

MINUTES

PUBLIC PARKING ADVISORY BOARD MEETING TUESDAY, Tuesday, February 3, 2015 8:00 AM ECONOMIC DEVELOPMENT CONFERENCE ROOM, 100 S. DAKOTA AVE

Members Present: Johnson, Dodson, Meierhenry, Schaefer, Von Bergen

Others Present: Darrin Smith, Matt Nelson, Duane Hatch, Gail Trantina

1) CALL TO ORDER

The meeting was called to order at 8:03 a.m.

2) APPROVAL OF MINUTES FOR THE MEETING OF November 4, 2014.

3) NEW BUSINESS

Financial Report – Duane reported overall revenue up about 3% over last year and overall expenses down about 2%. Duane noted that the report shows parking lot revenue down, but noted this is due to the change to real time accounting practices. Matt noted that overtime ticket revenue shows a significant increase due to the integrated software and a new collections processor.

Leased Parking- Matt told the board that leased parking is up overall about 1% with increases/decreases spread across multiple locations as reflected in Claudia's report.

New Ramp Updates – Darrin reported to the board that the REI process closed last week and 14 letters of interest, representing both local and out of state parties, were received. We are working with TEGRA, a real estate professional group that has extensive experience with public-private project relationships. WALKER Parking will likely design or oversee the design of the new facility. Darrin noted that the RFP should be released in February and will have an 8-10 week submission window.

Review 2014- Matt Nelson

- Jan-Oct 75% of transactions were paid on-line
- Jan –Oct 14,000 transactions were processed by our third-party processor.
- New collections process integration saving \$6,000 annually plus significant labor costs.
- Repair to assets: Block 11 seal coating, 1st Ave ramp concrete and window repair, Pavilion asphalt overlay.
- Transitioning Ticket Clerk responsibilities from Finance department
 - a. Processing parking citation and lease payments
 - b. Managing parking invoices, citation late notices, parking citation appeals, and parking citation collections.
- Organized and hosted city wide tournament to benefit United Way
- Collaborating with Economic Development to plan for mixed use ramp in 2017.
- Transitioning maintenance of the City Hall Ramp to Parking Maintenance staff.

Possible Projects in 2015 -Matt Nelson

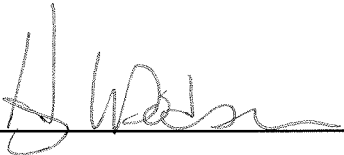
- Maintenance repair and upgrades at 400 S. 1st Avenue
- Exterior improvements to ramp entrances
- Main Avenue pay stations
- Equipment upgrades at Block 11 and Pavilion Ramps
- Continued improvements to our business processes and upgrade meters

4) OTHER BUSINESS –

Matt informed the board that Walker should have a draft of the rate study available sometime near the end of February.

5) ADJOURNMENT

Meeting adjourned at 8:45 a.m.



Board Approval