

VIRTUAL MEETING OF THE ADVISORY PARKING COMMITTEE
WEDNESDAY, April 7, 2021 @ 7:30am
<https://zoom.us/j/98209276859> or dial: 877 853 5247 US Toll-free,
Meeting ID: 982 0927 6859

1. Roll Call
2. Introductions
3. Review of the Agenda
4. Approval of Minutes, March 3, 2021
5. ParkMobile Update
6. Parking Structure Internet Upgrade
7. Amenity Bays / Electric Vehicle Charging Stations
8. Parking Manager Recruitment
9. Meeting Open to the Public for items not on the Agenda
10. Miscellaneous Communications
11. Next Meeting – May 5, 2021
12. Adjournment

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City of Birmingham
Advisory Parking Committee
Regular Meeting

Held Remotely Via Zoom And Telephone Access
Wednesday, March 3, 2020

Minutes

These are the minutes of the Advisory Parking Committee ("APC") regular meeting held on Wednesday, March 3, 2020. The meeting was called to order at 7:31 a.m. by Chair Al Vaitas.

1. Rollcall

Present: Chair Al Vaitas
Richard Astrein
Aaron Black
Steven Kalczynski
Mary-Claire Petcoff
Lisa Silverman
Jennifer Yert

(all members were located in Birmingham, MI except Mr. Astrein, who was located in Huntington Woods, MI, and Chair Vaitas, who was in Bloomfield Hills, MI.)

Absent: Anne Honhart
Lisa Krueger
Judith Paskiewicz

SP+ Parking: Catherine Burch
Sarah Burton
Jay O'Dell

Administration: Scott Grewe, Police Operations Commander
Mike Albrecht, Police Commander
Laura Eichenhorn, City Transcriptionist

2. Introductions

The APC welcomed new members Marie-Claire Petcoff and Aaron Black.

3. Review of the Agenda

No changes.

4. Approval Of Minutes: Meeting Of December 2, 2020

Motion by Mr. Astrein

Seconded by Ms. Yert to approve the minutes of the regular APC meeting of December 2, 2020 as submitted.

Motion carried, 4-0.

ROLL CALL VOTE

Yeas: Astrein, Yert, Vaitas, Kalczynski

Nays: None

Abstain: Black, Silverman, Petcoff

5. Free Parking Extension

Ops. Cmdr. Grewe presented the item.

Mr. Kalczynski asked if the City had considered temporarily closing some of the parking structures and leaving some open, or if the City had considered charging for Pierce since it is the most frequently used structure and leaving the other structures with complimentary parking for the time being.

Ops. Cmdr. Grewe said that even though the structures were being used less frequently, they were all being used equally, making both of the aforementioned options potentially unfair in his estimation.

Mr. Astrein estimated that daytime traffic around the City's downtown, including foot traffic, parking, and going to businesses or restaurants, is at about 65%. He noted that on-street parking is generally available right now, which also indicates the current lower demand on parking.

Motion by Mr. Kalczynski

Seconded by Mr. Black to approve the continuation of free parking in all structures June 30, 2021 and to resume charging for parking in the structures on July 1, 2021.

ROLL CALL VOTE:

Yeas: Kalczynski, Black, Silverman, Vaitas, Petcoff, Yert, Astrein

Nays: None

6. Meeting Open to the Public for items not on the Agenda

7. Miscellaneous Communications

Mr. Kalczynski said it would be good for the APC to see the job description for the Parking Manager position once it becomes available from the City's Human Resources Department.

Op. Cmdr. Grewe said he would provide the APC with that description once it is available.

a. Status of Permit Renewals

Op. Cmdr. Grewe reviewed the item.

Advisory Parking Committee Proceedings
March 3, 2021

8. Next Meeting: Wednesday, April 7, 2021

9. Adjournment

No further business being evident, the meeting adjourned at 8:10 a.m.

Patrol Commander Scott Grewe



MEMORANDUM

Police Department

DATE: March 29, 2021
TO: Advisory Parking Committee
FROM: Scott Grewe, Operations Commander
SUBJECT: ParkMobile Updates

ParkMobile is an internet-based application that can be used to pay for on-street parking at the Cities parking meters. The City of Birmingham has collaborated with ParkMobile since August 2012. Today, ParkMobile transaction represent 27% of all payments made for on-street parking.

Attached is a summary for on-street parking payment options. From 2017 to current, ParkMobile transactions have increased each year while cash payments have continued to decline. Credit card payments have been between 14 and 18% of all transactions. However, ParkMobile transactions represented 36% of all funds collected in 2020 and 41% to date in 2021 indicating the average ParkMobile user is purchasing more time per transaction than any other type of transaction this year.

ParkMobile has recently partnered with Google which will include the ability to pay for on-street parking through Google Pay and their mapping applications. Abby Minyono, Account Manager with ParkMobile, has prepared a presentation to update the Advisory Parking Committee on the status of ParkMobile.

Year	Transaction Count	PARK MOBILE Count	PARK MOBILE Percentage	CREDIT CARD Count	CREDIT CARD Percentage	CASH Count	CASH Percentage
2017	1147420	158087	13.78%	162423	14.16%	826755	72.05%
2018	1688703	276061	16.35%	293695	17.39%	1118765	66.25%
2019	1798326	374077	20.80%	323797	18.01%	1100221	61.18%
2020	909202	218403	24.02%	160504	17.65%	530151	58.31%
2021	215388	57180	26.55%	31439	14.60%	126767	58.86%
Grand Total	5759039	1083808	18.82%	971858	16.88%	3702659	64.29%

Year	Total Amount in Dollar	CASH Amount In Dollar	CASH Percentage	CREDIT CARD Amount In Dollar	CREDIT CARD Percentage	PARK MOBILE Amount In Dollar	PARK MOBILE Percentage
2017	\$ 1,186,059.53	\$ 652,852.33	55.04%	\$ 270,846.65	22.84%	\$ 261,950.55	22.09%
2018	\$ 1,900,631.18	\$ 901,255.82	47.42%	\$ 513,844.46	27.04%	\$ 485,137.90	25.53%
2019	\$ 2,082,326.40	\$ 883,923.80	42.45%	\$ 551,937.25	26.51%	\$ 645,944.85	31.02%
2020	\$ 1,117,414.82	\$ 416,774.22	37.30%	\$ 294,886.75	26.39%	\$ 405,290.60	36.27%
2021	\$ 252,324.80	\$ 94,565.85	37.48%	\$ 54,161.75	21.47%	\$ 103,589.20	41.05%
Grand Total	\$ 6,538,756.73	\$ 2,949,372.02	45.11%	\$ 1,685,676.86	25.78%	\$ 1,901,913.10	29.09%

