

**MINUTES**  
**Downtown Advisory Board**  
 Thursday, September 8, 2011– 12:00 P.M.  
 350 Commercial St NE

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff Present</b>	<b>Guests</b>
Jim Bauer - C Garth Brandaw Bill Davis Paul Gehlar Jennifer Martin Mark Messmer Allan Pollock Bill Puntney Carole Smith	Jim Lewis - E Brian Moore - U Darr Goss - U	Sara Bratcher – UD Todd Klocke - UD Anita Sandoval – UD Sheri Wahrgren – UD Brian Martin – PW Julie Warncke - PW	

**1. CALL TO ORDER**

**Call to Order and Roll Call:** 12:03 PM

**2. APPROVAL OF AGENDA**

**Motion:** Move to approve the agenda for September 8, 2011, as presented.

**Motion by:** Board Member Smith

**Seconded by:** Board Member Puntney

**Action:** Approve the Agenda for September 8, 2011, as presented.

**Vote:** Aye: Unanimous

**Motion PASSES**

**2. APPROVAL OF MINUTES**

**Motion:** Move to approve the Minutes from August 25, 2011, as presented.

**Motion by:** Board Member Smith

**Seconded by:** Board Member Puntney

**Action:** Approve the Minutes from August 25, 2011, as presented.

**Vote:** Aye: Unanimous

**Motion PASSES**

#### **4. REPORT ON COMMITTEES**

##### **A. Parking Committee – Jennifer Martin and Carole Smith**

The Committee presented their discussion points as they relate to the goal of being able to finance capital expenditures without using URA funds. Documents distributed: *Spreadsheet - Total Public Parking Stalls and Total Average Number of Parking Permits Sold; Exhibit - A Parking District Tax Breakout 2011-12; Exhibit B - Leasehold Fund; Exhibit C - Downtown Parking Fund; Exhibit D - Facilities Parking Garage Maintenance Matrix; Exhibit E - 2011-12 Parking Tax Business Matrix; and Downtown Advisory Board parking Committee Percentage Break Out of Operational Expenses.* Member Smith distributed documents from 2006 which, in her opinion, offered answers to some of the questions that may come up in future discussions.

**Questions or Comments by:** Martin, Davis, Smith, Bauer, Messmer, Brandaw, Gehlar, Wahrgren, Bratcher

Discussion points:

- Ratio of public/ private costs?
- Does 70s model work for 2011?
- Is this what an obsolete district looks like?
- Value of downtown parking?
- Leasehold overview - Council/Agency recommendation?
- What is successful elsewhere?

Ms Martin will add percentages of income that is expense for maintenance, security, and administration into the initial spreadsheet.

**Motion:** To amend the agenda to add this discussion as an Action Item

**Motion by:** Board Member Smith

**Seconded by:** Board Member Puntney

**Action:** Amend the agenda to add this discussion as an Action Item

**Vote:** Aye: Unanimous

**Motion PASSED**

Staff will contact Rick Williams and see if his strategy is in line with the direction the Board is moving; and will re-send two technical memos and the 2010 Parking Management Strategy Recommendations by e-mail to the Board.

**Motion:** Motion to approve spreadsheet as presented, including technical memos and 2010 Implementation Strategy by Rick Williams, as the working documents to begin discussion regarding revised parking model.

**Motion by:** Board Member Martin

**Seconded by:** Board Member Messmer

**Action:** Approve spreadsheet as presented, including technical memos and 2010 Implementation Strategy by Rick Williams, as the working documents to begin discussion regarding revised parking model.

**Vote:** Aye: Unanimous  
**Motion PASSES**

*Chair Bauer had to leave the meeting early and appointed Mark Messmer acting Chair.*

**5. PUBLIC COMMENT:**

A. N/A

**6. ACTION ITEMS**

A. N/A

**7. OLD AND/OR NEW BUSINESS**

**A. Circulation/Access Mobility Study Update**

Julie Warncke, Public Works, gave a brief update on the Mobility Study.

**Questions or Comments by:** Smith, Wahrgren

**B. Downtown Curb Extension Update – Brian Martin**

Distributed: *Map of Streets & Bridges Bond Projects by Year*. Brian Martin gave a brief update on the downtown projects and explained the reason for the curb extensions.

**Questions or Comments by:** Wahrgren, Gehlar, Davis, Smith, Klocke

**9. ADJOURN**

Acting Chair Messmer adjourned the meeting at 1:35 P.M.