in November and in the meantime brief City Council, the Mayor, and begin a public outreach effort on the information they've collected so far.

*Deanna:* Since she wasn't able to attend last month's meeting, it came as a surprise when she looked over this meeting's materials because she didn't feel they were ready to draft an ordinance. She felt that they were setting themselves up for failure by going out to the public without the actual dollar amounts for the non-residential customers and needed more time.

It was mentioned that an actual dollar amount was established at last month's meeting however it may be difficult to collect the entire amount where they may need to adjust their work program to a different target number consistent with what can be delivered before taking it to the public. Tina was going to look at whether or not there was a way to tighten the budget on the maintenance program.

*Deanna:* Noted that businesses will pay an amount according to how much traffic they generate; that a small company may pay the same as a residence while a grocery store and/or fast-food restaurant will pay much more. However, the committee has no way of determining what that difference is. She feels strongly that the committee needs to be more specific and have better data before going to the public.

*DJ:* To go out to the public now could build support in the community and receive feed back on the program. Although we do not have specific fee numbers for non-residential customers, the process and logic behind the basis of measurement could be explained.

*Deanna:* It was a good plan but she still isn't sure they were at that stage. The perception from the public will be that the program is already decided, it's a done deal, and that we would just be telling them what we are going to do.

*DJ:* The ordinance is only in draft form; a starting template that will be modified as the program is developed. The City Attorney will need to review the template in lieu of waiting to the last minute.

*Deanna:* There needs to be caution in how the program is addressed to the public and giving businesses time to respond. The profit margins for many of the businesses were very low and this new fee in addition to the many recent billing and fee increases could potentially put them out of business, so it is extremely important to have their input on what is affordable.

*Tom:* The original plan was to come up with a basic rate structure based off of jurisdictions that have been successful in implementing this type of program. Then using our revenue target to determine what the fee structure is likely to be. With that information in hand, the committee could survey their constituents to determine whether the program could be supported. Feedback indicates that the committee feels very rushed with the expectation that the program must be implemented by the first of the year and that it isn't a realistic approach. If this is not acceptable to the committee then it is possible that a modified approach be developed.

*Deanna:* She agrees with that and requested that the committee re-adjust their expectations to get rid of the January 1, 2008 implementation deadline.

It was agreed by others that a consensus on the matter be reached. The fundamental framework of the program had been accomplished but realistically more time will be needed before it can be implemented. The goal should be similar to Wilsonville where minimal protests are received at the public hearing. By taking time necessary for public education would avoid the TUF program from becoming "the straw that breaks the camel's back" where other rate increases have preceded it. It was agreed to make program implementation as-soon-as-possible but take as much time as necessary to make sure it's done right, even if that means floating numbers to selective groups and then readjusting them accordingly based on feedback.

*Jim:* Raised concern regarding a dual residential rate structure. Many duplexes like those along River Road have multiple (up to 10) vehicles parked outside. As a result, it may be incorrect or unfair to generalize apartments with a lower rate than that for a single family home. It may be perceived as unfair to subsidize the apartments where many homeowners will look to have equality in the system.

*DJ:* That is a good reason to go back to the agenda and work through some of these issues.

*Tom:* Reiterated that the advisory committee needed to proceed accordingly to determine what it believes to be a successful rate structure and to take the time necessary to establish a successful program. City Council isn't looking to rubber stamp or push through a half hearted attempt at a street utility program.

*Deanna:* Added that her position on the committee is to provide the committee with as much advice and information needed from the business perspective, but the Chamber still needs to adopt support or take a position on the program via its Public Policy Committee and Board.

*DJ:* Requested that Deanna elaborate on that approval process in the future so that we can make timeline allowances during the public outreach effort.

*Steve:* Mentioned that we have spent a lot of time on the residential rate side but that the business side was still a "black hole". He questioned whether we were intending to perform a

community outreach effort to the commercial sector simultaneously with the residential sector or whether it is going to be a separate process.

*Brian:* Reminded the committee that the residential was a flat fee or a two tier flat fee but the most commercial rates in Oregon were based on the number of trips that a business generates and then multiplied by the associated floor area of that business where the rate structure could have up to 7 different categories/bins. Since the City has never had to collect that information before, it is proving difficult to work out the details. An accurate business listing and square footage is needed to come up with a reliable estimate.

