

**Parking Advisory Board
Meeting Minutes
May 13, 2014**

Board Members Present: Don Olsen, Chairperson; Bob Carr; Joni Harman; Mike Craighill; Patty Nordlund; Leticia Moore

Board Members Absent: Edward Arnold

City Staff Present: Bruce McCandless; Megan Hodson

Guests: Greg Krueger; Lisa Harmon

Call to Order:

Chairperson Olsen called the meeting to order at 4:06 p.m.

Minutes:

April 15, 2014, minutes approved as presented.

Reports:

- Garage Summary

The Board did not discuss this item.

Information Items:

- Empire Parking Garage Construction Update

Sletten Construction set June 10 as the completion date. Staff has been working on the parking controls equipment, designing the hangtags, and the pull tickets. There will be different signage since the garage is fully automated. Staff is also working on a customer service representative being present for the first month or so to help the patrons understand how the garage works and how to operate it. The mason work has moved to the other side of the garage, and the storefronts are being set.

The Asian Sea Grill is still interested in the two bays in between First MT Title and Bill Honaker's space. The Buy/Sell agreement was signed, and the closing date is July 1.

The Northern Hotel has a lot of equipment from the valet parking lot that needs to be removed. Bruce said he will discuss this with Saree and the maintenance staff.

- Parking Strategic Master Plan

The contract was sent and routed for signatures. Dennis Burns sent a Request for Information that contained 40 questions that Staff has been working on. Once the contract is back the schedule will be revised. Staff would like to have Lisa and Greg's help with inviting the stakeholders and getting the word out about the Strategic Plan.

- Parking Manager hiring

A group of Staff and PAB members met right before the meeting to review the applications. The group selected four applicants to interview. There was no one with direct parking experience. Interviews will begin within the next few weeks.

Downtown Alliance Report (Lisa Harmon):

- They are working with Public Works on replacing some of the big rocks downtown and replacing plant material with new.
- Matt and Tony are working on the downtown panhandling issue.
- There are discussions about how to reduce the numbers of downtown transients.
- They are helping with moving the Pedestrian Bridge forward with construction.
- The BID is at 30% for renewal, and by the end of summer they hope to be at 80%.

Public Comment:

No public comment.

Agenda:

- Large group lessee policy/group discounts

The Board last month did not take any action on this policy. Dennis Burns, from Kimley-Horn, recommended a couple of options on how to handle the leased vacant spaces. Mr. Burns suggested over-selling the leased spaces by a certain percentage depending on the garages waitlists. He also suggested changing the public perception by explaining why spaces are vacant in the garages by public education and public information. The Board and Staff discussed how the large property owners bring more business to the downtown area and their need to have available parking options.

The Board also discussed instead of increasing rates infrequently by larger amounts, they suggested increasing the rates more frequently in smaller amounts, for example, 2-3% bi-annually or annually. The Board agreed for the lessee to receive the discounted rate, the large groups need to do some of the work in tracking their accounts and send one check to the City for payment.

The Board needs to make a recommendation to Council on rates, or any other changes to the group discounts, by July 1.

- Empire hourly rates and revisit lease rates and discounts

The Board received a handout explaining three options for how to price the hourly rates in the Empire. The Board discussed the pros and cons of each option.

The Board asked why there is a need to increase rates in the garages if Parking is in the black. Bruce explained it has been about eight years since the garage rates have been increased, except for the reserved spaces. Parking has large expenses that need to be taken care of, including about \$330,000 worth of restoration work on the garages. Bruce would like to avoid getting into a situation where Parking has to dramatically increase the rates. The rate increase would be justified by operational expenses. The Strategic Plan will also help identify recommendations on modern technology.

The Board agreed the Empire garage will be comparable to the Park Two garage.

The Board approved the motion to match Park Two hours and days of operation, and to keep the hourly rates consistent with all of the garages.

The Board discussed differential pricing in the garages. At the February 24, 2014, Special PAB meeting, the Board motioned to increase the monthly parking rates by 15% than what the present price of other garages are in the Empire garage and to not offer discounted rates for group parking.

The Board rescind the motion from the February 24, 2014 Special PAB meeting, and approved the motion to make the Empire monthly parking rates the same as Park Two.

- Special Parking Applications

Staff recommended adding 2-hour signed parking at the Southside Law building. The Board approved the motion to accept Staff's recommendation.

- Minnesota Avenue west of South 27th Street

Saree will have written quotes for the Minnesota Avenue project on May 29, 2014.

When Saree meets with the people for the Minnesota Avenue project she will ask them for a quote for the redesigning of the North 27th Lot. The redesign of the North 27th Lot will keep all of the current leased spaces.

Adjournment: 5:28 p.m.