

# PARKING ADVISORY BOARD

## SEPTEMBER 13<sup>TH</sup>, 2011 AGENDA

Meeting Date/Time/Location

SEPTEMBER 13<sup>TH</sup>, 2011

4:00pm

CITY HALL CONFERENCE ROOM

### PUBLIC COMMENT PERIOD

1.

### REPORTS AND ACTION ITEMS

2. Approve minutes from AUGUST 2011 meeting
3. Monthly Report - AUGUST 2011
4. Expanded Financial Statements

### OLD BUSINESS

### NEW BUSINESS

5. Downtown Alliance Report
6. Informational Items
7. Adjourn

**PARKING ADVISORY BOARD  
MEETING MINUTES  
August 9<sup>th</sup>, 2011**

**Members Present:**

Don Olsen, Chairperson	Bruce Simon	Leticia Moore
Nick Blake	Bob Carr	Drew Smith
Will Gilbert	Steve Bruggeman	

**Members Absent:**

Scott Godfrey

**Others Present:**

Chris Mallow	Lori Dilworth	Joe Dwyer-Teamsters
Bruce McCandless		

**PUBLIC COMMENT:**

**NOTES:**

**REPORTS AND ACTION ITEMS:**

**June 2011 Monthly Report**

**Meter Reduction Report**

Joe Dwyer was present to make a public comment; however it **didn't** technically qualify as public comment and should be in this portion of the minutes. Joe would like to go on the record opposing staff recommendation on reduction of staff and converting P1 & P4 into monthly only garages, all is scheduled for public comment at a later date. He states that the meter reduction numbers are not exactly correct.

Joe asked what a customer would do if he or she forgot to swipe out. Chris explained that, currently, if a customer forgot to swipe out, then they would simply pull a ticket and when departing the garage, they would use their card to swipe out. When the gates are up after 6:30 is the time that most people forget to use their card. Leticia pointed out that if a garage is "**Monthly Only**", the gates would always be down and cards would be used at all times so no customer should be unable to leave the garage.

Bruce Simon stated: "Our income **isn't** matching our expenses and if we **don't** do something about it we are going to go broke, if we **don't** do a meter reduction and an enforcement reduction. The City Council does not want us to seem more aggressive on collecting revenue and neither would the businesses downtown want to see that, so we need to find other ways to generate revenue. The city council from taking 233,000 dollars of revenue out of our enterprise fund every year and transferring it into the general fund, it is creating an additional burden for us and it is harder to balance the books and we cannot get the city council to address the **problem.**"

Compliments were given to Chris for the meter reduction report. The question was asked of Chris about how he felt about the numbers being accurate and he responded by saying he had

his staff also question the numbers and calculations used but Chris felt confident that they are reasonably accurate.

Discussion was brought up about the changing of the courtesy tickets. Currently the first ticket is free every 6 months. If it was changed to only giving 1 courtesy ticket a year instead of 2, it would generate a lot of revenue. We would be creating turnover downtown so our customers would be able to find a place to park. The decision was made to hold off on changing courtesy tickets and creating an Anti-Shuffling ordinance until the meter reduction trial is completed and the effects of the trial are known.

It was suggested that we have a public meeting with the stake holders to inform them of what we will be proceeding with. It was asked of Chris to get a map that has the revised boundaries ready for the DBA to be able to give to the public. One meeting would be to get suggestions and then the second meeting to get the voice of how they think the trial is going from the public. Chris and Bruce are to set up a meeting with Lisa.

### **MONTHLY REPORT**

Chris talked about the monthly report for June and July 2011. In June Park 1 Validations were up due to a lot of businesses using temporary workers, these employers validated the **employee's** parking every day. Park 2 was way up in June and this is when the Exxon mobile & EPA were working out of the Crowne Plaza, along with the rise in the Crowne Plaza validations. We rented 121 spaces in Park 1 garage to Exxon Mobile which made it over capacity, so the garage will be totally full for 2 months. Chris also stated that the 10 hour permits are a little off from this time last year, because of people either biking or walking to save money.

### **Renaming City-owned parking garages**

It was suggested that we **don't** need to spend \$13,700 to change the names. We should just let it go for awhile. P1 is only 18 months old, P2 has not been replaced in a long time, P3 and P4 has been there since the buildings have been built.

### **Review of Technology Audit Draft Final Report**

The Parking Advisory Board accepted receipt of the Final Report and to please let the consultant know that the project is considered completed to their satisfaction.

### **Financial Statements**

It is an unaudited financial statement, with month 13. Leticia asked Chris to bring back a more detailed Financial Statement that shows what expenses are included in Administration and Capital.

### **OLD BUSINESS:**

There will be a meeting with 1<sup>st</sup> Interstate Bank later this month to discuss the potential sell of Park 4, so see if they still want to purchase it or not, or have the city carry the note for a while. Chris should know something by the beginning of September. If they possibly come back at a higher price, the city will have to see if they are willing to finance the loan and United Properties will put it in writing.

### **NEW BUSINESS:**

## **Downtown Alliance Report**

### **Informational Items**

The question was asked about what was going on with the 29<sup>th</sup> Street Skybridge Project. Chris replied and said they are working over night to do the sand blasting and the zinc primer, so that there is no risk to the public. They are on schedule and should be completed by the end of September. They plan on moving over to the east section, OSHA delay the project by 2 days while trying to determine presence of lead based paint. The west side will not be completed before they move to the east side. Chris will talk to them about the barricades before they move. It was discussed that the walk way is built so far out, that they need to cut the south side back a little to make it on-coming traffic more visible when pulling out of the garage.