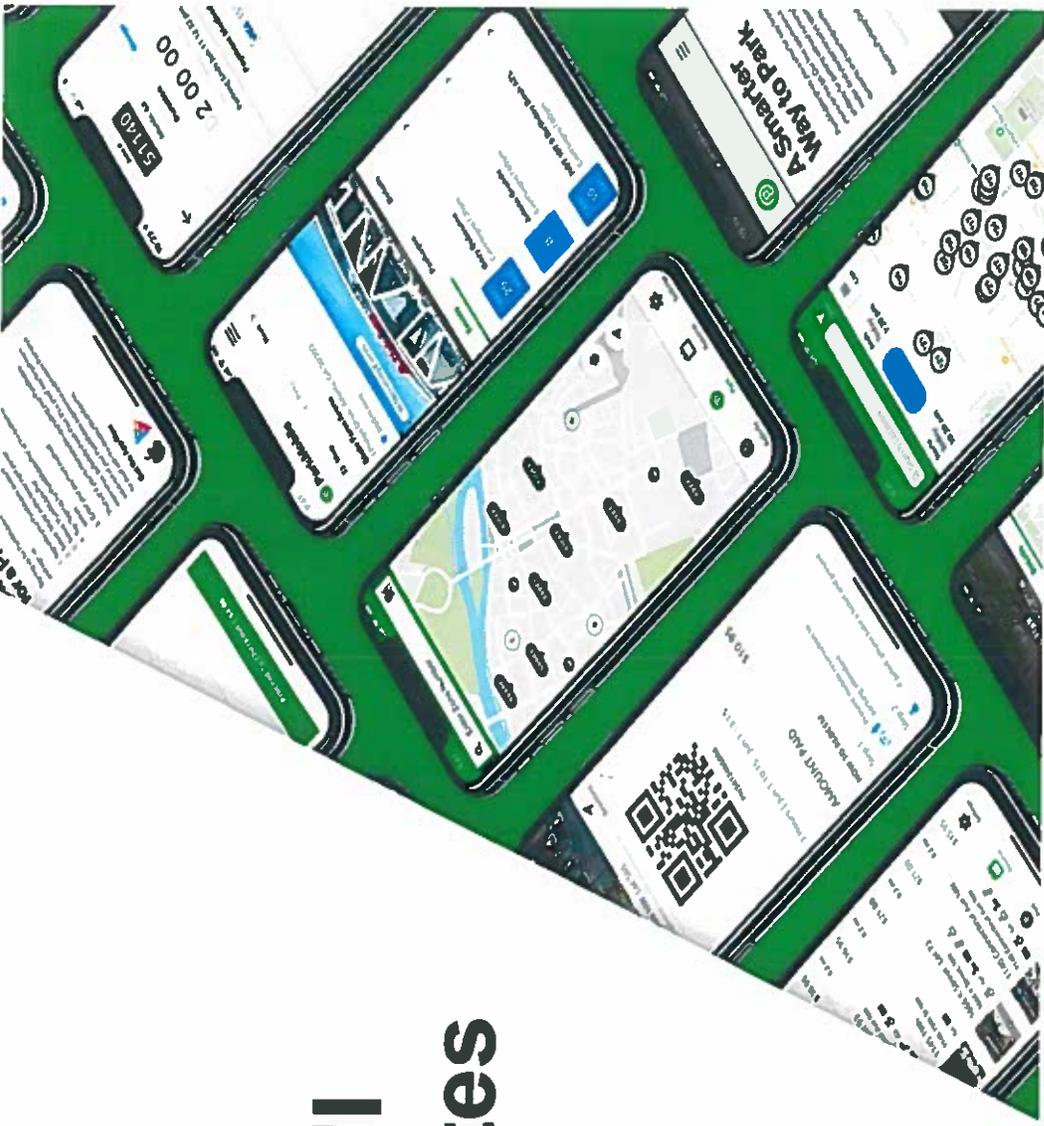


Birmingham, MI Program Updates

Abby Minyono
Account Manager

04.07.21

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ParkMobile Provides Customer Choice



New Features for 2021

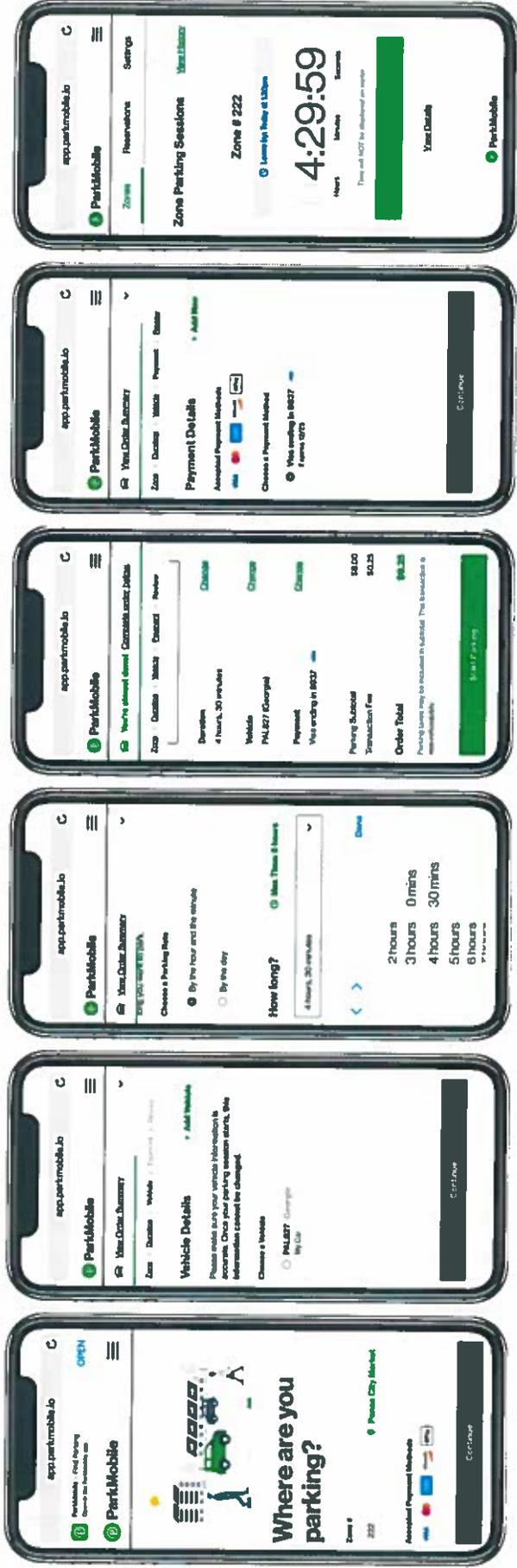
- Revamped mobile web experience through QR Codes
- Guest Checkout
- Google Maps/Waze Channels



Mobile Web

Lightweight web-based flow for customers who do not want to download the full-featured app

Mobile web experience



 ParkMobile

GPay

- GPay Experience: **Parking**, Fuel, Dining, Bill Pay, & Grocery
- Launched **November 18th**
- **250** Suppliers
- Future entry points





Thank you!

 **ParkMobile**

DATE: 03/02/2021

TO: Advisory Parking Committee

FROM: Eric Brunk, IT Manager

SUBJECT: Upgrade Internet Connections to Parking Structures

The current internet connections at the parking structures are unreliable and do not carry the bandwidth needed for future expansion of equipment and features.

The IT department suggests upgrading the current connections to fiber for expandability and reliability and has worked with our current internet vendor to get a quote for the upgraded service.

The parking system has been plagued with internet outages in the structures during operations causing system connection issues and patron frustration.

The dates gathered are from the 2019 season. As you know for most of 2020 and so far in 2021 the systems have been offline due to free parking in the structures.

In 2019 SP+ reported the following outages. 1-3-19, 1-22-19, 4-5-19, 9-17-19, 10-9-19 and 11-27-19. During those outages the system was non responsive causing patron frustration as they could not enter or exit the structure. To remedy the problem the gates were locked open to allow patrons to enter and exit the parking structures causing a loss of revenue.

Crown Castle, our current internet provider, has put together a proposal for upgrading the connection in each of the garages to fiber and pulling the data connections back to City Hall for centralized management and connectivity. This will allow for increased speed and reliability for the current equipment and an increase in options for future equipment upgrades and projects slated for the structures. Crown Castle already has fiber running past most of the structures in the city so buildout should be quick and cost effective.

