

MINUTES

PUBLIC PARKING ADVISORY BOARD MEETING

TUESDAY, November 5, 2013 – 8:00 AM

Economic Development Conference Room, 100 S. Dakota Avenue

Members Present: Todd Meierhenry, Richard Gourley, Dan Johnson, Rod Carlson, Hugh Dodson

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

1) CALL TO ORDER

President Todd Meierhenry called the meeting to order at 8:04 a.m.

2) APPROVAL OF MINUTES FOR THE MEETING OF October 1, 2013.

The minutes were approved as sent.

3) NEW BUSINESS

- a) **Financial report**- Duane reported that expenses are reporting as higher than from the same period last year due to the recent Parking refresh campaign and upgraded software. In addition, utilities costs are showing higher than this period in previous years because Public Works assessed drainage fees earlier. Discussion followed regarding the notable savings in electrical costs since the installation of the LED lighting at several locations.
- b) **Lease parking report** – Claudia told the board that the increase in leased parking from last month can be almost entirely attributed to Total Card relocating part of their operation downtown – they have leased approximately 100 spaces. Darrin summarized the parking agreements recently reached with Total Card and DocuTab and the board was in consensus that it supports the mutually beneficial terms of the agreements.
- c) **Phillips Ave RFP** - Darrin told the board that everything is in place on the City side and that plans are being made for the City to engage in conversation with the building owners.
- d) **Parking Software Implementation** – Matt informed the board that the data conversion process “go-live” date is set to be Nov. 20th. The upgrade will include more payment options for the customers for both citations and permit parking. Other changes include the payments being processed by a third party processing center and a change in the appeals process. Matt also noted that customer service training is beginning this week. This training will give the PALS and other Parking staff additional tools for continuing to improve our customer service skills.
- e) **Parking Ticket Appeals Changes** – Matt told the board that this change is part of a city-wide effort, driven by a SD Supreme Court decision, to improve the appeals process. Over one year ago, a Council committee approved to put into place a \$50.00 appeal fee for code and ordinance violations in place. However, Parking delayed going to the Council for full approval of a fee for appealing parking violations. At tonight’s Council meeting, we will propose a \$25.00 appeal fee. Matt reported to the board that last year we spent \$5,000-\$7,000 on the appeals process and at least 20% of the time, people who have filed did not show up for their hearing. It was noted that the board will leave the decision in the hands of the Council but firmly supports instituting

an appeal fee of at least \$25 in light of the Supreme Court decision and other factors such as the administrative costs to the City.

4) OTHER BUSINESS – Darrin Smith

Darrin told the board that an advisory team has identified about 12 areas of importance for the 2025 Downtown Plan. Parking is one of these areas and Darrin suggested that we utilize the knowledge of the Parking Board members with the addition of some involved citizens to give input into the parking related portion of the 2025 plan. The board unanimously approved.

5) ADJOURNMENT

Upon motion by Dodson and second by Carlson, the meeting adjourned at 8:44 a.m.

Dan Johnson, Secretary