

City of Birmingham  
ADVISORY PARKING COMMITTEE  
REGULAR MEETING

Birmingham City Hall Commission Room  
151 Martin, Birmingham, Michigan  
Wednesday, March 1, 2017

**MINUTES**

These are the minutes for the Advisory Parking Committee ("APC") regular meeting held on Wednesday, March 1, 2017. The meeting was called to order at 7:37 a.m. by Chairman Lex Kuhne.

**Present:** Chairman Lex Kuhne  
Anne Honhart  
Steven Kalczynski  
Judith Paskiewicz  
Al Vaitas

**Absent:** Gayle Champagne  
Lisa Krueger

**BSD:** Richard Astrein

**SP+ Parking:** Catherine Burch  
Sara Burton  
Jason O'Dell

**In-House Valet:** Steven Ferrich

**Administration:** Kathryn Burrick, Sr. Accountant  
Austin Fletcher, Asst. City Engineer  
Paul O'Meara, City Engineer  
Lori Rondello, BSD Office Manager  
Carole Salutes, Recording Secretary

**RECOGNITION OF GUESTS** (none)

MINUTES OF REGULAR MEETING OF FEBRUARY 1, 2017

**Motion by Dr. Vaitas**

**Seconded by Dr. Paskewicz to approve the Minutes of the APC Meeting of February 1, 2016 as presented.**

**Motion carried, 5-0.**

VOICE VOTE:

Yeas: Vaitas, Paskewicz, Honhart, Kalczynski, Kuhne

Nays: None

Absent: Champagne, Krueger

W. MERRILL ST. PARKING METER TIME LIMIT

Mr. O'Meara recalled the consensus at the February 1st meeting was to postpone this item until additional information has been provided addressing the concerns that were raised (i.e. comments from the Library Board and survey of the existing conditions). On February 20th, this topic was discussed by the Library Board and a motion was passed to support the proposed time change for the eight (8) meters on the south side of Merrill St. between Chester and Bates from two (2) to four (4) hours.

SP+ conducted a survey of the surrounding area during the week of February 6th for the area around the Community House and the week of February 20th for Lot #7. The results indicate that both areas were not full on any days that were surveyed and there were very few times where the same car was parked longer than the designated time limit. However, there was an increase of usage on Fridays (the day the Men's Club normally meets). The APC had expressed concern that increasing time limits may encourage employees to park on Merrill St. However, it is assumed that if there was a desire to do this, the existing four hour meters in this area, such as at Lot 7, would be used more on a daily basis. After reviewing the results of the SP+ survey, the Library Board's comments and with various City staff, staff believes the four hour time limit request can be recommended. If the change is implemented with the upcoming new meter installation, there will be no additional cost to the parking system.

Dr. Paskewicz observed, and others were in agreement, that due diligence certainly was done.

**Motion by Dr. Vaitas**

**Seconded by Mr. Kalczynski to recommend to the City Commission to increase the time limit for the eight (8) metered spaces on the south side of Merrill St. between Chester and S. Bates from two (2) to four (4) hours.**

**Motion carried, 5-0.**

VOICE VOTE:

Yeas: Vaitas, Kalczynski, Honhart, Kuhne, Paskewicz

Nays: None

Absent: Champagne, Krueger

Mr. Bill Seckler, President of the Community House, thanked the committee and the City for taking up this issue for them. They have completed their own study as well, and it is consistent with the findings of the City.

OLD WOODWARD AVE. PAVING

*A. Rooftop Valet*

Mr. O'Meara recalled that In March 2016, SP+ prepared a study for the City of Birmingham pertaining to the operation of rooftop valet assist programs designed to increase capacity at the five parking structures. Each of the structures was rated from best to worst in terms of being able to function well (or not) as an area where valets would control all vehicle access, allowing vehicles to be parked closer together, and even in the aisle areas. It was determined the N. Old Woodward Ave. Structure would work the best for this service. Both Pierce St. and Chester St. were rated as almost as good as N. Old Woodward Ave. Park St. was rated as marginal, while Peabody St. was rated poorly.

