

## MINUTES

### Parking & Traffic Committee Meeting September 4, 2018

Members present: Mark Bednar, Clay Roesch, Danny Zimmern

Call to order: The meeting was called to order by committee chair Mark Bednar 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 September 4, 2018, agenda with one addition (discussion concerning special meeting 9/6/2018). The agenda was approved unanimously.
- c) There was a motion and a second to accept the minutes of the August 7, 2018, meeting. The motion was approved unanimously.

#### Ongoing Business:

- a) LPR Update
  - 1) Ms. Dees advised the LPR will be received on September 10 and should be in use by September 11. Online training with Wayne and Mark is scheduled for 9/6/2018.
- b) Tarragona 2-hour parking
  - 1) Mr. Glass received a quote from Gulf Coast Traffic Engineering of \$4,700 to install the signs (\$300 per sign). Therefore, the signs will be installed in-house.
  - 2) All approvals have been received and signs should be installed by 9/18/2018
- c) PayStation installs – 2 on Spring
  - 1) Five new paystations that were purchased several months ago have been sitting in the garage and are now being deployed into the field.
  - 2) Ms. Dees requested that two of the paystations be placed on the street so that we don't have a capital asset that is not returning any revenue. These two were placed on Spring Street.
  - 3) At least two, if not all three, of the remaining paystations will be placed on Spring Street.
  - 4) One pay station that was removed from Jefferson Street and will be returned to Jefferson Street.
- d) Jefferson Street Garage maintenance
  - 1) Ms. Dees provided a list of items at Jefferson Street Garage indicating where we stand with garage maintenance.
  - 2) Two items remain: The blue lights to be discussed, and repainting of the stairwells to be revisited next month.
  - 3) DIB, as the new parking management company, will devise a regular maintenance list to be utilized in the future.

- e) JSG security
  - 1) A quote of \$22,093 was received for installation of blue lights in Jefferson Street Garage.
  - 2) Pensacola Police Department was consulted and advised the likelihood of blue lights preventing an occurrence was improbable.
  - 3) Reggie Bruster, of Signal 88, provided a quote of \$988 per month for vehicles to patrol Jefferson Street garage on a scheduled basis.
  - 4) Mr. Zimmern made a motion that the committee recommend that DIB accept Signal 88's proposal on a month-to-month basis, up to four months, to allow time for enforcement discussions. The motion was seconded and passed unanimously.
- f) Marketing vehicle policy
  - 1) Enforcement for marketing vehicles parked illegally is a police department issue and does not fall under the purview of the parking committee.
- g) July financial report
  - 1) Ms. Dees provided the July financial report.

### New Business

- a) Platform provider
  - 1) The parking committee will have a joint meeting with the DIB board Thursday to discuss the platform to be used for managing parking purchases.
  - 2) Ms. Dees provided forms that demonstrate the comparison among four providers and said one additional provider may be added.
  - 3) Ms. Dees attempted to alleviate concerns that DIB may lose parking revenue pending a new platform provider. Roughly 11 percent of parkers are paying via platform.
  - 4) Mr. Lehman suggested calling monthly card holders and providing an alternate means of payment during the transition in platform providers.
  - 5) Mr. Zimmern asked if Regina @ Banakas & Associates could do a financial analysis based on transactions and costs. Ms. Dees will inquire.
- b) Paystation deployment plan.
  - 1) Ms. Dees advised that regardless of Thursday's outcome, the DIB will realize substantial savings on third-party parking management fees. Extra funds will first be utilized for safety.
  - 2) Secondly, Ms. Dees suggested that excess money be used for disposing of outdated meters; and replacing two of the T2 machines in the Jefferson Street garage with newly-purchased Parkeon machines. The replacement machines would help identify the DIB brand, and Premium is willing to buy back the T2 machines.
- c) Intendencia Garage – Employee parking
  - 1) Ms. Dees is speaking with Angela at City of Pensacola concerning opening the top floor of Intendencia Garage for employee parking, thus helping ensure the safety of wait staff who leave work very late at night, getting employee parking off the street, and providing affordable parking for downtown workers. Collier Merrill is willing to assist Ms. Dees in bringing this to terms.

- d) Public Parking Signs – Harborview Garage
  - 1) Harborview Garage is city-owned and is available for free public parking after hours and on weekends. It is rarely used because the public is unaware of its availability.
  - 2) Ms. Dees suggested that DIB place signs on Cedar Street and Main Street to advertise free public access during these times.
  - 3) Mr. Roesch moved that DIB move forward with placing the signs as suggested. The motion was seconded by Mr. Zimmern and carried unanimously.
- e) Special meeting October 10
  - 1) Special meeting scheduled for October 10 with Dr. Shoup and members of the parking committee and DIB board. The meeting is open to the public.
- f) New Committee members
  - 1) Ms. Dees recommended that the committee invite Kevin Lehman to join them at the table for discussions going forward, and that one additional member be recruited so there will not be an even number of members voting.
  - 2) Mr. Roesch suggested finding additional tenant members, as opposed to property owners, from east/west/central downtown. Mr. Roesch also suggested having an at-large city representative participate as the intricate parking management system is discussed and created.
  - 3) Mr. Zimmern made a motion to add Mr. Lehman to the parking committee. The motion was seconded by Mr. Roesch and carried unanimously.
- g) Thursday meeting discussion
  - 1) Mr. Zimmern expressed his desire that the parking committee become more involved as a management committee than it is currently.
  - 2) Comm. Chair Bednar pointed out that *Roberts Rules of Order Fifth Edition* dictates the method by which the committee can send action items to the DIB.
  - 3) Mr. Roesch agreed that matters have become very political and suggested that the politics happen above the DIB level.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:07 p.m.