

MINUTES
Downtown Advisory Board
 Thursday, May 26, 2011– 12:00 P.M.
 350 Commercial St NE

Members Present	Members Absent	Staff Present	Guests
Jim Bauer - C Bill Davis Jim Lewis Mark Messmer Allan Pollock Bill Puntney Carole Smith	Suzi Bicknell - U Paul Gehlar - E Darr Goss - E Jennifer Martin - E Brian Moore - E	Sandra Montoya – AS Cheryl Virtue - AS Lisa Anderson Ogilvie - CD Sara Bratcher – UD Courtney Knox - UD Anita Sandoval – UD Sheri Wahrgren – UD	

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. May 26, 2011

Ms Smith made a motion to approve the agenda for May 26, 2011. The motion was seconded and passed unanimously.

3. APPROVAL OF MINUTES

A. April 28, 2011

Ms Smith made a motion to approve the minutes from April 28, 2011, as presented. The motion was seconded and passed unanimously.

4. REPORT ON COMMITTEES

A. The Board considered the task assigned to the Parking Subcommittee and confirmed the Subcommittee should review materials and return to the full Board with the findings. The Subcommittee originally met with Facilities staff to confirm definitions for ranking the condition of Parking District assets, what needs to be done to maintain that level, or how bring those assets up to par. The Board is concerned before they move forward to recommend spending money on other projects, the investments we already have are being maintained.

Ms Smith briefly reported the garages are mostly in good shape, and those things that are in fair shape are being addressed between now and 2014 with URA funds. She will bring back a full report on the information at the next meeting.

5. PUBLIC COMMENT:

A. N/A

6. ACTION ITEMS

A. Approval of Scope of Work for the North Downtown Housing Investment Strategy

Ms Knox reviewed the information in the packet and reported the Scope will be released through the Consultant of Record (COR) process. The schedule could change depending on the Mobility Study, as the projects are linked.

The Board discussed the different options available to release the project for bid. The full RFP process is more costly and takes three or four months. The traditional process is to go with a pre-qualified COR. The Mobility Study will be done with a full RFP due to its size and complexity.

Ms Knox provided an overview of the COR process and the option of using a subcommittee versus the full DAB for consultant overview. Ms Wahrgren reminded the Board of their responsibility regarding the Parking District and all the other projects coming forward from the Strategic Action Plan when determining the Board's time commitment.

Mr Messmer moved to approve the Scope as presented and move it forward through the COR process. The motion was seconded and passed unanimously.

B. Delinquent Parking Tax Collection Implementation

Ms Wahrgren introduced Sandra Montoya, Treasury Manager, who provided an overview of the options to collect delinquent parking tax. A few businesses have never paid the tax, and staff has met with legal to review options.

Ms Montoya explained approximately 97 percent of businesses/property owners pay the tax each year. The balance have either never paid as a matter of course, or have chosen a payment plan and not completed the payments. While a small delinquency is expected each year, there is a concern over habitually delinquent businesses/property owners. Taxpayers who have contacted Finance to dispute the charges have indicated that they oppose the two-hour limitation, or don't believe they should have to pay at all.

Ms Smith moved to implement collection practices authorized in SRC 7.170-7.180, including the addition of the one percent penalty per month on the outstanding balance and the pursuit of court action. The motion was seconded. The Board discussed other options including an amnesty program where penalties would be forgiven in exchange for full payment of delinquent taxes.

Ms Smith amended her motion to implement a one-time 90-day amnesty program to forgive penalties on delinquent accounts, and then to implement collection practices authorized in SRC 7.170-7.180, including the addition of the one percent penalty per month on the outstanding balance and the pursuit of court action. The motion was seconded and passed unanimously.

The FY 2011-12 invoices will include additional information regarding the progressive collection processes that will be pursued in FY 2011-12, up to and including court action. At its discretion, the Board may include similar information in the FY 2011-12 Downtown Parking District Tax Booklet.

7. OLD AND/OR NEW BUSINESS

A. SWURA/DAB Board Structure

Chair Bauer reported he talked to Mayor Peterson about the DAB structure as it relates to the South Waterfront Urban Renewal Area. He suggested an idea to redevelop the Board by separating out the parking to a separate group. Mayor Peterson will consider that option.

The Board continued discussions regarding the possibility of carving out the Parking piece and how that might affect the business of the DAB.

B. Future Meetings

Concerned about expanding agendas and time limits to do business, Ms Smith made a motion for the DAB to meet as often as necessary over the next year in order to move the business of the Board forward. The motion

was seconded and passed unanimously. The Board will endeavor to hold two meetings in June, the extra meeting on June 9, and the regular meeting on June 23.

8. INFORMATION ITEMS

A. Parking District Booklet

Ms Wahrgren asked the Board for any comments and/or recommendations for the Downtown Parking Booklet relating to formatting and content. The following recommendations were made:

- 1) Add column names on the top of each page;
- 2) Remove block numbers, or add a map to identify where those blocks are; and
- 3) Identify the total amount of taxed owed by each business.

B. Draft Demonstration Block Criteria

Ms Wahrgren reviewed the packet memo explaining the relationship between the Strategic Action Plan and what's in the draft Scope. This project will be done with an RFP. The biggest challenge is to market it and make sure everyone knows about it in order to have a successful solicitation.

The Board made the following suggestions:

- 1) Consider revision of wording in the criteria to explain the issue regarding the frozen tax base on historic buildings as it relates to the impact on tax values.
- 2) Consider the use of the word "sidewalks" vs. "street" when talking about activity downtown.
- 3) Remove the word "Downtown" from the title of the project to avoid confusion regarding the location of the project. The targeted area is the entire Riverfront-Downtown Urban Renewal Area.

Staff will return to the Board for a recommendation.

C. Strategic Action Plan – Measures of Success Tracking

The topic was moved to the next agenda.

D. Existing Urban development Investment Tracking

The topic was moved to the next agenda.

9. ADJOURN

Chair Bauer adjourned the meeting at 1:40 P.M. The next scheduled meeting is June 9, 2011, at 12 PM.