In June 2016, SP+ started a rooftop valet operation at the N. Old Woodward Ave. Structure, five days per week. Later in the summer, demand for parking dropped enough that the structure was not filling nearly as often. The valet service was reduced to just Tuesdays, Wednesdays, and Thursdays, operating with just one staff person (instead of two). In August, 2016, it was anticipated that demand would increase again to high levels in the fall and the City Commission authorized a rooftop valet assist operation at the Park St. Structure. It has not been actually implemented, however, as demand did not come back to that seen in early 2016. (In the fall of this year, one half of a level at a time will have to be closed to all vehicles to allow the structural steel in the entire building to be repainted. It is planned to use the previous authorization at that time, and operate a rooftop valet while this project is underway.)

Sometime in the coming months the Old Woodward Ave. Paving Project will commence. and roughly 130 prime metered parking spaces will be closed for a four to five month period while the project is underway. To help reduce the negative impact on the business community while the project is underway it is recommended that authorization to operate a rooftop valet as needed at the Chester St. and Pierce St. Structures. (Rooftop valet is expected to continue in operation at the N. Old Woodward Structure during this time and Park St. can be opened as needed based on the previous authorization. Rooftop valet is not recommended at the Peabody St. Structure, due to the low number of additional vehicles that could be stored there.)

Considering costs for the above, it is expected that the parking system could spend approximately \$100,000 in rooftop valet services while the Old Woodward Ave. Paving Project is underway.

There was no audience left to comment at 8:30 p.m.

Mr. Kalczynski indicated he could communicate with SP+ when a large number of people are expected for an event at the Townsend Hotel. Ms. Honhart noted the good thing is that the valet service can be restricted or expanded at any time and it is more efficient than building a whole new parking structure.

**Motion by Dr. Paskewicz**

**Seconded by Ms. Honhart that in order to assist the business community during the 2017 Old Woodward Ave. Paving Project, the APC recommends that SP+ be authorized to set up and operate rooftop valet assist services up to five days per week at the Chester St. and Pierce St. Parking Structures, at a total estimated cost of \$64,600, or as needed until all Old Woodward Ave. parking metered spaces are returned to service.**

*B. BSD Parking Plan*

Mr. Astrein requested that the APC contribute up to \$75,000 for the Old Woodward Ave. Construction Project. The cost will be approximately \$150,000 and the BSD is putting in half of that. They are asking this committee for the other funds. They feel the magnitude of this project will be unprecedented. Roughly 130 prime metered parking spaces will be closed for a four to five month period while the project is underway. To help reduce the negative impact on the business community, the Birmingham Shopping District ("BSD") will be administering a free valet service with stations at three and maybe four locations.

Ms. Lori Rondello, BSD Office Manager, advised the valet will occur Monday through Saturday from 10 a.m. to 6 p.m. They plan to start at 10 a.m. to try and discourage employees from using the service. Customers will get two (2) hours free and after that it will be \$5 per hour with a \$30 per day maximum. Merchants

are asked to validate the tickets and there will be no charge when customers present a validated ticket to the valet stand.

Mr. Ferrich said this will be their third project for the Shopping District. Presently three (3) stands are proposed:

- In front of the N. Old Woodward Parking Structure;
- Brown St. right outside of the Peabody Mansion;
- Henrietta and Martin.

In response to Mr. Kalczynski, Ms. Rondello noted they will use every avenue they can to promote the service. Wayfinding signage will be key in this project because it will point out the free valet stands. Additionally, postcards informing about the valet service will be hand delivered to businesses to give to their customers. There will be a phone number for people to text or call ahead for their car within 15 minutes of when they want it delivered to the stand. She stated they would return any part of the \$75,000 to the Parking Fund if it is not used.

There were no questions from the public at 7:52 a.m.