Currently there are requests for the police department to place security cameras in the structures as well as a proposal for placing Kiosks in the structures and possibly a replacement of the gate equipment. These projects will need a reliable high speed connection back to city hall.

The current provider is Clear Rate – the IT department reviewed a bill from October 2020 to get an idea on what we currently pay for connectivity.

The total cost for all garages is \$1392.29 monthly with some variation for a 10Mbps connection.

The proposal from Crown castle offers 2 connection types, managed fiber connections and dark fiber connections.

There are two cost solutions for each connection type based on the length of contract. That proposal is attached for your review.

The cost overview for each type and length of contract are as follows.

Managed Fiber Ethernet 100Mbps:

36 month term \$2850.00 a month

60 month term \$2400.00 a month

Dark Fiber Up to 10 Gbps:

36 month term \$4200.00 a month

60 month term \$3700.00 a month

The Managed Fiber Ethernet connection includes the endpoint hardware and is a full connectivity solution.

The Dark fiber connection will incur additional costs as the city would need to purchase the end point equipment for each end of the dark fiber connection and manage that equipment.

The IT department recommends the managed fiber solution as that gives us a better cost for service and the ability to change speeds as needed at an additional cost for that increased speed.

Suggested Recommendation:

To upgrade the internet connections at all (5) parking garages to the Managed Fiber Ethernet.



The fiber network that can take you anywhere.

City of Birmingham

March 9, 2021

Our strength and stability help us deliver long-term value.

\$5.8B+

annual revenue¹

**NYSE
S&P 500**

company

9,000+

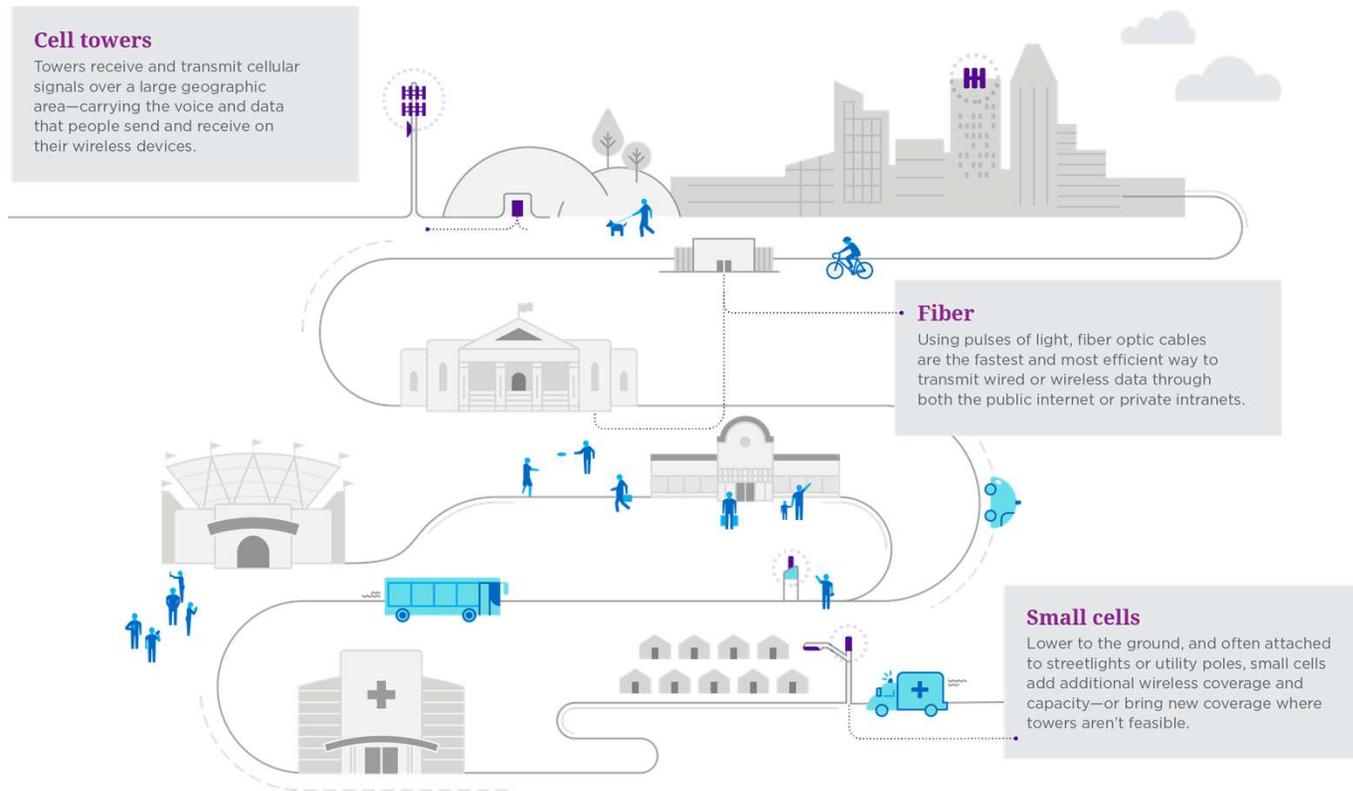
customers—a
proven track record.

25

years owning and
operating network
assets.

1. Q3 2019 LTM net revenue

With a comprehensive portfolio of infrastructure that is unique and unmatched.



The right mix of solutions for your organization.

Dark Fiber

Unlimited bandwidth with all the control you require using your own optical resources.

Wavelength

Fully managed, private, point-to-point solutions with dedicated bandwidth from 1Gbps to 100Gbps.

Ethernet

Switched and dedicated Ethernet services from 10Mbps to 10Gbps with multiple configurations.

Private Networks

Fully managed Ethernet or Wavelength solutions with the security, performance, and dedicated bandwidth you need.

Internet Access

High-performance DIA from 50Mbps to 10Gbps+ with options for bursting and bundling with Ethernet.

Cloud Connect

Numerous access points to AWS, Google, Azure and other key Cloud Service Providers.

Colocation

100+ colo facilities with high-bandwidth connectivity to our network, carrier hotels, data centers and more.

Long Haul

Nationwide long haul Ethernet and Wavelength solutions.

Added Solutions

Optical Encryption, Distributed Denial of Service (DDoS), and Video Transport.

A commitment to service and support.

We mobilize response teams around-the-clock.

- Network Operations Center (NOC)
 - Full-time employees – never outsourced
 - Direct access to a technician
 - Generator and UPS protected facilities
 - Geographically diverse NOC locations
- Emergency response teams skilled in disaster preparedness and response
 - Strategic positioning of resources before disaster strikes

