

**Parking Advisory Board  
Meeting Minutes  
January 13, 2015**

**Board Members Present:** Don Olsen, Chairperson; Patty Nordlund; Leticia Moore; Andy Piccioni; David Fishbaugh; Joni Harman

**Board Members Absent:** none

**City Staff Present:** Tracy Scott; Bruce McCandless; Megan Hodson

**Guests:**

**Call to Order:**

Chairperson Olsen called the meeting to order at 4:00 p.m.

**Minutes:**

The November 18, 2014 minutes were approved as presented.

**Reports:**

- Garage Summary

Tracy advised the November financials were down compared to December. Parking started selling 2-hour coupons for the Empire hourly parking, which are \$.50 apiece. Staff are still in the process of organizing all of the master monthly parking spreadsheets and making them current. Once spring arrives, Parking will start with re-organizing Park Two's layout.

**Informational Items:**

- Cleaning of the Garages

Tracy advised a maintenance staff employee retired, and the part-time cleaner moved into the open maintenance position. Currently, Parking only has one full-time cleaner, however, there has been a temporary employee working the part-time shift until the position is filled. Tracy is researching options on cleaning the stairwells, however, she needs to find out what to use so water does not get into the elevators. Tracy is planning on bringing the temporary employee back in March to start the major cleaning projects.

- Parking Strategic Master Plan

The Board received the Community Engagement Summary and the Parking Expert Advisory Panel Report. The Board will receive the Final Plan once it is completed. City Staff reviewed the draft report and made changes and sent it back to Mr. Burns. In the report it suggested developing a brand and parking program, along with a mission statement and goals. The Board discussed how to proceed with the report. The Board was in agreement with making a priority list and working on the list until each item is implemented.

The Board wants to keep this item on the agenda to discuss at the next meeting.

- Re-naming Garages

The Board agreed this item is not currently a priority and to take it off of the agenda.

#### **Garage Security Suggestions:**

Tracy advised she is currently working with the City's Purchasing Agent on a new contract. The Board suggested having security arrive earlier than 6 pm during the winter hours, and to have security randomly check the garages instead of the same time every day.

#### **Garage Signage:**

The Board agreed this item will take a lot of money and to keep it on the agenda.

#### **Downtown Alliance Report:**

- Lisa Harmon and Greg Krueger did not attend the meeting; therefore, there was no report.

#### **Public Comment:**

No public comment.

#### **Agenda Items for next meeting:**

- Prioritize list from Strategic Plan
- Direction of the Board
- Communication between the Board and Council
- Budget for the Condition Audit

**Adjournment:** 5:03 p.m.