*Deanna:* Questioned what the area calculation would do to businesses like Costco. She suggested doing a reality check by compiling those larger businesses first to see what the resulting fees would be to determine if it was realistic.

*Brian:* Much of that information is already compiled on approximately a third of the businesses in Hillsboro and now they are working on the other two-thirds.

*Deanna:* Raised a previous point brought up by Steve where the committee needs to remember that many of the business owners also own a home in Hillsboro and they will be getting hit twice as hard.

*Deanna:* If we go public with the residential fee first without the commercial data, then there would likely be two perceptions: (1) that the business owners will think they lucked out and only the residential community will have to pay or (2) if this is the residential rate what is the commercial rate going to be? She felt they should proceed with both figures at the same time to give a full accounting of the program.

*Darlene M:* Added that in addition to the business retail sector, there is also a business service sector and a public sector which include universities and hospitals. She wasn't hearing that an incentive/credit system was being developed to account for organizations that reduce the number of cars on the system. Pacific University has come to Hillsboro with sustainability as their target, to get as many people as possible carpooling and on the Max line. It is unfair to think that the traffic generated by businesses with a trip reduction mindset would be similar as other businesses. It would be good to show the community that there is an incentive to consider alternative modes of transportation somewhere down the road.

*DJ:* Returned to the residential issue looking for a resolution. The revised options are (1) recommend to council a two tier/two residential bins structure which would separate a single family rate and a multi-family rate. The multi-family rate would be less because the ITE trip generation manual (a national average on trip generation characteristics) shows that there is a difference in trip generation between the two. Therefore, each apartment unit would have a lower rate.

*Brian:* In response to a question on whether a mechanism exists to charge each apartment as opposed to sending the entire apartment complex a bill, Brian said that we would know how many units there are in an apartment complex based on its addresses. Another method would be to bill by the water meter and then let the complex management determine how to divide it up and allocate to the individual units.

*DJ:* A 3<sup>rd</sup> option for the residential rate structure would be to allow City Council to decide after there's been some input from the public. If they were to stay with the two tier/two bins structure, based on the November 2006 revenue target, the single family household rate

would be about \$3.26 a month and the multi-unit bin would be about \$2.15 a month ( for apartments, condominiums and accessory dwellings on a residential lot). If they were to use only a single rate for all residences (houses and apartments) the rate would be \$2.85 a month. Most jurisdictions that have implemented TUF programs have adopted a dual residential rate structure because the data demonstrates a significant difference in trip generation between a single family home and an apartment unit.

*Rob:* If he were to respond to someone asking why they needed to pay more if they were in a house versus an apartment, he would likely point out that a typical house has a two car garage where they often have 3 cars and an apartment might have 1 or 2 cars. Therefore, in a sense there would be more driving connected with the house.

*Tom:* The risk of a potential challenge to the fee seems like it will be much higher if they deviate from the standard calculations outlined in the ITE manual. Although the manual encompasses national average data, not specific to Hillsboro, it could be viewed as the best available data in the absence of more accurate information.

*Darlene M:* Considering an example of 3000 ft<sup>2</sup> single-family homes versus 1000 ft<sup>2</sup> apartments, there are three apartment units for every single family home. In that sense, the apartment complex would be paying more than single family dwellings (3x\$2.15 = \$6.45 vs. \$3.26) so it is sensible to have the two rate structure.

*Jim:* It may still be perceived in the community that apartment complexes are responsible for increased wear and tear on the street considering the high number of vehicles seen pulling out from apartment complexes and when considering the apartment overflow parking into adjacent neighborhoods.

It was mentioned that in distinguishing the TUF as a fee versus a tax, there needs to be a rational basis for how the fee is allocated to different customers. Therefore, if the ITE manual demonstrates that single family homes generate 10 trips and multi-family units generate 6½, by ignoring this information the program may be viewed as a tax instead of a fee.

*Jim:* Residents in his neighborhood are concerned about equality; why owners of single family homes should subsidize people who live in apartments that might not be permanent residents.

On the other hand, the opposite may be true in other cases where there are many apartments that have one car or no cars at all, where some single-family homes have several, one for each adult and potential one for an elder child etc. How is equality reached to generalize that every apartment has multiple cars when the national average says otherwise?

*Tammy:* An apartment complex two blocks away from her neighborhood has a steady stream of traffic going in and out all day and night. If you asked anyone in her neighborhood who generated the most traffic, they would all point to the apartment complex.