**Motion by Ms. Honhart**

**Seconded by Dr. Vaitas to recommend to the City Commission that the Parking System Fund assist the BSD in their efforts to operate three (3) or four (4) valet stations during the Old Woodward Ave. Paving Project at the level of 50% of expenditures, estimated at a maximum of \$75,000 total.**

**Motion carried, 5-0.**

**VOICE VOTE:**

Yeas: Honhart, Vaitas, Kalczynski, Kuhne, Paskewicz

Nays: None

Absent: Champagne, Krueger

**2015/16 FISCAL YEAR REVIEW**

Ms. Burrick provided an analysis of the Automobile Parking System ("APS") Fund which combines City and SP+ financials for the 2015-2016 fiscal year. On the June 30, 2016 Statement of Net Position, net position increased \$2,097,689 or 7.9%, due to the net income generated during the fiscal year. Cash and investments increased by \$1,725,723, or 26.5%.

Working capital, which is a measure of short-term liquidity and indicates if there are enough short-term assets to cover short-term liabilities, was \$8,426,102. The current

ratio indicates the APS Fund has enough short-term assets to cover short-term liabilities 75.8 times over.

Within the category of "Property and Equipment," buildings and improvements increased to \$716,856, or 1.9%. Land improvements increased by \$400,925, or 21%. There was a decrease in machinery and equipment of \$538,780, or 26.6%, due to the disposal of old cashiering and traffic control equipment from all of the structures.

The projected cash flow analysis assumes the following factors: Cash received from customers remains constant at the 2017-2018 level, operating expense is projected to increase 3% per year, and capital outlay figures use current projections through 2018-2019 and are estimated thereafter at \$1,200,000 for various parking structure equipment replacement and annual maintenance requirements. These factors show projected cash flows to increase in subsequent years.

Overall, the APS Fund's net income increased by \$567,206, or 37.1%, as a result of an increase in operating revenue of \$624,215, or 13.2%, offset by an increase in operating expense of \$70,478, or 2.2%, and an increase of \$13,420 in non-operating revenue. All in all, the Fund is in a good position.

#### TRAFFIC EQUIPMENT UPDATE

Mr. O'Dell advised that SP+ recently met with Harvey Electronics & Radio and the City to discuss the upcoming delivery and installation of the new SKIDATA equipment at the four (4) remaining parking structures. The following provides the timing and order of the installation:

- Peabody, March 17 & 18
- Old Woodward Ave., April 8 & 9 (may be done first)
- Pierce St., April 29 & 30
- Park St., May 20 & 21

They have a cash value card they are tying in with the BSD called the "IN Card." People can load money onto the card and get in and out of the structures faster. It will also be utilized in conjunction with the validation program, for companies that validate for their large groups of employees because they don't have monthly parking available. Initially people will have to go to the SP+ office in the Chester St. Structure to reload the card until it becomes possible to do online. They are hopeful that Park Mobil will become an option in the short term.

#### MONTHLY FINANCIAL REPORTS

Mr. O'Dell indicated that revenues are up.

MEETING OPEN FOR MATTERS NOT ON THE AGENDA (none)

In response to Dr. Vaitas, Mr. O'Meara stated the new disabled meters will not be installed in Lot #6 until the new meters come. Dr. Vaitas noted the asphalt in the old section is getting crumbly and Mr. O'Meara said he would check.

Mr. O'Meara advised the Peabody elevator should be finished and open for the public by the middle of this month. On another subject, he hoped the businesses in the Lot #6 area would get together and form a plan for their employees to park somewhere else. One idea that has surfaced is to move permit cars into the adjacent residential permit areas during the day. Dr. Vaitas noted Lot #6 permit holders are allowed to park on Maple Rd. north of Oak St. across from Tim Horton's where there are no meters. Also, parking in the N. Old Woodward Structure is an option.

NEXT REGULARLY SCHEDULED MEETING

April 5, 2017

ADJOURNMENT

No further business being evident, the chairman adjourned the meeting at 9:01 a.m.

Respectfully submitted,

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Paul O'Meara  
City Engineer