24/7/365

active network surveillance to ensure systems remain up and running

99.999

we strive for the highest level of network uptime

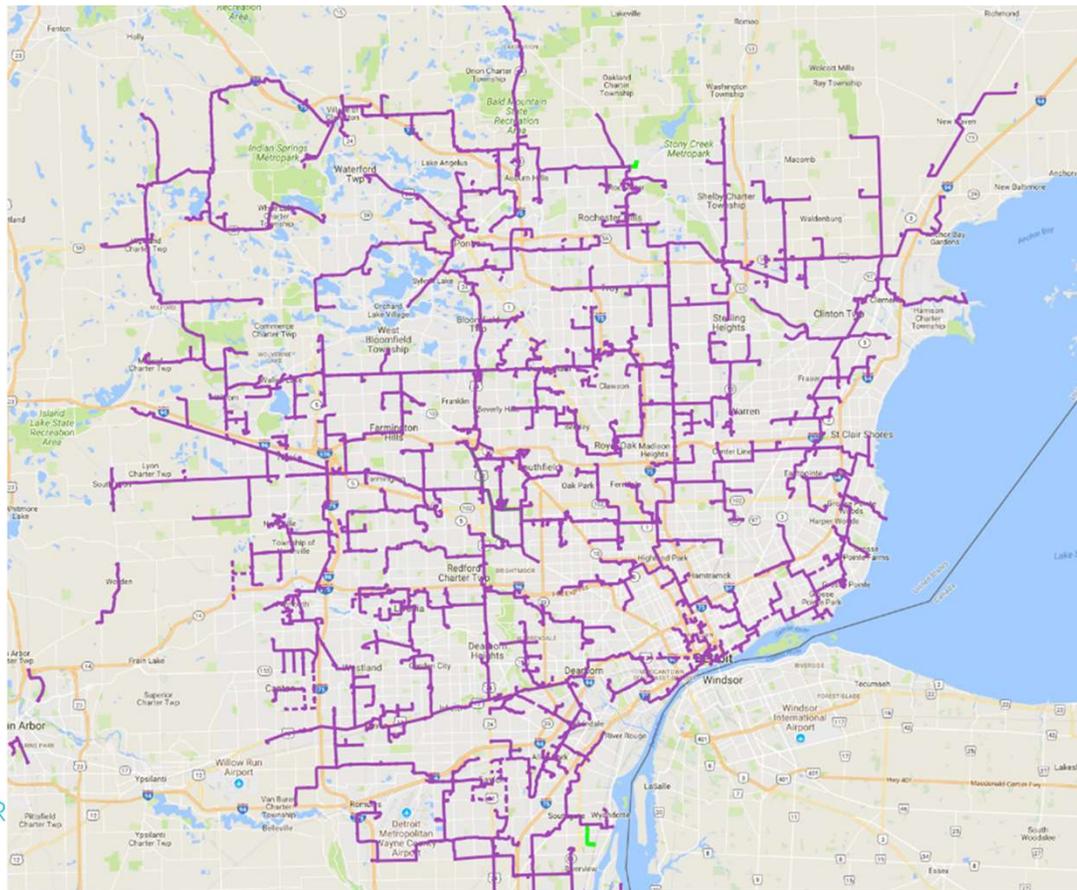
90%

of issues are resolved within the NOC and require no further escalation

2x

per year, we conduct weather and disaster simulation tests

We design our network to provide metro Detroit customers with the best solutions.

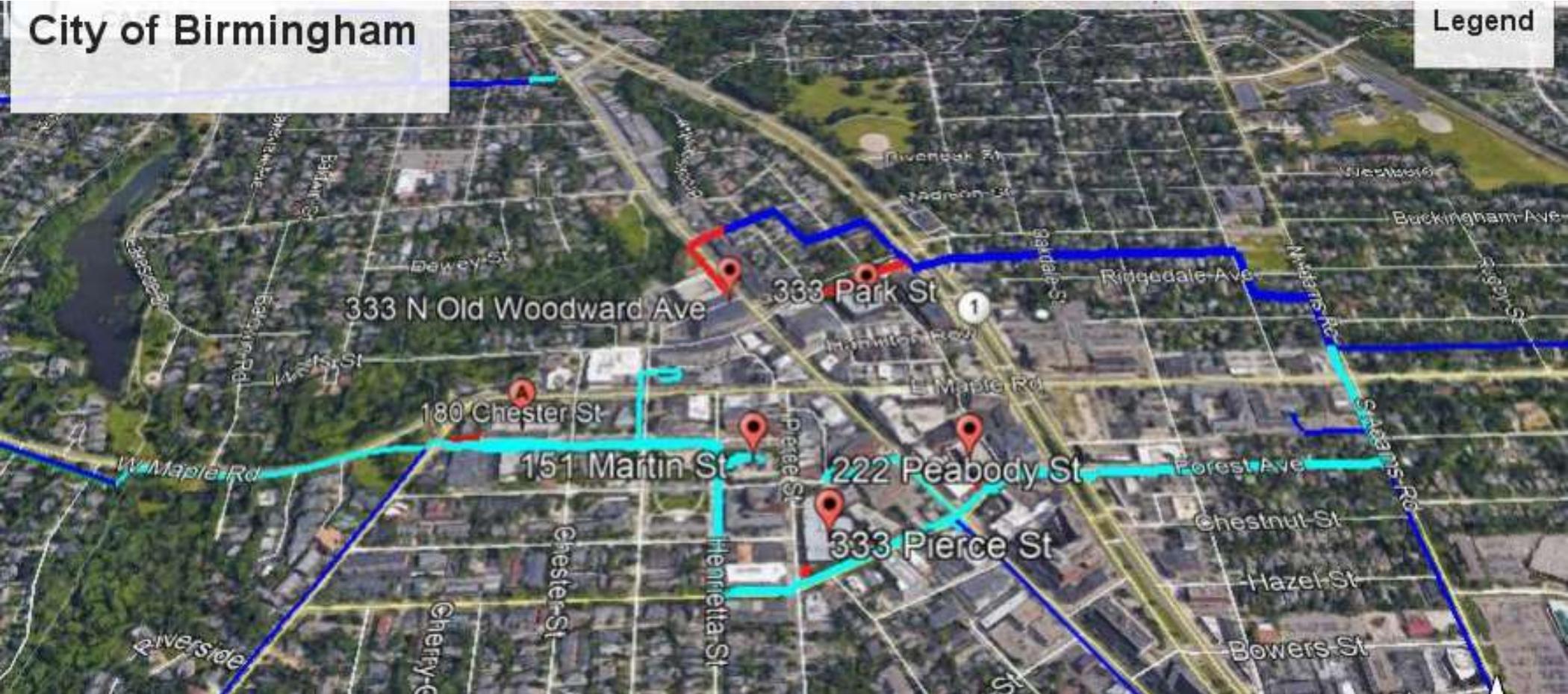


New Fiber Optic Service for Garages

- New Fiber Optic service will increase speed and reliability for the garages. This should lead to increased profitability (interrupted transactions) and client satisfaction over the current cable modem solution.
- Fiber is a long-term strategy and very scalable for future growth.
- Crown Castle already provides fiber-optic Internet service to the City and has a detailed plan to extend Crown Castle-owned fiber to the parking garages.
- The new Crown Castle-owned fiber will also enable additional small-cell technologies under discussion.

