

Parking Committee Minutes
41 Green Street, 2nd Floor Large Conference Room
Approved Minutes
September 30, 2024

Attendees:

Brent Todd, City Councilor, Parking Committee Chair
Stacey Brown, City Councilor
Karen McNamara, City Councilor
Paula McLaughlin, City Councilor

Staff:

Amanda Lombard, Fiscal Tech III, Parking Division
David Florence, Parking Division Supervisor
Tim Thompson, AICP, Assistant Director of Community Development

Attendees:

The meeting was called to order by Councilor Todd at 5:05 p.m.

1) Welcome and Introductions

2) Overview of Agenda: Councilor Todd provided an overview of the meeting agenda.

3) Adoption of Minutes: Councilor McNamara moved to adopt the meeting minutes of July 22, 2024. Councilor McLaughlin seconded the motion. The motion carried unanimously.

4) Citizen Requests and City Council Referrals: None

5) Canal Street Ordinance Revisions: Mr. Thompson referred the committee to the memo from Beth Fenstermacher, Director of Special Projects and Strategic Initiatives, regarding the parking lot at the new Canal Street Riverfront Park. There will be a total of 34 spaces of which (3) will be Handicap accessible. Of those, (19) will be available for public use. A total of (7) parking spaces will be reserved for exclusive use of Chief's Restaurant. A total of (8) Spaces will be reserved for the exclusive use of the apartments located at 350 Village Street.

In addition to the public parking lot spaces, a total of (14) parallel parking spaces will be striped on the North side (park side) of Canal Street and (16) parallel parking spaces will be striped on the South side of Canal Street.

Mr. Thompson noted that the bus stop location has not yet been finalized. Mr. Thompson is requesting the Committee provide consensus to move forward with developing the ordinance language in accordance with the final design of the Canal Street Park. The ultimate location of the bus shelter and bus stop will be incorporated into the ordinance and determine the final locations of the parallel parking spaces.

Councilor Todd expressed his support for making the current (2) hour time zone a (10) hour time zone.

Mr. Thompson stated that the parking schedules throughout the code of ordinances need to be updated to reflect the multiple street name changes that have been implemented in previous years.

Councilor Todd moved to authorize staff to develop the final ordinance language and bring it forth to the City Council once completed. Councilor Brown seconded the motion. The motion carried unanimously.

6) Financials:

Parking Fund financial statements Year-to-Date (YTD) July 31, 2024.

- i. Revenues: Total revenues Year to Date were \$331,711.88 or 10% of budget. This figure was approximately \$108,896.47 higher than revenues received in prior year.
- ii. Expenditures: Actual total expenditures for Year to Date were \$804,812.10 or 23% of budget. This figure was \$121,341.12 higher than prior year.
- iii. Gain/Loss Through July 31, 2024, the Parking Fund has a negative net operating income of \$473,100.22, which is not unusual at this time of year given the typical trend of expenditures outpacing revenues for the start of the fiscal year.

Parking Fund financial statements Year-to-Date (YTD) August 31, 2024.

- iv. Revenues: Total revenues Year to Date were \$516,817.70 or 16% of budget. This figure was approximately \$6,693.02 higher than revenues received in prior year.
- v. Expenditures: Actual total expenditures for Year to Date were \$924,330.00 or 29% of budget. This figure was \$116,207.62 higher than prior year.
- vi. Gain/Loss Through August 31, 2024, the Parking Fund has a negative net operating income of \$407,512.30, which is not unusual at this time of year given the typical trend of expenditures outpacing revenues for the start of the fiscal year.

Mr. Thompson notes that there will be unexpected revenue split between fiscal year 2025 and fiscal year 2026. The construction of the State Legislative Parking Garage will be encumbering parking spaces. The spaces will be (10) spaces on School Street, (4) spaces on Green Street, (9) spaces on Capitol Street and (5) spaces on N. State Street. Based on the number of days the spaces will be expected to be closed the total revenue is expected to be in the range of \$75,000 in encumbrance fees during the construction of the garage.

7) Updates:

- a) State Street Garage: Mr. Thompson updated the committee on the status of the State Street Parking Garage and Consultant Services RFQ/E which he stated is nearly finished. Once the RFQ/E is completed it will be sent to the Purchasing Manager for review. This will be for the comprehensive study on the State Street Garage's future to determine whether it remains a parking garage, renovated or torn down. The Study will also include an analysis of the downtown parking system and how the system would handle the various scenarios with the garage in terms of making sure we have up to date data showing whether or not the City can absorb the loss of the garage spaces if it were to become a surface lot.

Part of the RFQ/E would be to have the consultant for parking projects on call as the City deems necessary.

Mr. Thompson stated the study will also help with his recommendation to City Council on fee updates for parking rates which have not increased in quite some time.

Councilor Brown asked if the City's on call engineering firms would apply and then subcontract. Mr. Thompson stated the City's on call engineering firms would more likely be the subcontractor (if involved at all) to a parking specific consultant. This type of work is typically done by a parking specific consultant, most of whom have national presence and subcontract portions of the work to local firms.

- 8) Other Business: Mr. Thompson stated he would like to discuss the potential for multiple vendors for the Mobile Pay system with the committee in the near future.

9) Future Meetings:

- a) October 28, 2024 (if necessary for discussing citizen requests)
- b) November 25, 2024

10)Adjournment: The meeting adjourned at 5:35 PM.

Respectfully Submitted,

Amanda Lombard
Parking Division Fiscal Tech III