*DJ:* Suggested that there might be legal ramifications as to how they structure the rates and if this could be construed as a tax. We may need to consult the City attorney for some advice on the issues before finalizing a decision.

*Deanna:* Added that with the small amount of difference between the two rates (\$2.15 versus \$3.26) it shouldn't be made to be such a big issue. In the absence of a specific residential

recommendation, City Council will have to deliberate and decide which could result in an unnecessary heated public debate over a few cents.

It was suggested that the simpler and less controversial the rate structure was, the better.

*Deanna:* Added that the less the number of issues that City Council has to consider, the better off we will be because a public debate could result in making a big issue over a few cents which really isn't necessary. She asked if anyone knew how Community Action worked in Hillsboro in regards to subsidizing other utility bills for those who couldn't pay and how many families were participating. This may have an impact to the TUF program also and should be considered.

She suggested that the City Attorney be consulted to determine whether there would be a subsidy impact to the TUF program.

*DJ:* In regards to last month's discussion regarding non-residential fees, based on business square footage, where it was asked what Safeway or Fred Meyer paid in other jurisdictions. Wilsonville wasn't comparable since it has a different rate structure than what we are proposing to use. They have a truck surcharge and overall lower commercial fees due to newer streets. The City of Tualatin rates, listed in the issue paper, are the actual fees. As a result, Safeway's monthly fee is about \$526 for a 47,000 ft<sup>2</sup> building and Fred Meyer pays \$1,884 for a 170,000 ft<sup>2</sup> structure. A small church pays \$8 per month whereas a larger church pays \$26 per month (15,000 ft<sup>2</sup>). The church trips are low because the trip generation is spread over the entire week (not just Sunday).

*Jim:* Many churches have schools that contribute additional traffic at different times of the week.

*DJ:* Those schools may be billed separately from the church where the church may be billed a composite fee.

*Brian:* That information would be on the business permits, so they should know which churches had schools.

*DJ:* Returning to the issue paper, on page 5, fast food restaurant fall into Bin #6, with a rate of \$72.73/1,000 ft<sup>2</sup>. A typical fast food restaurant would pay around \$200 a month. Gas stations would need to be dealt with differently. All other commercial businesses are based on square footage but gas stations are based on how many pumps they have. It is \$29.57 for each fueling station/pump resulting in about \$150 per month for each fueling station. So if a station had 12 pumps an \$1,800 monthly fee would result. To complicate matters there different types of stations where some are an individual business enterprise and others are included with mini-marts/convenience stores or larger stores like Albertson's or Costco.

*Deanna:* Cautioned that consumers may avoid purchasing gas in Hillsboro due to an increased price. Businesses like Costco and Fred Meyer will be hit hard. Feedback to her from the business community is that it always seems to come back to them to support the community. She thought it would be a hard message to hear that when they looked at what residents were paying (\$2 or \$3) and what the businesses would be paying (generally in the thousands) it would be hard to convince them that they weren't the ones mainly supporting the program.

*Brian:* Suggested that when they looked at the trips generated, on average, it evens out where out of the 20,000 utility billings on file less than 2000 were non-residential/commercial which generated 48% of the trips.

*DJ:* Added that some businesses would have a larger fee but others like a 2-person real estate office or printing office would have a smaller fee.

*Deanna:* Pointing out that most business encourage additional traffic to support their business, however the fee penalizes them for an increase in traffic which seems counterproductive. It will be a challenge giving this message to businesses. Using gas stations as an example, the fee will need to be passed on to the consumer. However with higher gas prices, local stations wouldn't be able to be competitive and it would put them at risk of going out of business.

*DJ:* Funding alternatives are limited and City Council has considered many prior to this point. A local gas tax is a likely alternative to the TUF. A \$2 million gas tax increase per year would have a much more significant impact to them.

*Tom:* Current discussions state wide indicate that gas stations have made it clear that they won't support local gas tax increases since it puts adjacent communities at odds, but there could be support at a national level since it would put everyone on a level playing field.

*Deanna:* If gas stations were hit with a local gas tax and then a state or national gas tax later, it could be devastating for them.

*Tom:* Questioned whether there was a way to determine how many gallons of gas each station sells to determine what price/gallon increase might result. It could be the case that the increase associated with TUF could have a negligible impact.