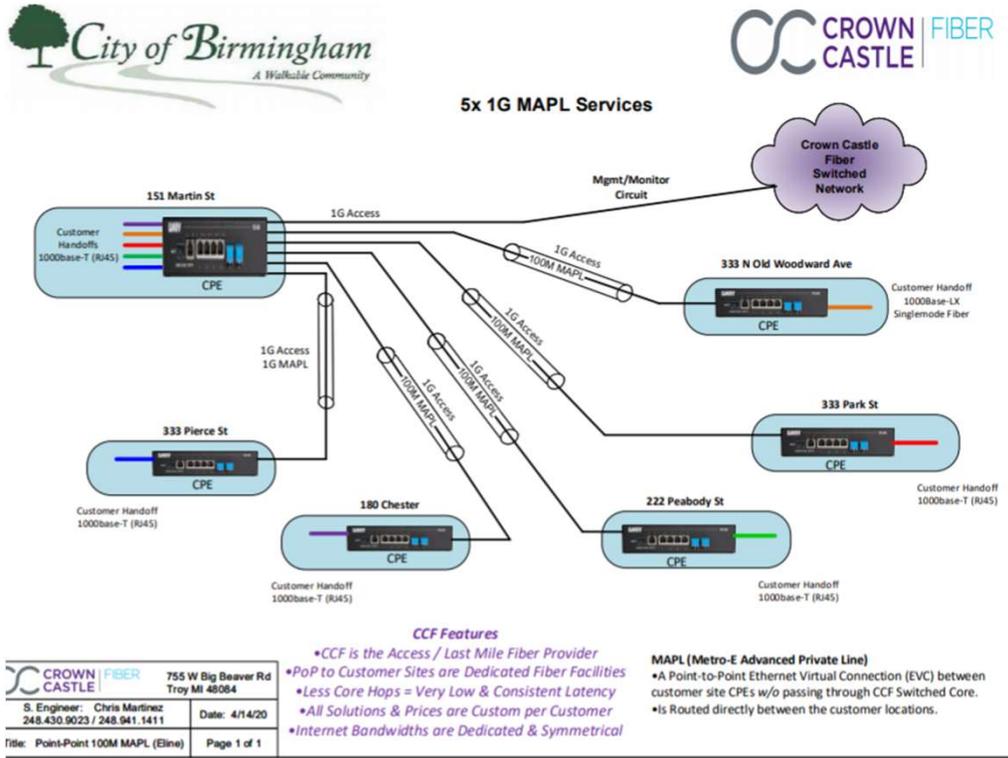


City Hall (Hub for parking garages and existing Internet service)



City of Birmingham, 5 parking garages

Proposed Ethernet design



Proposed solutions City of Birmingham (Ethernet)

Solution	Location	Term	NRC	MRC
Five Parking Garage locations connecting back to City Hall, 5 x 100 Mbps Metro Advanced Private Line	333 Park St., 333 N. Old Woodward, 222 Peabody, 333 Pierce, 180 Chester St. back to 151 Martin St.	36 months	\$0	\$2,850.00 / month
Five Parking Garage locations connecting back to City Hall, 5 x 100 Mbps Metro Advanced Private Line	333 Park St., 333 N. Old Woodward, 222 Peabody, 333 Pierce, 180 Chester St. back to 151 Martin St.	60 months	\$0	\$2,400.00 / month

Proposed solutions City of Birmingham (dark fiber)

Solution	Location	Term	NRC	MRC
Five Parking Garage locations connecting back to City Hall, 2 dark fibers dedicated to each site, approximately 5+ miles	333 Park St., 333 N. Old Woodward, 222 Peabody, 333 Pierce, 180 Chester St. back to 151 Martin St.	36 months	\$0	\$4,200.00 / month
Five Parking Garage locations connecting back to City Hall, 2 dark fibers dedicated to each site, approximately 5+ miles	333 Park St., 333 N. Old Woodward, 222 Peabody, 333 Pierce, 180 Chester St. back to 151 Martin St.	60 months	\$0	\$3,700.00 / month

Why Crown Castle Fiber?

LARGEST NETWORK	UNPARALLELED RELIABILITY	CUSTOMER-CENTRIC SOLUTIONS	DEMONSTRATED INNOVATION
<ul style="list-style-type: none">> Own, operate, and lease 75k+ route miles of fiber> 32k+ on-net locations> 900+ connected data centers, PoPs, COs> More diverse paths and unique routes> Nearly 100 offices nationwide	<ul style="list-style-type: none">> Offer 99.999% availability, striving for the highest level of network uptime> Emergency response team (aCERT)> 24/7 NOC support> Strong SLAs> Dedicated account team for every customer	<ul style="list-style-type: none">> Customer-first culture drives every aspect of our business> Custom designed solutions built with quality> Full transparency in fiber routes> Comprehensive suite of networking solutions	<ul style="list-style-type: none">> Setting the stage for next-gen networks and smart communities> Scalability to meet the needs of business applications—today and tomorrow> Future-proof technologies for complex solutions

Your team of fiber experts.

Sales

Kelly Locke
Account Executive
(248) 430-9035
Kelly.locke@crowncastle.com

Sales Engineering

Chris Martinez
Sales Engineer
(248) 430-9023
Chris.Martinez@crowncastle.com

Client Services

Aleksandra Harris
Client Services Manager
(312) 955-3164
Aleksandra.Harris@crowncastle.com

Network Operations

24/7/365 NOC
855-93-FIBER, Option #
FiberSupport@crowncastle.com

Service Management

STEVEN DEBALSO
Project Manager
(585) 743-1786
Steven.debalso@crowncastle.com



MEMORANDUM

Police Department

DATE: March 18, 2021
TO: Advisory Parking Committee
FROM: Scott Grewe, Operations Commander
SUBJECT: Amenity Bays / Electric Vehicle Charging Station

With five parking structures, offering over 3,500 parking spaces, the City of Birmingham is looking at ways to enhance the parking experience in the City. Amenity Bays and Electric Vehicle Charging Stations are ways to provide amenities to user.

Amenity Bays

Amenity Bays create a way to allow users of the system to provide basic maintenance and/or cleaning for their vehicles. By adding vacuums, wind washing equipment and vacuums user can keep their vehicles clean and tires properly inflated.

Amenity Bays can be located in each on the five structures. Each amenity bay location will be painted with signage to identify the area. Additional wayfinding signage will be posted within each structure to locate the amenity bay.

The Advisory Parking Committee (APC) is being asked to provide feedback on the desire to install Amenity Bays. Additionally, the APC should provide direction to install one location as a test to determine usage, or to install Amenity Bays at each location. After receiving feedback from the APC, staff will bring the topic back to the APC at a future meeting with more detail, pricing and proposed locations for installation.

Electric Vehicle Charging Stations

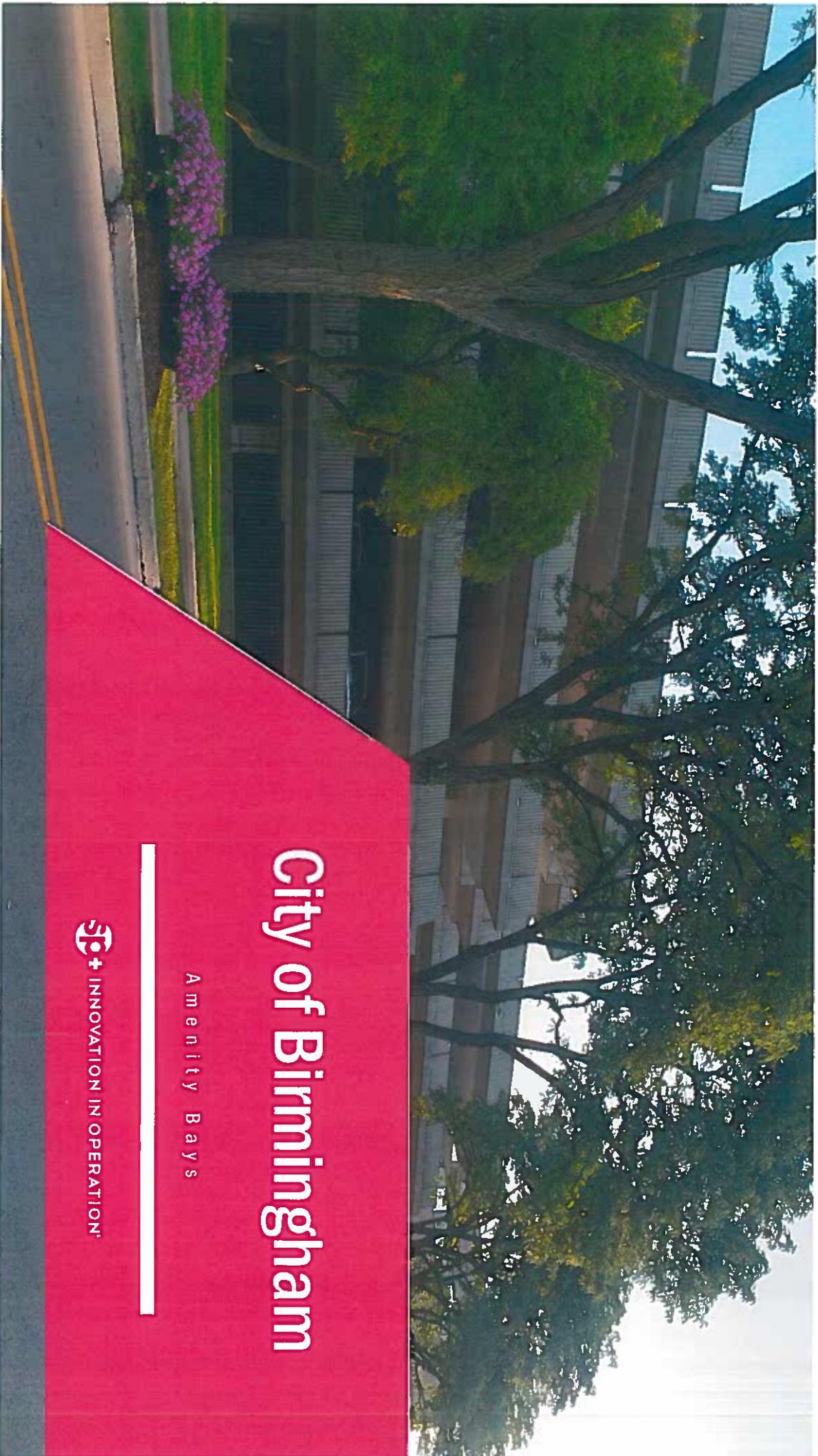
As electric vehicles become more popular, the need for Electric Vehicle Charging (EVC) stations is on the rise. Currently the City has no public EVC stations. Staff is looking for recommendations from the APC regarding the installation of EVC stations.

