

MINUTES
Downtown Advisory Board
 Thursday, June 9, 2011– 12:00 P.M.
 350 Commercial St NE

Members Present	Members Absent	Staff Present	Guests
Jim Bauer - C Paul Gehlar Bill Puntney Jennifer Martin Mark Messmer Brian Moore Carole Smith	Suzi Bicknell - U Bill Davis – E Darr Goss - U Jim Lewis - E Allan Pollock - E	Sara Bratcher – UD Todd Klocke - UD Anita Sandoval – UD Sheri Wahrgren – UD Julie Warncke – PW Steve Hamilton- Facilities	

1. CALL TO ORDER

Chair Bauer called the meeting to order at 12:02 PM, noting a quorum of appointed members was present.

2. APPROVAL OF AGENDA

A. June 6, 2011

Ms Smith made a motion to approve the agenda for June 6, 2011. The motion was seconded and passed unanimously.

3. APPROVAL OF MINUTES

A. May 26, 2011

Ms Smith made a motion to approve the minutes from May 26, 2011, as presented. The motion was seconded and passed unanimously.

4. REPORT ON COMMITTEES

A. Ms Smith and Ms Martin reported the parking structure capital improvements are funded with URA dollars through FY 2013-14. By FY 2015-16 all structures will be classified as in good condition. What this allows the Board to do is to consider future potential capital improvements and create a plan, or proposal for a plan, to ensure adequate preparation for those costs.

Ms Wahrgren commented this information will be essential as the Board prepares for next year’s budget discussion in October. On June 23 Rick Williams will be returning and will discuss the cost of parking. All of these pieces will be coming together, and that information will help the Board decide what the next steps are in implementing the parking strategy.

The Board discussed various strategies and theories and asked staff to expand the scope of the Capital Plan from 10 years to 20 years. In addition they requested information on the last time capital items were completed and to prepare a sinking fund analysis on the anticipate capital project cost. In order to better understand the property values in the RDURA, a request was made to graph the property values in the URA. Staff agreed to return to the DAB on July 28 with more information on the capital costs analysis. It was also recommended that staff research benchmark costs factoring in a 3 percent COLA plus a 3 percent contingency for unanticipated issues.

5. PUBLIC COMMENT:

A. N/A

6. ACTION ITEMS

A. Board Chair Letter – Downtown Parking District Booklet

Ms Wahrgren explained each year staff prepares a letter from the DAB to be included in the Parking District booklet as the Board's communication to the public. The Booklet will be distributed to Board members after July 1 and will be available on the City's web page for public viewing.

The Board reviewed the letter and suggested several edits. Ms Smith made a motion to approve the letter for signature with the changes. The seconded motion was passed unanimously.

7. OLD AND/OR NEW BUSINESS

A. Demonstration Block Criteria

Ms Wahrgren reiterated the Board recommended changes from a previous discussion and explained the revised document memorialized those recommendations. An extra space was also added for "other". The Board discussed DAB priorities and how they aligned with the criteria.

The Board recommended a further revision to replace the relationship of project to Council, Community and URA goals with Readiness to Proceed (or project schedule).

Ms Wahrgren will return to the next meeting with the revised document for approval.

8. INFORMATION ITEMS

A. Strategic Action Plan – Measures of Success Tracking

Ms Wahrgren explained the Agency Board has an expectation the Board will speak annually to how they are measuring the success of the Strategic Action Plan. To that end, she reviewed the Strategic Action Plan and listed all the measurable items needed to have a successful urban renewal area and is now in the process of creating a baseline for each. This will be an additional tool to help the Board stay accountable when determining how to use dollars.

B. Existing Urban Development Investment Tracking

Ms Wahrgren took a look at the current investments and developed a tracking form as a way to track those investments and their need for maintenance. This will remind the Board when they make a decision about funding a project, an understanding of its life expectancy, and an ongoing demand for funds and where those funds are coming from.

As an example she cited an arch in a downtown alleyway that was funding with URA dollars as part of an Art Walk several years ago. It has exceeded its useful life and has deteriorated due to lack of maintenance, so it will need to be torn down. This will be coming back to the Board in the future to determine whether the arch is something that should be replaced.

This will be a critical tool not only for what we have already, but figuring out what has worked and what hasn't. Staff will check into ownership of the clocks downtown and the bike racks to see who is responsible for maintenance.

9. ADJOURN

Chair Bauer adjourned the meeting at 1:43 P.M. The next scheduled meeting is June 23, 2011, at 12 PM.