It was added that some stations may only pump 75,000 gallons each month where others may pump 250,000 gallons each month which would affect individuals stations differently. Is there a means through business tax revenue data or other to find out what different stations pump each month?

*DJ:* Added that Bin #7 was set up to calculate the utility rate for businesses that didn't fall into other categories. Gas stations may qualify for this bin or may be another class entirely. In regards to stores like Costco and Fred Meyer which have gas stations, those stations may be billed separately from the store. Another challenge would be in mixed-use customers where retail is located on the bottom floor of a building and apartments/condominiums are located on upper stories. Those will also need to be billed separately.

The question was raised on how much Tri-Met will pay and how school buses and garbage services located outside city limits but serve inside city boundaries will be handled.

*DJ:* There isn't an effective way to charge those businesses which are not located in Hillsboro but generate traffic in Hillsboro. A good example are companies like Baker Rock which are located outside Hillsboro which have trucks that deliver heavy construction material which do significant damage to Hillsboro streets. Additional research is needed on how gas stations, Tri-Met (park and ride lots) and school buses will be handled.

DJ added that some companies pay a franchise fee to operate their business in Hillsboro (i.e. garbage haulers, taxis etc.).

*Darlene M:* Universities should be considered differently than K-12 schools.

*DJ:* Universities and parks will probably fall into a Bin #7 category. Possibly hospitals will also but ITE assigns a rate for number of beds. Additional research will be needed on this matter to determine the connection to trips generated.

*DJ:* To summarize last month's discussion on incentives: the committee agreed not to provide incentives or discounts since it was a daunting task to determine how many cars were registered to a house where a house would receive some sort of discount for only having one vehicle registered in lieu of say three vehicles. Consensus was reached that discounts of this nature would be an administrative nightmare and difficult to manage. The questions still remains regarding residences that use bus service and/or light rail to commute. Would a discount be available if they can show proof of an annual bus pass etc. And how would that be handled if the company they work for provides the pass? A double credit could result if both the residence and the business claim the same credit.

*Brian:* Mentioned that the city donates to the Salvation Army each year to assist residents in need to pay their utility bills. The question remains that if the TUF is implemented, would there be a requirement or need to increase this donation? When residents can't pay their utility/water bill, Salvation Army provides support (not more than \$75 a year for each family). It would be good to be consistent in handling it the extra fee. The donation is a flat amount determined by the Utilities Commission and not a percentage of revenue.

A discussion ensued regarding how Community Action was a fee on PGE's bill. Group discussion/consensus determined that Community Action assists with PGE bills and Salvation Army assists with utility (water) bills.

*DJ:* Returning to last month's discussion on incentives for alternative modes of travel: the committee discussed reducing the fee for those companies that encouraged the use of those alternatives because they're generating less traffic. How the TUF program would measure that incentive would be similar to how they measure system development charge (SDC) incentives where Company A comes in requesting a reduction in their fee because they have put in extra bike lockers and are promoting transit to their employees etc. Many companies ask for this because they want to build fewer parking spaces and get a reduced SDC and the city monitors them to see if they follow through. As a result there really is a reduction in traffic.

*Darlene M:* Mentioned that there could be another way of handling it without the large administrative effort. Tri-Met requires companies to fill out a survey with information regarding reduced traffic such as carpooling etc. Most businesses fill out those questionnaires and she wondered if we could use that information instead of compiling our own in order to meet those goals.

*Deanna:* Asked whether all of the businesses in Hillsboro have access to those incentives with Tri-Met?

*Darlene M:* Responded yes.

*Deanna:* Brought up a growing issue in Hillsboro where many believe that Tri-Met bus service was lacking in Hillsboro.

*Darlene M:* She isn't asking for a waiver, or something complicated, she stressed that it is important that we add language involving incentives not only for today but for the future. There is an opportunity to encourage those businesses located near bus lines or the light rail to think about creating incentives internally for alternative transportation. In the long run it will help reduce increases in transportation costs to the community.

*Brian:* Offered a guess that about 5% of Civic Center employees use mass transit. The city subsidizes the tri-met pass substantially, charging the employees only \$25 a year and still ridership is low.

*Darlene M:* Pacific University students and staff that use Tri-Met are at 47% which is pretty good for their 1<sup>st</sup> year target. One of the ways they were able to do that was by sending out to their 1<sup>st</sup> year students information on Hillsboro's available housing, the Max line and the convenience of riding Max has worked well for them.