Like the Amenity Bays, a recommendation is needed to further the study of the installation of these EVC stations. If considered, additional research will be done on the type of station, payment options and locations.

SP+ has prepared a presentation on both items to provide some information for the committee to consider while providing direction for future discussion.

Suggested Action:

The APC is being asked to provide direction on both the Amenity Bays and Electric Vehicle Charging Stations to assist staff.



City of Birmingham

Amenity Bays



 INNOVATION IN OPERATION



Amenity Bays are a value-added service that has become popular at many of our locations.

The Amenity Bay itself includes a commercial vacuum, windshield washing squeegee and fluid, and a portable air pump with tire pressure gauge.

Amenity Bay Features

- **Commercial Vacuum**
 - JE Adams Commercial vacuums are used at places such as carwashes or dealerships that provides customers easy access with a swivel hose to clean out vehicles.
- **Windshield Squeegee**
 - Self Serve squeegee and towels that provides convenience for customers and can be mounted to any pole or wall. The Vue-T-Ful® Isle is also easy to maintain with see-through window on the hinged-cover towel door letting you know when the towel supply is low.
- **Air Pump with Pressure Gage**
 - Esco Digital Tire Inflator is easily programmable. It includes a single strait clip on air hose with the operation to auto deflate or inflate. A backlit display for easy reading provides psi/kpa/bar settings when inflating a tire.



Pierce Street Amenity Bay

- SP+ recommends the Pierce Street Structure for the first amenity bay installation. Pierce is the most used of the five city structures.
- Three areas have been identified as potential locations for the amenity bay. They provide protective coverage for the equipment and are located away from main entrances/exits.
 - Pierce Brown Side Level 1 Ramp A
 - Pierce Side Level 1 across from the North Stair Tower
 - Pierce Street Side Level 1 by the Elevator

Pierce Brown Side Level 1 Ramp A

Pierce Amenity Bay - A Green



 INNOVATION IN OPERATION™

Pierce Side Level 1 across from the North Stair Tower



Pierce Amenity Bay - B Green



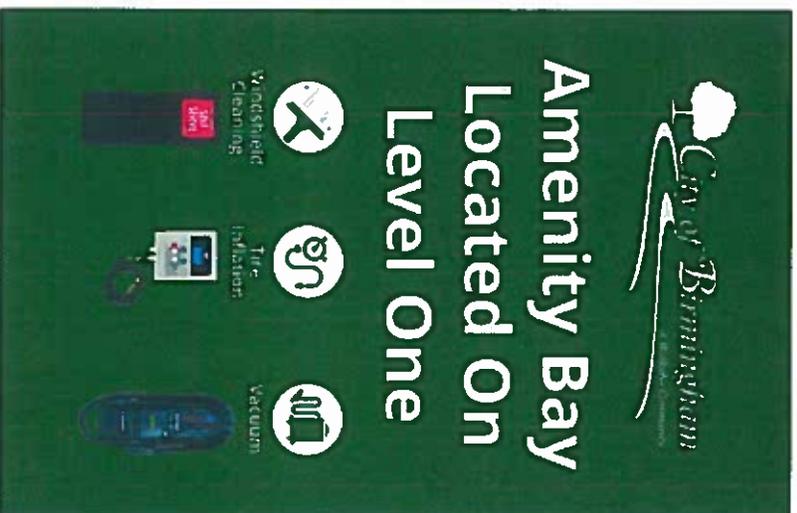
Pierce Street Side Level 1 by the Elevator

Pierce Amenity Bay - C Green



 INNOVATION IN OPERATION

Signage



Signs will be added to the entrances of the structures notifying customers that an amenity bay is available.

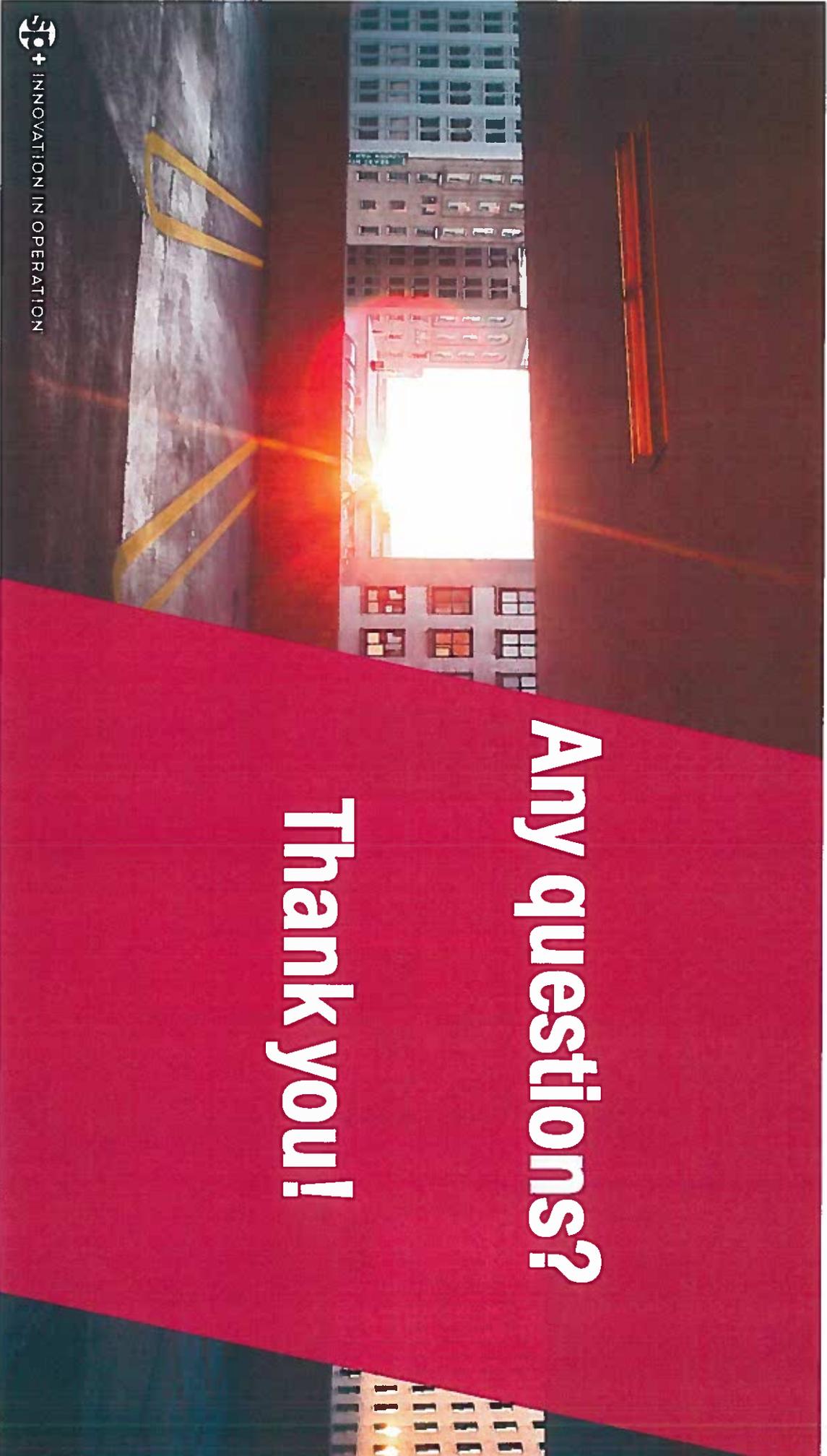
Wayfinding signs can be added throughout the garage, guiding customers to where the amenity bay is located.



