

MINUTES
Downtown Advisory Board
 Thursday, January 27, 2011– 2:00 P.M.
 350 Commercial St NE

Members Present	Members Absent	Staff Present	Guests
Jim Bauer - C Bill Davis Paul Gehlar Jim Lewis Jennifer Martin Mark Messmer Brian Moore - VC Allan Pollock Bill Puntney Carole Smith	Suzi Bicknell - U Darr Goss - U	Jeff Barnes - UD Sara Bratcher – UD Renee Frazier - UD Todd Klocke - UD Courtney Knox - UD Anita Sandoval – UD Sheri Wahrgren – UD Tye Godfrey - Facilities	

1. CALL TO ORDER

Vice - Chair Bauer called the meeting to order at 2:02 PM, noting a quorum of appointed members was present. The Board introduced themselves and Vice-Chair Bauer welcomed new members Carole Smith, Bill Puntney, Jennifer Martin, and Mark Messmer.

2. APPROVAL OF AGENDA

A. January 27, 2011

Mr Pollock made a motion to approve the agenda for January 27, 2011. The motion was seconded and passed by consensus.

3. APPROVAL OF MINUTES

A. December 16, 2010

Mr Gehlar made a motion to approve the minutes from December 16, 2010, as presented. The motion was seconded and approved unanimously.

4. REPORT ON COMMITTEES

A. None.

5. PUBLIC COMMENT:

A. N/A

6. ACTION ITEMS:

A. Board Elections

Ms Smith nominated Jim Bauer for Chair. The motion was seconded, and he accepted the nomination. The Board approved the motion unanimously.

Ms Smith nominated Brian Moore for Vice-Chair. The motion was seconded, and he accepted the nomination. The Board approved the motion unanimously.

7. INFORMATION ITEMS:

Chair Bauer commented the Board took the Strategic Action Plan to the Urban Renewal Agency in a work session last Monday. The Board discussed the presentation and reviewed some of the comments

A. Financial Needs of Parking Structures – Tye Godfrey, Facilities Services Division Manager

Mr Godfrey reviewed the background of the division and explained its role regarding maintenance and service for City owned structures, and described various maintenance projects around the downtown

Q. Is the upkeep on target for parking garage maintenance?

A. They are improving. Liberty has gone from fair to good condition; Chemeketa and Marion are improving structurally. Cosmetically they are all looking better - clean and well-lighted. Graffiti and code 13's are removed daily..

Q. What's the difference on code 13s from last year to this year?

A. The doors were removed on the parkades to discourage people from hiding; the code 13s went down by half.

Q. Will the entire 4th floor be closed during the finishing of the parking deck?

A. Not sure. That's a decision the contractor will make. It's only the one section, so it shouldn't take more than three weeks to finish.

Q. If you had the ability to move from good to great, what would that mean?

A. Brand new. The money spent at Liberty was put to good use. Once the issues are addressed, they go into "good" condition. We need to make sure we keep capital flowing to keep them in good condition.

Q. Is there a pending cost of needs?

A. Five year list of pending needs. The out years are estimated dollars, but those costs may increase due to inflation etc.

Chair Bauer requested volunteers who were interested in parking garages to get with Mr Godfrey and outline future costs, help the Board prioritize them, define good/great, and identify the urgency of each element. Carole Smith and Jennifer Martin volunteered and will report back at next meeting.

B. Overview of Security Services – Sara Bratcher

Ms Bratcher reviewed the packet memo regarding what security does for the downtown. She explained that with attrition, some security services have been contracted out with DePaul Industries.

Q. What percentage of security staff are being held by contract vs. city staff

A. Fifty percent. Staffing from DePaul are already security certified.

Q. Have you looked at cameras in lieu of security staff?

A. Liberty, Marion, and Chemeketa have cameras that are live, but they aren't staffed all day. They record so we can pull up tape from certain times to review issues.

Q. What's the cost difference between the DePaul and City staff.

A. There is a savings of 2/3s of the cost.

Q. Do you do an analysis of the time of day most infractions are committed?

A. Recently a data gathering process has been implemented and input into a spreadsheet. Staffing has been adjusted to bolster the time they're needed most.

Q. Is there a way to lower the numbers of infractions?

A. The best thing to do is be present more often. That's why we changed the staff time and changed uniforms. The numbers most likely are higher because we've been tracking them.

Q. How do you know whether people consider security to be effective?

A. Part of what we will be doing is an outreach survey which will include security. By having it, there may not be a lot of issues. If you take it away, you may see a change.

Q. Do you have the same expectation from contracted staff, or are they more of a visible presence?

A. It's the same level of service and reporting. They are managed by DePaul and we work through their manager.

Q. Do you communicate with police to compare reports? What are the trends?

A. We do stay in communication with them. CANDO gets crime reports monthly from the Police. Police keep great records. Reports show crime has gone down.

C. Parking Fund Budget – Renee Frazier

Ms Frazier provided an overview of the budget and explained the different funds and how they are managed. She will come back to the Board next month for a recommendation. Ms Wahrgren added that the Board needs to consider funding to care for improvements that are made to sustain the improvement.

D. Parking Fund Budget Discussion

The following items will be discussed as future agenda items:

- 1) Board members recommended consideration of the Leasehold Fund being combined with the Parking Fund.
- 2) Ms Wahrgren also reviewed downtown contract services. The discussion of what the expectation is for a strategic use will be on future agenda.
- 3) The Board agreed to discuss an alternative to the Parking Tax, including the cost of operating the Parking District, and what is the cost of "free parking". Ms Frazier will return next meeting with a budget that does not include a parking tax increase for comparison.

If the DAB's recommendation does not match the department's recommended budget, it will be presented in a separate column alongside the department's and the City Manager's recommendation.

8. NEW BUSINESS

Chair Bauer asked the Board to consider whether 2 PM is the best time for DAB to meet, or if other times might be better.

9. ADJOURN

Chair Bauer adjourned the meeting at 3:35 P.M. The next scheduled meeting is February 10, 2011.