



**PARKWISE COMMISSION
MEETING**
110 East Pennington Street, Tucson, Arizona 85701
January 19, 2016 Meeting Minutes



1. Call to Order

The meeting was called to order at 7:44 a.m.

2. Roll Call

Members Present

Jill Brammer
Barbara Brookhart
Dale Calvert
Joanne Downey
Nicole Flowers
Peter Gavin
Peter Hormel
Jane McCollum
Robert Medler
Steve Taylor
Mik White

Members Absent

David Heineking
Michael Keith
Jane Roxbury
Rick Stertz
Adam Weinstein

Staff Present

Donovan Durband, Park Tucson, Administrator
Martha Encinas, Park Tucson, Administrative Assistant
Omar Garcia, Park Tucson, Management Assistant
Karen Miller, Consultant, Downtown Tucson Partnership

Others Present

Ward Wallingford, The Rogue Theatre
Jim Wilson, The Rogue Theatre

3. Call to the Audience

No Action.

4. Minutes from December 15, 2015 Commission Meeting

Robert Medler moved the approval of the minutes of the December 15, 2015, Commission Meeting. Jane McCollum seconded. The motion was approved, 10-0.

5. Chair's Report

No Action.

6. Financial Report: December 31, 2015 Financial Statements

Assets as of December 31 were \$2,099,029 and the unrestricted fund balance was \$1,718,948. Total Operating Revenue is \$2,600,568 a 19 percent gain. Total Operating Expenses was \$1,596,962. Total Net Assets as of December 31, was \$1,699,669. The increased revenue is due in part to the additional meters that were added.

Park Tucson Garages and Lots, Transient Revenue 2014-2015 chart shows a 26.8% increase in revenue comparing August to December 2015 with August to December 2014. The garages were fully automated by August 2015.

The City-State Garage will be receiving 120 new customers due to El Rio Health Center's administrative offices moving into the Manning House on January 22.

7. Administrator's Report

The City-wide security contract went up for bid in the spring of 2015 and G4S, the incumbent was awarded the contract again in the fall. The Transportation Department Director's Office had been interested in having all departmental security services (transit and parking garages) use the same security contractor. Sun Link had awarded a separate contract to G4S for fare enforcement services in the spring. Daryl Cole and the Department of Procurement notified the Downtown Tucson Partnership that Park Tucson would be using G4S for security and cashiering in the parking garages, effective March 8. G4S would consider hiring current contracted security staff. The Downtown Tucson Partnership will continue to provide maintenance of all the garages and lots, as well as meter collections, meter maintenance, and administrative support.

Park Tucson anticipates filling two open enforcement positions within the month to be able to proceed with weekend enforcement, after the new staff is trained. City budget issues have been a concern with the City Manager seeking to resolve the structural deficit of the General Fund within two (2) years. An immediate hiring freeze is in effect and it is anticipated probationary employees would be terminated and retirement incentives are being offered to eligible employees. Park Tucson had lost its new employee, brought on to help with the new enforcement collections program. After February 5, the deadline to take advantage of retirement incentives, more will be known about further staffing cuts. Park Tucson vacancies will almost certainly be filled by General Fund employees. There is a possibility that parking rate increases of some kind may be proposed by a budget and revenue team to assist with the City's budget.

8. Update on Implementation of Enforcement and Parking Ticket Fines Collection System

The interface between registered owner data from the Motor Vehicle Division is not yet in place but staff is able to obtain the information from MVD through a web look-up, printout, and then manually enter the information into the new Gtechna Officer Command Center. This needs to be done within seven days of the citation so that the required 7-day notice letter can be sent out. Park Tucson is keeping up with this requirement, but hopes to have the data batch processed directly to the system without

requiring the manual data entry. A panel at MVD is expected to meet this week to give approval for the next step of working with Gtechna directly to interface with the software. An employee from Tucson Fire Department will be coming on board next month with Park Tucson to help with the Collections System. Park Tucson will have an on-line payment system in place soon to facilitate with the payment of citations.

Park Tucson will be hiring an on-call parking consultant soon. The contract of the incumbent consultant, Desman Associates, expired at the end of 2015.

Fourth Avenue-area meter times are now the same as Downtown and the U of A, Monday to Friday, 8am to 5pm. New signs were installed to reflect the new times, and the change was effective just prior to Christmas.

9. Update on Residential Parking Permit Program Task Force

After a slight delay the final Task Force Meeting is scheduled for February 11. Donovan will report to PWC meeting on February 16. Any recommendations from Task Force that might necessitate some ordinance changes will be added to the presentation of other changes, including the ParkWise Commission name change to Park Tucson Commission, to be made to Mayor and Council. A total of eight (8) scheduled RPPP meetings were completed.

10. Possible Board Retreat

Last PWC retreat was held in 2012 and it was suggested by PWC members that another one was due. There was discussion of holding a retreat in May.

11. Future Agenda Items

Board Retreat
Parking Master Plan

12. Adjournment – 8:43 a.m.