*Jim:* It is important not to forget that when offering incentives, credits or waivers, it reduces rates for some people but then raises the rates of others because, in the end, the program has to generate the same amount of revenue.

*DJ:* Offering incentives compromises meeting the revenue target and at some level it would be counter productive. He noted that some would argue that they wouldn't have to do as much maintenance because there would be less traffic but a lot of the wear and tear on streets are not from vehicles but from environmental conditions (freeze/thaw & solar) and they would still need to be funded. He doesn't disagree with the theory of incentives but stressed that they would need to take the other constraints into consideration.

*Steve:* Tuality accounts for 15% of their physicians and other staff that use the Max-line consistently. He complimented on Pacific University's effort in helping Hillsboro think about the business community and its relation to our transit system. He went on to mention that people seem to be attracted to places like Orenco Station with the convenience and easy access to Max. He added that incentives are an opportunity to push the concept farther. Additionally, new businesses may be encouraged to build or reduce their square footage.

*DJ:* Added that a good way of dealing with incentives for non-residential might be to have a percent reduction in square footage.

*Darlene G:* Isn't against incentives for alternate modes of transportation but agrees with Deanna that Hillsboro doesn't have adequate bus/transit service and wondered if the City of Hillsboro had the political power to encourage Tri-Met to improve it.

*Brian:* This issue is one of the City's highest priorities; it is brought up at almost every high level meeting. He stressed that the change will take time but he realized that something needed to be implemented soon to break the gridlock.

*Darlene M:* Added that Portland is very transit oriented where some businesses like Standard Insurance have 75-80% of their employees riding Max where most of them were getting off at 185<sup>th</sup> Avenue.

*Jim:* Questioned whether the payroll tax for Tri-Met was still in existence.

*Darlene G:* Added that Tri-Met would be in bad shape if it wasn't for the payroll tax collected within Washington County. Intel Corporation would agree since Intel's payroll tax for Tri-Met is unbelievable.

*Darlene M:* Added that, on top of that Intel still has to shuttle their employees from the Max station to their facilities.

*Brian:* With all of the creative ways mentioned to offer incentives, even a token incentive would be good. An incentive that wouldn't cost a lot now but could be modified over time after the equity issues were readjusted.

*DJ:* To wrap up discussions on issue paper #5: they need to research legal issues before making a final decision and recommendation

*DJ:* Issue Paper #6 talks about public outreach. Staff will need to contact stakeholder groups like the Chamber of Commerce, the Rotary Club, the Gasoline Dealers Assoc. and other community groups to discuss the proposed program.

It was asked if the NW Grocers Association had been to any of the meetings because this would be informative to them.

*Tom:* Replied that they had been scheduled to come but hadn't made it yet due to lobbying activities in Salem.

*DJ:* Added that they have attempted additional direct outreach to them, after the last meeting but they still hadn't received any reply.

Discussion continued regarding the timing of implementing the TUF program since it will be in competition with other funding measures that are being discussed at the County level. If the TUF program can be implemented by the first of the year or in the spring then it has a better chance of success. At some point the community will have enough of fee/tax/SDC increases and will just say "No".

*Deanna:* Reminded everyone of the "Construction Excise Tax" that was recently approved by the state legislature. It is a new tax administered by school districts on new construction. It is likely that every school district in Oregon will be implementing the tax so builders will be adding that on to the price of houses, just another added expense.

*DJ:* Brought up the public outreach effort to the residential customers: Dan Boss of the City of Tualatin said that when they went out to the community with a \$1.50 residential fee, their customers were not concerned. We might have the same reaction here in Hillsboro even with a fee 3 to 4 times higher. He suggested that we utilize a utility billing insert to notify residential customers. If given enough time to respond, a survey could be taken on whether the community prefers a one or two-tier system.

*Deanna:* Believes that she could get great feedback if she could bring this up to her Public Policy Committee in early October. She could then bring comments back to the committee at the next meeting to give them some idea of what they are up against. She asked if there were neighborhood committees where they could get input from the residential community.

