

MINUTES

PARKING COMMITTEE MEETING

CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY

February 29, 2016

TRUSTEES PRESENT:

Chris Kauffman, Committee Chairman
Craig Freeman
Laura Johnson
Barney Semtner
Kay Bickham
David Greenwell

STAFF PRESENT:

Jason Ferbrache
Sheila Holmes
Cory Hubert
Kevin Mulcahy
Marsha Harrod
Megan White
Melisa Rousey

Committee Chairman Chris Kauffman called the meeting to order at 3:00 p.m.

1. Review of Recommendations from Parking Audit (presentation attached)
 - a. In July 2015, the committee asked for staff to provide a 6 month update regarding progress made in addressing audit recommendations. There were an excessive amount of lost tickets. COTPA staff established a policy regarding the lost tickets and Republic Parking System (RPS) accepted. Two of the five garages have seen a significant drop in ticket losses. In order to get ticket losses down to an acceptable range for the Cox Center garage and the Sheridan Walker garage it will require staff to operate the garages with closed exit gates at all times. Staff is looking at options that will reduce ticket losses further.
 - b. COTPA staff currently receives reports directly from Mystery Shoppers but the contract for Mystery Shopper service remains with Republic. COTPA staff plans to contract directly with them in the near future.
 - c. Internal audits provided by RPS to date show no issues in daily revenue reports or safe logs. Documentation could be improved for cashier shortages and ticket logs.
 - d. Detailed expense variations were reasonable and staff feels comfortable with RPS explanation. Staff is meeting with RPS staff on a monthly basis at the least.
 - e. Detailed scoring system for the management incentive was established. The scoring system takes place quarterly.
 - f. Revenue reconciliation is done daily and tied to the monthly operating report, bank statements and also ties to PeopleSoft.
 - g. Staff established a policy for RPS to obtain three quotes before hiring contractor to perform non-budgeted repairs in excess of \$2,500.
 - h. Establishing a policy on collection of past due accounts has proved to be challenging. Therefore, staff recommends implementing late fees and language that cards can be turned off in future parking contracts.
 - i. Random garage inspections are documented quarterly but staff will be increasing the frequency to monthly. SkiData data tables can now be used by staff to pull data that will be useful for reports.
 - j. Discussion then began on item three below.

2. Discuss and/or Recommendations of New Parking Rates
 - a. Staff surveyed local downtown parking garages to determine local hourly, event and monthly rates.
 - b. Staff recommends increasing the additional hourly rate from \$1.00 to \$2.00 to be at comparable rates with peers in the area.
 - c. Discussed that Santa Fe is the most popular garage with a waiting list and steps that can be taken to utilize Arts District Garage more with monthly parkers. It was discussed that COTPA could increase the monthly rate at Santa Fe Garage but leave the other garages at current rates. There was some concern with increasing monthly parking rates effective July 1, 2016 due to the downturn in the local economy.
 - d. One large parking customer wants to lock-in multi-year rates. Cory will advise them a multiyear rate would only be applicable to the Arts District Garage. Staff recommended increasing event parking rates to \$10.00 from \$8.00 to be at comparable rates with peers in the area and additional hourly rates from \$1.00 to \$2.00. APPROVED. Motioned by Laura Johnson seconded by Craig Freeman. AYES. Chris Kauffman and Barney Semtner.
 - e. Staff asked for recommendations on non-profits and government entities receiving a fifty percent discount on pre-paid parking for their events. It was discussed and determined that this is currently the case but only if there are no other events at that time. Staff will offer garages that are not in prime areas for these circumstances. Jason Ferbrache will look at options for monthly parking with gradual rate increases and timeframe.

3. Discuss and/or Recommendations to Renew Republic Parking System, Inc. Contract
 - a. The current one-year renewal of the agreement with Republic Parking Systems expires June 30, 2016. Staff recommended exercising the final one-year contract renewal with RPS for several reasons. RPS has significantly improved their processes and ticket losses and has brought in new management. Trustee Greenwell asked if there were any competitor bids that were given in 2012. Cory Hubert advised there were three other bids. It was recommended

to continue the agreement with RPS but begin a RFP for the next year as soon as possible using the services of a parking consultant to assist with drafting and evaluating the RFP. Staff will place the contract renewal on the agenda for the March 4th board meeting.

- b. Trustee Johnson commented that she appreciates the way RPS responded to the previous incident and the audit they provided.
- c. APPROVED. Motioned by Chris Kauffman and seconded by Craig Freeman. AYES Laura Johnson and Barney Semtner.

4. New Business

The meeting was adjourned at 4:44 p.m.

Respectfully Submitted,



Jason Ferbrache
Secretary