

## MINUTES

### PUBLIC PARKING ADVISORY BOARD MEETING

TUESDAY, January 7, 2014

Economic Development Conference Room, 100 S. Dakota Avenue

**Members Present:** Rod Carlson, Hugh Dodson, Dan Johnson, Todd Meierhenry, Nancy Savage, Mike Von Bergen

**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 8:03 a.m.

#### 2) APPROVAL OF MINUTES FOR THE MEETING OF December 3, 2013.

The minutes were approved as sent.

#### 3) NEW BUSINESS

- a) **Financial report-** Duane reported that income is down and revenues are slightly down from last year. Repair and maintenance up over \$50,000 from 2012 due to various ramp projects.
- b) **Lease parking report** – Claudia told the board that there were no significant changes from November to December. She also noted that the January report will reflect changes at the 8<sup>th</sup> and Dakota ramp due to completion of a construction project enabling the US Bank employees to relocate back to their parking location.
- c) **Phillips Ave RFP** - Darrin told the board that an agreement has not yet been signed by all the necessary parties for the sale of Sushi Masa property.
- d) **East Bank** – As downtown continues to grow and develop, we will look into the potential for usage of the city-owned area under the via duct that is currently underutilized.
- e) **2013 Review** – Matt reviewed highlights of the year:
  - a. Marketing – New signage, patrol uniforms, 6-wk customer service training, new approach to improve customer service
  - b. Software- Moving ticket and leased data (since 2008) to new system. Conversion to new ticket and lease parking software is still in progress
  - c. Maintenance Facility – Purchased building at 501 N. Weber and renovated at cost of about \$30,000. Most of renovation work was done by our maintenance staff.
  - d. Repairs – Pavilion and 1<sup>st</sup> Avenue ramp had significant repair work. Striping, lighting painting, cleaning at various ramps and lots.

#### 4) 2014 Preview

- a. **Begin planning for new ramp** –
  - Looking at multiple sites
  - Coordinate with 2025 Downtown Plan and PUMA
  - New needs analysis study – last study was done in 2007
  - Walker Parking conducting a study and additionally a committee will be formed
  - Looking at possible construction in 2015

- b. **Block 11 seal-coat and cracks**
- c. **1<sup>st</sup> Avenue Windows seal and glaze**
- d. **Purchase new Bobcat vehicle – brush and remove snow**
- e. **Reorganize department**
  - Hire Lead Parking Patrol position
  - Evaluate all positions to ensure working efficiently/effectively
  - Add the ticket payment processing and the ticket appeals process

Meierhenry requested information from Parking to show ramp life.

Matt told the board that we have an Agreement with Walker Parking to do an in-depth study of one ramp per year on a rotation to access needs for repairs/maintenance. Discussion followed regarding rising construction costs and other considerations to include in future ramp construction planning.

#### **5) ADJOURNMENT**

The meeting adjourned at 8:35 a.m.



Board Approval