Amenity Bay Costs

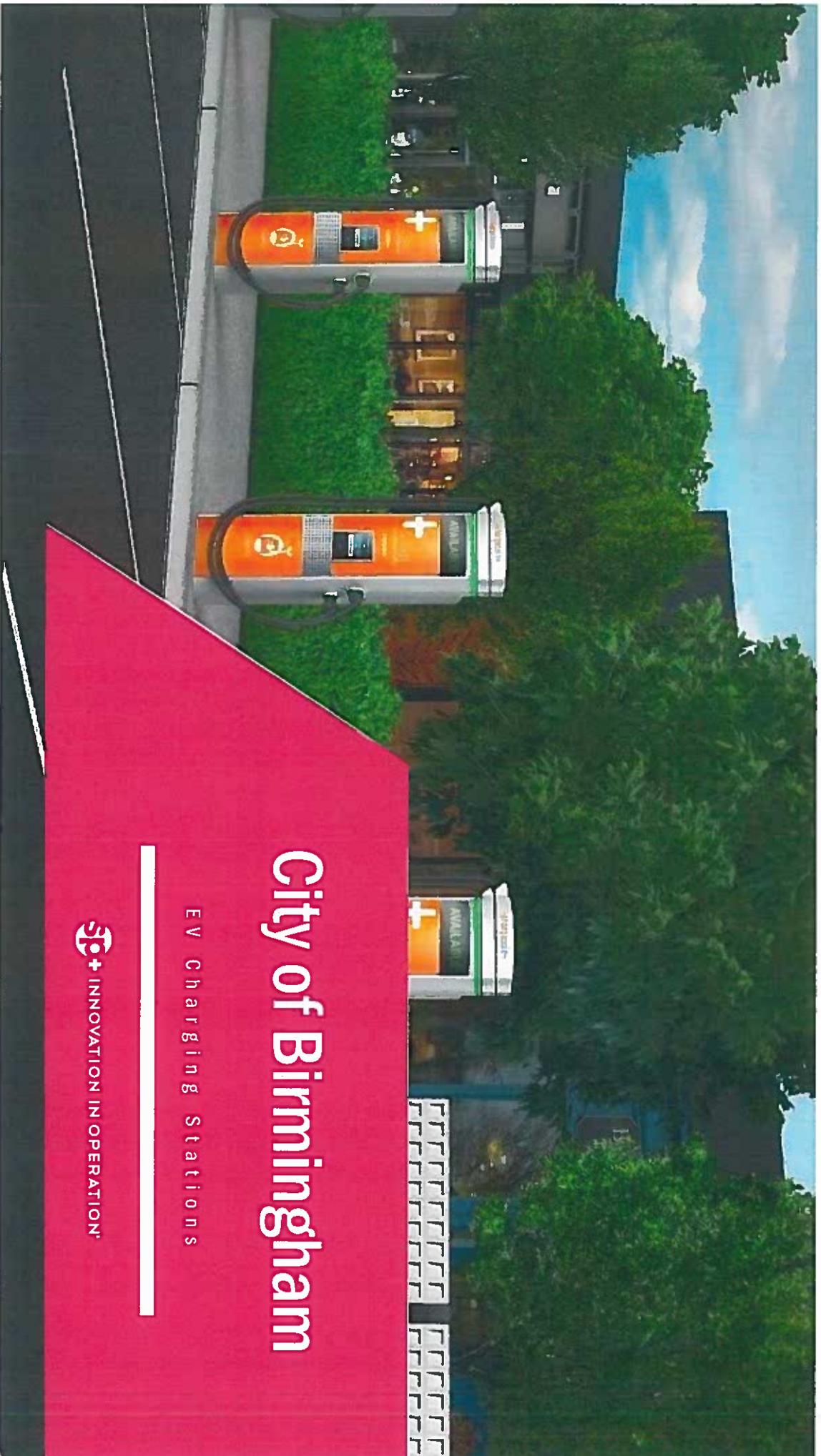
- Painting and high-tac vinyl images for amenity bay approximately \$6,335.
- Amenity Bay Equipment-commercial vacuum, timer switch for vacuum, commercial automatic air compressor, window wash station, and installation \$4,300.
- Electrical Work-requires a dedicated 20a circuit and installation approximately \$600.

Total approximate cost per Amenity Bay is \$11,235.



Any questions?

Thank you!



City of Birmingham

EV Charging Stations



 INNOVATION IN OPERATION



EV Charging stations are a value-added service that has become popular at many of our locations. Adding an EV charging station to the structures means customers can come to Birmingham knowing that our establishments can provide charging for their electric vehicles.

In addition, the existing electrical wiring and structure (e.g., walls and low ceilings) of many garages can reduce station installation complexity and cost.

EV Charging Station Information

- EVs (all-electric vehicles) receive electricity by plugging into the grid and store it in batteries. They consume no petroleum-based fuel while driving and produce no tailpipe emissions. EVs (also called battery-electric vehicles, or BEVs) use batteries to store the electrical energy that powers one or more motors. The batteries are charged by plugging the vehicle into an electric power source.
- The time required to charge depleted batteries—which can range from less than 30 minutes to almost a full day.
- The charging time depends on the battery capacity and the charging power. The time rate of charge depends on the charging level used, and the charging level depends on the voltage handling of the batteries and charger electronics in the car. Level 1 (household 120 VAC is the slowest, Level 2 (upgraded household 240 V AC) in the middle and Level 3 (super charging, 480 V DC or higher) is the fastest.

