

## MINUTES

### PUBLIC PARKING ADVISORY BOARD MEETING

TUESDAY, February 7, 2012

Lower Level Carnegie, Public Parking Conference Room

**Members Present:** Rod Carlson, Rich Gourley, Hugh Dodson, Dan Johnson, Dick Murphy, Todd Meierhenry

**Members Absent:**

**Others Present:** Darrin Smith, Erica Beck, Matt Nelson, Dwight McElhaney, Jason Dennison, Duane Hatch, Claudia Behr, and Gail Trantina.

#### 1) CALL TO ORDER

President Rod Carlson called the meeting to order at 8:03 am

#### 2) APPROVAL OF MINUTES FOR THE MEETING OF January 10, 2012.

Dick Murphy asked minutes to be amended to reflect his absence as excused from January 10, 2012 meeting. So noted and minutes were approved.

#### 3) NEW BUSINESS

- a) **Election of Vice-President** - Dick Murphy nominated Todd Meierhenry, Rich Gourley seconded the motion. Todd Meierhenry was unanimously approved as Vice President.
- b) **Financial Report** – Duane Hatch reported that the Finance office is currently experiencing a routine annual financial audit. He reported an overall net income of \$705,000 and income from Operations was \$223,000. The difference was due to land transferred from the Engineering division recorded as revenue gain, but is not actually cash. Duane also stated that there is an outstanding expense of \$100,000 for First Avenue ramp equipment that had not yet been paid to the vendor. For the year, the overall cash on hand was \$640,000.
- c) **Leased Parking Report** – Claudia reported that parking was down slightly from January to February mostly due to CCC Information Services employees who have chosen not to lease since the company is no longer paying us for employee parking. Also 36 spaces that were leased at the Pavilion ramp are no longer leased since the Federal Court House construction project is complete and contractors are no longer leasing. Claudia also reported that First National has now relocated and vacated all of their employees from the River Ramp.
- d) **River Ramp Removal and RFP Update** – Erica told the board that it our intent to recognize the demolition of the ramp with a special event that will be planned for a date in March. Erica distributed a copy of the Agreement to Purchase River Ramp Parking Structure and reported that the first reading of the document was at the February 6, 2012 City Council meeting with the second reading scheduled for February 13, 2012. It allows for the structure to be sold to River Greenway Hospitality, LLC for \$1.00 with intent to demolish. The City retains ownership of the land which will be transferred to the Developer/Contractor at a later date.

Erica highlighted several points of the agreement:

- A low water level in the river is needed for demolition
- Demolition and removal of debris are part of the agreement
- The Agreement takes into account potential scenarios including the hotel not proceeding with construction and permits that are needed
- Demolition cannot begin sooner than 20 days after publication (March 9, 2012)

Darrin told the board that there are details CD/Parking is working to complete including: relocation of the parking meter shop, customer relocation plans, the possibility of providing a shuttle service for GWB employees, giving 30-day notice to all parking tenants, and the overall agreement for transfer of the land contingent on removal of the ramp.

- e) **1<sup>st</sup> Avenue Ramp Potential Enhancements** – Matt Nelson reported that the upgrade is not 100% complete due to software issues although the system is operational. Matt told the board that issues with network speed and vying for the vendor's time for installation and training have delayed the completion. Final payments will not be made to the vendor until the system, including the office software, is completely operational. Matt noted that the new automated system also offers us new options for things such as license plate recognition, and flexibility to offer some customized options for validated parking.

Matt asked the board to consider whether there should be changes to the token values for the downtown area and whether the \$.60 token value should change. There was a brief discussion and a decision to discuss further options at a future date.

- f) **Credit Card Meter RFP Timeline** – Matt Nelson informed the board that the RFP for new meters would be sent to Purchasing within the next two weeks for legal formats to be added. There is a potential for a release to bidders mid-to-late March with intent to begin installation of new meters by mid-June. The specifications are written to replace 14-18% of the meters, approximately 150.

There was an inquiry and brief discussion about adjusting the speed of the screens on the current trial meters. Matt said that the speed could be slowed to accommodate the readability for customers. It is currently set at a rate that is optimal for the parking patrol when they are on their rounds.

Rod Carlson noted that a special meeting of the Parking Advisory Board would be held sometime in April to look more closely at the RFP. Replacing the meters will not generate a large gain for the department in revenue but will improve customer options and provides updated technology.

#### 4) **ADJOURNMENT**

Motion by Rich Gourley, second by Rich Murphy. The meeting adjourned at 9:00 a.m.

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Richard Murphy, Secretary

