

**MINUTES**  
**Downtown Advisory Board**  
 Thursday, December 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 Bill Davis Paul Gehlar Jennifer Martin Mark Messmer Allan Pollock Bill Puntney Carole Smith Darr Goss	Garth Brandaw - E Jim Lewis - E Brian Moore - E	Sara Bratcher – UD Annie Gorski – UD Doug Rux - UD Anita Sandoval – UD Sheri Wahrgren – UD Tye Godfrey – PW Jeff Barnes- UD	

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

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

**Motion by:** Board Member Smith

**Seconded by:** Board Member Davis

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

**Vote:** Aye: Unanimous

**Motion PASSES**

**2. APPROVAL OF MINUTES**

**Motion:** Move to approve the Minutes from November 8, 2011, with a correction under 7.C. “Funding for permitting and design in Riverfront URA **2011-12** budget”.

**Motion by:** Board Member Martin

**Seconded by:** Board Member Smith

**Action:** Approve the Minutes from October 27, 2011, with a correction under 7.C. “Funding for permitting and design in Riverfront URA **2011-12** budget”.

**Vote:** Aye: Unanimous

**Motion PASSES**

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

None

#### **5. PUBLIC COMMENT:**

None

#### **6. ACTION ITEMS**

##### **A. Should the DAB recommend a Parking Garage condition standard of “Good”?**

Chair Bauer reviewed the memo which was distributed in the packet.

**Motion:** Move to approve staff recommendation.

**Motion by:** Board Member Smith

**Seconded by:** Board Member Martin

**Action:** Approve staff recommendation.

**Vote:** Aye: Unanimous

**Motion PASSES**

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

##### **A. Highlights of November 14, 2011, Parking Work Session –**

Chair Bauer reviewed the Work Session on Nov. 14.

**Discussion:** Validated impression that the Council had some gaps in information and want to hear more. Rick Williams will attend Work Session Part II on Dec. 12, 2011. DAB will go back to Council in January for more discussion.

**Questions or Comments by:** Bauer, Gehlar, Wahrgren

Ms Wahrgren distributed a notebook to each Board member which contained pertinent parking documents to date.

##### **B. Parking Garages – Part 3 Revenue Discussion**

**Handout:** Jim Bauer - Revenue Discussion Worksheet

**Discussion:** Chair Bauer created a worksheet designed to organize and gauge the value of each idea. Each revenue idea still needs to be examined with some kind of criteria. Board members will preliminarily rank each idea and return prior to the next meeting.

**Questions or Comments by:** Martin, Bauer, Smith, Gehlar, Davis, Messmer, Puntney

##### **C. Overview 2012-13 Capital Project**

**Presenter:** Tye Godfrey, Facilities Manager

**Discussion:** Mr Godfrey presented information to date on general maintenance and capital projects. He also outlined proposed projects budgeted for next year. Budget options were discussed and staff will return with more information.

**Questions or Comments by:** Davis, Bauer, Davis, Messmer, Wahrgren, Martin

#### **D. 2012-13 Parking Permit Fee Recommendations**

**Presenter:** Sara Bratcher, Parking Manager

**Discussion:** Ms Bratcher reviewed the memo provided in the packet. Staff will be coming back after the first of year for a recommendation regarding static parking permit fees and discontinuation of bulk permit discounts.

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

#### **E. 2012-13 Overview of Security Services**

**Presenter:** Jeff Barnes, Parking Operations Supervisor

**Discussion:** Mr Barnes reviewed the memo provided in the packet. Security staff encounter behaviors police do not typically respond to; the security staff then determine if police assistance is needed. The staff provides safety, comfort level, information resource; and positive interaction with public. Budget is adjusted according to whether or not officers are inside or outside the Parking District. Staff received new uniforms to separate them from parking officers or police.

The Board requested:

- Add all incidents to the monthly Parking Monthly Update Database spreadsheet.
- Include CANDO police incident reports in the information packet.

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

#### **F. 2012-13 Liberty Parkade Security Camera Project**

**Presenter:** Sara Bratcher, Parking Manager

**Discussion:** Proposed budget recommendation of \$32,000 in next budget cycle for new cameras in Liberty Parkade to provide for better locations, information, and increased quality. Risk Management suggested cameras offer a significant deterrent for vandalism. Staff will check into why this is being funding by Parking Fund, instead of the URA Budget.

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

#### **G. Preliminary Results of the Parking Survey**

**Presenter:** Sara Bratcher, Parking Manager

**Discussion:** Preliminary results offer a basic understanding of who responded and what was said. Some additional information (377 comments) was collected and will be vetted into the correct

categories. 1,006 responses were received. Staff will do as much analysis as possible to find trends from the data. May want to go out with another survey for more information depending on the findings.

**Questions or Comments by:** Bauer, Gehlar, Davis, Martin, Martin, Messmer

**9. ADJOURN**

New member, Susan Miller, will be attending next time. The next meeting will be held on January 12, 2012. Chair Bauer adjourned the meeting at 1:37 P.M.