

## MINUTES

Parking & Traffic Committee Meeting  
December 13, 2018, 4:30 p.m.

Members present: Mark Bednar, Chairman, Cheryl Young, Danny Zimmern, Clay Roesch, Kevin Lehman, John Peacock  
Lissa Dees, Executive Director

Call to order: The meeting was called to order by Chairman Bednar at 4:30 p.m.

- a) Ms. Dees confirmed the meeting was properly noticed.
- b) There was a motion and a second to approve the December 13, 2018, agenda. The motion carried unanimously.
- c) There was a motion and a second to accept the minutes of the November 8, 2018, meeting. The motion carried unanimously.

### Ongoing Business:

- a) Tarragona Stop Sign/City request – update
  - 1) Exec. Dir. Dees advised this has been accomplished.
- b) Public Parking Signs Harborview Garage - update
  - 1) Exec. Dir. Dees advised the signs are completed, the poles are being painted, and will meet with Mr. Novota to set those next week.
- c) Premium 30-day cancellation letter – Approval
  - 1) Member Zimmern made a motion to direct Ms. Dees to send out the cancellation letter, giving at least 30 days' notice, to end on a date specific. The motion was seconded by Member Peacock and carried unanimously.
- d) Platform transition - update
  - 1) Exec. Dir. Dees advised that the transition from Premium to Platform is going very well. For the daily user, Premium's service will end on January 31, 2019. Ms. Dees recommends that a soft launch to begin using Passport take place on Friday, February 1, 2019, and for the hard launch to follow on Monday.
  - 2) Freddie Haydn-Slater gave an update on the marketing team's efforts to educate and orient the public on the new system.
  - 3) Member Zimmern asked that Ms. Dees meet with the editorial board, let them know what DIB is doing concerning the transition, and perhaps they can write a story between now and February 1<sup>st</sup> to help DIB get the word out.
- e) Garage Blue Light - update
  - 1) Exec. Dir. Dees received quotes for DIB to self-install blue lights in Jefferson Street Garage, analog version \$21,215, IP version \$27,135.
  - 2) A consideration would be where does the phone call land? The PPD is not supportive of this idea. Member Young requested to attend the next meeting with PPD and Ms. Dees.
  - 3) There would be an additional operational cost to have a security company answer the calls.

- 4) Member Peacock suggested that this idea is premature until DIB figures out how many garages it will be responsible for and what would be the best approach, i.e., more lights, more cameras.
- 5) DIB Member Carro recommended instead of installing phones at all the garages, have a camera system that could be monitored remotely by a security company.
- 6) This issue will be tabled and discussed at future meetings.

#### New Business:

- a) Jefferson Garage – Guard Shack removal – Approval
  - 1) Exec. Dir. Dees received two quotes for removal of the guard shack and needs approval for its removal.
  - 2) Member Zimmern made a motion to authorize Ms. Dees to negotiate demolition not to exceed \$3,000. The motion was seconded by Member Roesch and a discussion ensued. The motion carried unanimously.
- b) Valet parking on Government – Discussion
  - 1) Member Young made a motion that staff send a letter to owners of the District explaining the DIB's position on the use of public parking spaces to accommodate valet parking. Motion was seconded by Member Roesch and carried unanimously.
- c) Parking Master Plan - Discussion
  - i. Establish parking goals
  - ii. Priority list
  - iii. "Dark" data
  - iv. Committee member areas of focus
    - 1) Exec. Dir. Dees asked the committee members to write down their personal goals for the parking committee and return them to her. She then gave a presentation in favor of hiring a potential vendor, Smarking, to provide data-gathering services which would be useful to DIB in making informed, educated decisions in the future. An extensive discussion ensued, concluding with tabling of the matter for now.
    - 2) Committee Members received individual assignments in different areas of research that are needed to formulate a comprehensive parking plan and assist Ms. Dees in gathering data. There will be a parking workshop in the spring of 2019.

#### Financial Report:

- a) October & November financials - Approval
  - 1) Exec. Dir. Dees provided the October and November treasurer's reports.
  - 2) Member Peacock made a motion to approve the financials. After some discussion, the motion was seconded and carried unanimously.
- b) JSG Reserve Fund Finance Committee recommendation – update
  - 1) Exec. Dir. Dees reported that the Finance Committee has approved a quote of \$4,000 given by Structured Parking Solutions, DIB's parking consultant, to determine JSG's life expectancy as well as what steps should be taken now to prolong its life.

- 2) Member Peacock made a motion to affirm the decision of the Finance Committee and pay \$4,000 for the study. Seconded by Member Young and carried unanimously, with Member Zimmern abstaining.

Public Comment:

There was no public comment.

Adjournment:

The meeting was adjourned at 6:15 p.m.