CHARGEPOINT



- Dual Output Gateway
- Lower both installation and electricity costs with advanced energy management tools such as panel and circuit sharing.
- Speed: Level 2 Commercial chargers charge at a maximum rate of 25 RPH (miles of Range Per Hour). CT4000 stations can fully charge some vehicles in less than four hours.
- The Network Effect: **The ChargePoint network** and our cloud-based services give you access to the largest community of EV drivers and the flexibility and control you need to serve your drivers.
- Clean Cord Technology: Keep cords safely off the ground with a self-retracting, maintenance-free, ultra-lightweight cord management system. Plus, **choose from either 18 or 23' cords** to reach all car models.
- World Class Support: Our **service products** and support services have you covered from site planning to your ongoing care and management, including phone support for you and your drivers.
- Safe and Reliable: CT4000 stations are UL listed, meeting the stringent requirements of the nation's leading safety standards organization.
- Best-in-Class Hardware: CT4000 stations are rugged and built to withstand the elements. They can be installed outdoors or indoors.
- Smart, Networked Charging: Receive automatic software updates that deliver the latest improvements and features. Remotely monitor, manage and configure stations. You can also get real-time station information, track the charging status of all vehicles with Valet and generate automated reports.

Estimated cost for five dual EV stations with a 5-year subscription: \$63,600.

EV BOX



- Dual Output Gateway
- The signature color-changing LED ring provides users with a clear indication of the charging session status.
- Built-in protections prevent AC/DC current leakage and make sure the charging environment is safe for the building and the vehicle.
- The integrated kWh meter provides you with accurate measurements of the energy being used for EV charging.
- Receive automatic firmware updates and remote maintenance via EVBox Businessline's reliable cellular connection.
- Add customized branding to highlight your business's commitment to electric mobility and increase your brand recognition.
- EVBox Businessline can deliver up to 7.7 kW per connector to every electric car, providing the most power of any EVBox level 2 charging station.

Estimated cost for five dual EV stations with a 5-year subscription: \$45,705.

Enel X



- JuiceBox Pro is a Level 2 charging station with all the smart charging features that cost-conscious businesses and organizations need to maximize their EV infrastructure investments.
- Dual Output Gateway
- Conveniently monetize your EV charging.
- Optimize energy costs by controlling charging times and demand charges.
- Increase grid reliability and support EV adoption.
- Enhance driver satisfaction & reach sustainability goals
- Save on your EVSE investment with high value charging stations.
- Increase property value & future-proof for EVs.
- Powered by JuiceNet-Intuitive mobile app for drivers and powerful online dashboard for system administrators.
- Smart Grid Connected-Optimize charging times and aggregate stations to reduce energy costs.

Estimated cost for five dual EV stations with a 5-year subscription: \$49,495.

Things to consider:

- Do you want to set a fee?
- If you set a fee, do you want that to escalate over time?
- Would you like your stations to be visible on maps?
- Do you want users to be notified when stations become available?
- Should monthly parkers be offered special pricing?





Any Questions?

Thank you!

 INNOVATION IN OPERATION

City of Birmingham
Parking System Manager

Position Title: Parking System Manager

Reports To: City Manger

Purpose of Classification:

The purpose of this position is to oversee the daily operation and maintenance of the City's (5) municipal parking structures, (3) surface parking lots and (1267) metered parking spaces. The position will supervise contractors and City staff for the care and maintenance of all City parking facilities. The employee will work under the supervision of the City Manager and will provide guidance for the City's Advisory Parking Committee.

Essential Duties and Responsibilities

The following duties are performed and considered routine for this classification. These duties are not to be construed as exclusive or all-inclusive. Additional duties may be required and assigned by the City Manager. Duties:

- Provide leadership, oversight and management of the City's parking system operations.
- Coordinate with the Police Department on various parking related enforcement and non-enforcement issues.
- Coordinate with the Police department on issues related to parking during special events.
- Conduct monthly inspections of parking facilities. Oversee contractor and City staff conducting daily inspections of parking facilities.
- Monitor parking supply and demand for City parking operations (parking structures, surface lots and metered spaces). Analysis to include hours of operation, suggested rate changes, valet operations and any other modification to operational routines.
- Provide analysis of all parking revenue. Analysis to include meter revenue, parking ticket revenue, parking structure daily revenue and parking structure permit revenue.
- Provide analysis of all parking expenditures. Analysis to include monitoring vendors under contract, monitoring City staff, examining credit cards transaction fees and all equipment related expenses.
- Responsible for all financial operations related to the City's parking system operations. Responsible for creating and maintaining arcuate accounting records and reports related to the entire City parking system operation in cooperation with the City's Finance Department.
- Provide recommendations to the City Manager for the annual operating and capital improvement budgets for the Automobile Parking System Fund.
- Develop, communicate and monitor policies, procedures and standards for the Automobile parking System. Enforce cost control measures, eliminate redundant

systems, establish and implement cost control measures to ensure compliance with budgetary limitations.

- Work with City Engineering Department to examine infrastructure maintenance and coordinate the long-term care and maintenance of all parking structures and surface lots.
- Prepare all requests for proposals (RFP's) and participate in the selection of contractor(s) for the maintenance of the City's parking facilities.
- Schedule, direct, supervise and coordinate the work of City staff assigned to the parking system. This includes administrative staff, maintenance staff, parking meter maintenance staff, seasonal employees and parking enforcement assistants. Participate in the hiring of City parking personnel. Supervise all parking related personnel's work schedules, vacation and leave requests. Address all staff problems or issues.
- Monitor and evaluate the performance and work output of contracted City parking structure operator and other contracted City vendors working on all parking related operations. Monitor the work of City parking structure operator and other City contracted vendors to ensure the work complies with contract or service agreements.
- Evaluate current parking systems technology to ensure that it is working properly. Responsible to continue to evaluate current technological advancements in parking system technology and make recommendations for system upgrades and enhancements to the City Manager and parking Advisory Board.
- Maintain service records for all maintenance and repairs on all parking facilities and equipment. Review all monthly contractor or service related invoices and authorize or deny payments.
- Coordinate the monitoring of security cameras with the police department to ensure that the security cameras are operational and that all public safety issues or criminal matters are addressed. Recommend improvements related to public safety in all parking facilities.
- Respond to public inquires suggestions or complaints in a prompt, professional manner.
- Attend City Commission meetings when required and chair the Advisory Parking Committee meetings (including agenda development and publication).
- Maintain confidentiality of all proprietary department information and personnel matters.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the City's parking system, they are not an essential part of this position and may be performed by other staff members of the parking system:

- Inspect parking structure ramps, surface lots, facilities and pay station operations to ensure safety and provide effective communication tools to adequately respond to the

needs of tenants and the public to safely, easily and efficiently enter and egress from all parking system locations.

- Responsible for all after hour service callout issues at any parking system operation.
- Adjust work schedules to supervise special events, nights and weekends. In the event of an emergency, may be subject to a callout during scheduled time off.
- Supervise Department of Public Services employees as directed.

Minimum Training and Experience Qualifications

- Bachelor's degree in Public Administration, Business Administration or related field of study
- (3) years of experience in parking operations or a combination of education and experience that provides equivalent knowledge, skills and abilities
- Prior supervisory experience preferred
- Accounting experience preferred
- Effective communication and customer service skills required
- Knowledge of current office software, including Microsoft Office applications and the ability to quickly learn and apply new tools and technologies
- Self-motivated and able to work independently
- Valid driver's license

Physical Requirements

- Ability to sit, stand and/or walk for long periods of time
- Ability to lift, push, pull and/or carry up to (50) pounds
- Ability to safely operate a variety of City vehicles

Language Ability and Interpersonal Communication

- Ability to analyze, classify, compute and tabulate data and information
- Ability to communicate orally and in writing with City staff, City Commission, contractors, vendors and the general public