Dehler Park was also discussed. Chris has been trying to get an idea on when they are going to start, they sub contracted out to Arrow Striping. The plan is to be done by the end of August, 2011.

An updated on the Park 2 repairs is that the curbing is anchored and the precast panels will be ordered and should take about 3 weeks to receive with only 1 day to install and should be completed by the end of September or the beginning of October.

### **Adjourn**

The meeting was adjourned at 6:12 p.m.

**Parking Division Garage Summary - August 2011**

<b>Garages (by garage)</b>	<b>Actual Spaces</b>	<b>Current Month</b>	<b>Prior Month</b>	<b>Variance % P/M</b>	<b>% Rented</b>	<b>Spaces Vacant</b>	<b>Maximum Capacity</b>
<b>Park I</b>							
Roof	110	110	109	0.9%	100.0%	0	110
Non-Reserved	275	381	282	35.1%	138.5%	-106	330
Assigned	33	33	21	57.1%	100.0%	0	33
<b>Total</b>	<b>418</b>	<b>524</b>	<b>412</b>	<b>27.2%</b>	<b>125.4%</b>	<b>-106</b>	<b>473</b>
<b>Park II</b>							
Roof	149	151	153	-1.3%	101.3%	-2	149
Assigned	68	59	60	-1.7%	86.8%	9	68
Non-Reserved	386	460	451	2.0%	119.2%	-74	463
<b>Total</b>	<b>603</b>	<b>670</b>	<b>664</b>	<b>0.9%</b>	<b>111.1%</b>	<b>-67</b>	<b>680</b>
<b>Park III</b>							
Roof	61	66	80	-17.5%	108.2%	-5	61
Non-Reserved	98	110	126	-12.7%	112.2%	-12	118
Assigned	6	6	6	0.0%	100.0%	0	6
<b>Total</b>	<b>165</b>	<b>182</b>	<b>212</b>	<b>-14.2%</b>	<b>110.3%</b>	<b>-17</b>	<b>185</b>
<b>Park IV</b>							
Roof	158	75	82	-8.5%	47.5%	83	158
Non-Reserved	386	414	404	2.5%	107.3%	-28	463
Assigned	151	97	93	4.3%	64.2%	54	151
<b>Total</b>	<b>695</b>	<b>586</b>	<b>579</b>	<b>1.2%</b>	<b>84.3%</b>	<b>109</b>	<b>772</b>
<b>Grand Total</b>	<b>1881</b>	<b>1962</b>	<b>1867</b>	<b>5.1%</b>	<b>104.3%</b>	<b>-81</b>	<b>2,110</b>
<b>Lots</b>							
Lot 27	28	28	28	0.0%	100.0%	0	28

<b>Misc. Info.</b>	<b>Current Month</b>	<b>Current Month</b>	<b>Prior Month</b>	<b>Variance % P/M</b>	<b>Prior Year</b>	<b>Variance % P/Y</b>
<b>Cash Sales</b>	<b>Tickets</b>	<b>Cash</b>				
Park I	507	\$1,747.25	255	98.8%	378	34.1%
Park II	4218	\$9,423.50	3917	7.7%	2505	68.4%
Park III	2274	\$3,871.25	1848	23.1%	2018	12.7%
Park IV	336	\$853.75	214	57.0%	249	34.9%
<b>Total</b>	<b>7335</b>	<b>\$15,895.75</b>	<b>6234</b>	<b>17.7%</b>	<b>5150</b>	<b>42.4%</b>

	<b>Current Month</b>	<b>Prior Month</b>	<b>Variance % P/M</b>
<b>Park &amp; Shop (total hours)</b>			
Park I	46	251	-81.7%
Park II	2153	2203	-2.3%
Park III	1966	1697	15.9%
Park IV	480	161	198.1%
<b>Total</b>	<b>4645</b>	<b>4312</b>	<b>7.7%</b>

<b>Crowne Plaza (total validations)</b>	<b>Current Month</b>	<b>Prior Month</b>	<b>Variance % P/M</b>
Park II	3542	4805	-26.29%

<b>Adult Ed (total hours)</b>	<b>Current Month</b>	<b>Prior Month</b>	<b>Variance % P/M</b>
Park IV	53	13	307.7%

<b>Tokens (green meters included)</b>	<b>Current Month</b>	<b>Prior Month</b>	<b>Variance % P/M</b>
	1178	888	32.7%

<b>Green Meter Tokens</b>		27.5	at .16
		27.5	free

**MONTHLY 10 HOUR PERMIT SALES**

<b>2011</b>		<b>2010</b>			
<b>Month</b>	<b>Permits Sold</b>	<b>Total Revenue</b>	<b>Permits Sold</b>	<b>Total Revenue</b>	<b>Variance %</b>
January	22	\$220.00	69	\$690.00	-68.12%
February	55.5	\$555.00	71	\$710.00	-21.83%
March	61	\$610.00	85	\$850.00	-28.24%
April	59	\$590.00	62.5	\$625.00	-5.60%
May	60	\$600.00	45	\$450.00	33.33%
June	52	\$520.00	72	\$720.00	-27.78%
July	27	\$270.00	62.5	\$625.00	-56.80%
August	53.5	\$535.00	72	\$720.00	-25.69%
September	61	\$610.00	63	\$630.00	-3.17%
October	7	\$70.00	43.5	\$435.00	-83.91%
November	5	\$50.00	45	\$450.00	-88.89%
December	5	\$85.00	91	\$910.00	-94.51%
<b>Total</b>	<b>468</b>	<b>\$4,715.00</b>	<b>781.5</b>	<b>\$7,815.00</b>	