

MINUTES

Parking & Traffic Committee Meeting October 2, 2018

Members present: Cheryl Young, Danny Zimmern, Clay Roesch, Elisabeth Buswell, Kevin Lehman; Lissa Dees, Executive Director

Call to order: The meeting was called to order by Acting Chair Cheryl Young at 4:30 p.m.

Consideration of Minutes:

- a) Ms. Dees confirmed the meeting was properly noticed.
- b) There was a motion and a second to approve the October 2, 2018, agenda. The motion carried unanimously.
- c) There was a motion and a second to accept the minutes of the September 4, 2018, meeting with one clarification by Member Roesch. The motion carried unanimously.

Ongoing Business:

- a) LPR Update
 - 1) Exec. Dir. Dees advised that the LPR and the computer have been received. It is staff's recommendation that integration take place after a platform provider is decided upon so that ticket error rate is not exacerbated from its current state.
- b) Tarragona 2-hour parking
 - 1) Installation of signs was delayed due to rain. It will begin tomorrow and will be approximately a two-week process.
 - 2) Member Lehman noted the potential for accidents at the intersection of Romana and Tarragona. Mr. Lee Hansen suggested that a four-way stop be placed at the intersection. Exec. Dir. Dees will pass along these thoughts to Ryan Novota.
- c) Pay Station installs
 - 1) All pay stations have been installed except one to be replaced on Jefferson Street once the new streetlight installation has been completed.
- d) JSG security
 - 1) A part-time parking enforcement individual has been hired to work in the Jefferson Street Garage every Wednesday through Sunday from 9:00 p.m. to 2:00 a.m.
 - 2) Member Young asked that Ms. Dees contact Gulf Power regarding their use of blue lights. Ms. Dees will do so.
 - 3) Member Young suggested that the ending time of 2:00 a.m. be extended to allow parking customers enough time to return to their cars after downtown establishments close at 2:00 a.m.
 - 4) Reggie Bruster, of Signal 88, informed the committee that his company, in addition to doing the roving patrols for which he had quoted \$988, also performs dedicated guard services.
 - 5) Exec. Dir. Dees advised that the person who was selected had training in security; however, his presence is for enforcement and to protect the garage.

- e) August Financial Report
 - 1) Exec. Dir. Dees provided the August financial report.
- f) Intendencia Garage – Employee Parking
 - 1) Exec. Dir. Dees will again contact Angela Crowley, with the City, in November after the upcoming elections. This was at the request of Ms. Crowley.
- g) Public parking signs - Harborview Garage
 - 1) Exec. Dir. Dees advised that locations have been identified on Main Street for the placement of signs to inform the public of free parking at Harborview Garage after hours and on weekends.
 - 2) Ms. Dees will obtain quotes to have existing signs re-skinned with proper verbiage. If the quote is over \$1,000 it will come back to this committee for discussion.
- h) Special meeting October 10
 - 1) The committee was reminded of the special meeting scheduled for October 10 at 10:00 a.m. with Dr. Shoup and members of the parking committee and DIB board.
- i) Passport contract vote
 - 1) The proposed contract with Passport was reviewed by the committee.
 - 2) Member Buswell moved that the parking committee recommend to the DIB that the contract with Passport be accepted, and to have Passport become the new platform provider. The motion was seconded by Member Lehman.
 - 3) After some discussion, the motion carried unanimously.
- j) JSG Pay Stations
 - 1) Exec. Dir. Dees advised the committee it is staff's recommendation that two new Parkeon pay stations be placed in the Jefferson Street Garage for standardization.
 - 2) Premium previously agreed to buy back the T2 machines at full price if DIB signed a three-year agreement. Ms. Dees will clarify whether Premium will likewise extend the offer if DIB elects to go with a new platform. If that proposal is off the table, DIB has the option of selling the T2 machines elsewhere.

New Business

- a) Consent Agenda
 - 1) Exec. Dir. Dees advised that she has had conversations and meetings with Member Zimmern and others on the Parking Committee as well as Attorney Mike Stebbins, who recommended the consent agenda.
 - 2) Member Zimmern explained his proposal concerning sending items to the DIB via consent agenda, citing *Roberts Rules of Order, Fifth Edition*. Ms. Dees further defined the conditions of the proposed consent agenda.
 - 3) After considerable discussion, Member Buswell made a motion and recommendation to move the Parking Committee's consent agenda item onto the DIB's agenda. The motion was seconded by Member Roesch and carried unanimously.
 - 4) If the consent agenda is approved by the DIB, Exec. Dir. Dees will contact the Parking Committee concerning rescheduling its regular meeting day.
 - 5) After discussion concerning the interchange of information between the board and the committee, Member Buswell made a motion that a sitting member of the DIB

become a sitting member of the Parking Committee and attend its meetings. The motion was seconded by Member Roesch and carried unanimously.

b) Garden Street plan

c) Parking Master Plan 2019

- i. Meter replacement project
- ii. JSG repairs
- iii. District signs upgrade
- iv. Growth

1) Exec. Dir. Dees displayed a map that was furnished by the city indicating numerous projects that would assist DIB in its efforts to manage parking properly, which have lingered for many years without resolution. Ms. Dees suggested that priorities be established, and staff will research the feasibility of executing projects and suggesting timelines for doing so.

Financial Report

a) August financials – previously discussed.

b) JSG Reserve Fund Finance Committee Recommendation

- 1) The Finance Committee has inquired concerning the Parking Committee's preference for best utilizing this reserve fund. Exec. Dir. Dees asked for a discussion of whether the Parking Committee would prefer to make the decision as to how its funds should be invested or if it would prefer to rely on the Finance Committee's recommendation.
- 2) Member Zimmern would prefer a recommendation from the Finance Committee rather than turning over control of parking dollars.
- 3) Member Young added that since the Parking Committee makes decisions concerning parking, it would not make sense to turn the finances over to another committee to make recommendations and possibly tie up funds that the Parking Committee would need to move forward with its decisions.
- 4) Member Buswell suggested the Finance Committee offer a couple of options for how the Parking Committee could invest the funds.
- 5) Member Lehman proposed getting an engineering report and potential options for the long-term usability of the garage before deciding on an investment strategy.
- 6) This item will be tabled and discussed again next month.

Public Comment

Mr. Butch Hansen applauded the committee for moving its meeting so that it will have the most effect on its input to DIB.

Adjournment

The meeting was adjourned at 6:20 p.m.