*DJ:* Summarizing what he was hearing from everyone: that it would be premature to send it out a utility billing insert at this time until we have the best available data - to wait until

they know what the committee's recommendation and Council's decision is going to be. DJ added that we could add an insert to the City's Newsletter advertising upcoming meetings, asking for input and provide background information which is what the City of Portland did to allow the public to get behind it rather than just impose the fee without input. The insert provides the facts for why more revenue is needed for streets and it mentions two possible ways to collect that revenue; either with a gas tax or monthly fee. The insert also mentions a series of meetings where those transportation issues will be discussed. DJ thought they could borrow some of Portland's information regarding the purchasing power of gas tax dollars, about Hillsboro's general fund contribution to transportation and how that money decreases over time. At this point, with the directive from the Transportation Committee, the issue would not be to make a choice between a gas tax or a monthly utility fee, but it would be to establish a rate for the monthly fee. Staff could target putting information together to go out in November's newsletter.

*Tina:* There is information already available regarding this on Hillsboro's website.

*DJ:* Mentioned that the City of Tualatin had an insert that worked for them that had good information that they might be able to use. At this point a range in fees could be described in the newsletter since we haven't determined the fee structure; possibly giving examples from other communities.

*Deanna:* Asked if she identified what business groups that would be at the Chamber's October meeting, if an estimate could be given of what their fee would be.

*DJ:* Mentioned a handout he re-worked a few weeks earlier that asks if a \$2,000,000 annual investment is worth preserving a deteriorating City street system worth \$750,000,000. This might be a good addition to the insert.

*Rob:* Adding "Is it worth \$2.85 a month to residents to preserve that investment?" and to stress to businesses that this was an investment in an community asset and not just another tax.

It was mentioned how beautiful the City of Tualatin's streets were compared to ours.

*Tina:* We are better off than the City of Gresham. They are \$32,000,000 in the red with twice the roadway mileage and half the maintenance budget. She stressed that by being proactive we can avoid getting to that point.

*Darlene G:* Suggested that they put together a graph showing the gap of funds between what is already covered and what is not.

*Deanna:* Suggested that they prepare an answer to the question of why they needed more funds with how prosperous Hillsboro is perceived to be with its big companies and good jobs.

*Brian:* Part of the answer is due to 9-11, a huge slice of the general fund budget is now going to Police and Fire.

*DJ:* Before they closed the meeting, there are a couple things to go over: (1) the new utility billing system won't be ready to go online for 15 months. The existing billing system can deal with a two rate residential structure but isn't able to deal with the non-residential 6 bin rate structure. This has severe implementation impacts to the program and whether the program can be rolled out piece-meal or wait to until the new system is on-line. (2) there is a charter issue that needs to be worked out with legal council. The existing charter does not seem to support a

street utility fee like it does for a water and sewer utility. (3) until these issues are addressed, we cannot proceed with drafting an ordinance template.

*Jim:* Concerned why these issues weren't brought to their attention earlier.

*Tom:* The Charter revision will be going to the voters in November so we may not be able to proceed until after that is decided.

*DJ:* If the charter amendment does not pass, he isn't sure they would be able to implement this utility fee right now. The city might have to go through a separate charter amendment process but wasn't sure; legal advise will be required on this. In response to Jim, the Charter issue didn't occur to them since so many cities in Oregon were already doing it. There was a presumption that they had that authority and it wasn't until they started looking at a draft ordinance that there might be a problem. DJ invited everyone to the transportation committee meeting the following week in case the committee members wanted to ask them questions. It would be at 6pm Tuesday Sept. 25<sup>th</sup>. They will be continuing these meetings on the third Thursday of October and November (Oct. 18<sup>th</sup> & Nov. 15<sup>th</sup>) in conference room 431 on the 4<sup>th</sup> floor.

They will come back with a draft newsletter insert and some of the legal answers and outreach information at the next meeting. He then asked Deanna how much time the city would have to present to her group information on the utility fee in order to have their feedback - he would plan on having 30 minutes with her group and allotting part of that time to questions.

*Jim:* Asked how valid the figures were as far as dividing them among all of the businesses. Did they even have a base amount?

*Brian:* Part of the challenge was the businesses database was lacking in land use information and square footage numbers and weren't sure about the accuracy of what information they had including whether all businesses are accounted for. Once they have all of the data in place they will be able to run it through their model; if they need a million from the business community and the model dumps out 2 million then they would readjust until the required revenue target was reached. He added that the process to get all of the information they needed was very time consuming.

*DJ:* Added that they should be able to get the non-residential square footage of buildings from the tax assessor.

*Meeting Adjourned*