

# City of Delray Beach

*100 N.W. 1st Avenue  
Delray Beach, FL 33444*



## **Minutes - Final**

**Tuesday, April 27, 2021**

**5:30 PM**

**Virtual Meeting**

**Parking Management Advisory Board**

1 Call to Order/Roll Call

The Parking Management Advisory Board meeting was called to order at 5:30 p.m.

The roll call was taken by Marianne Rodriguez, Executive Assistant/Board Liaison, and the following were present.

Others Present Were:

Marianne Rodriguez, Executive Assistant/Board Liaison

Jorge Alarcon, Chief Parking Facilities Administrator

William Bennett, Assistant City Attorney

Brian Ruscher, Transportation Planner

Missie Barletto, Director of Public Works

Michael Karali, Deputy Director of Public Works

**Present** 4 - Richard Burgess, Brenda Cullinan, Chairperson John Gergen, and Laura Simon

**Absent** 1 - Brady Witt

2 Approval of the Agenda

William Bennett, Assistant City Attorney, introduced himself to the board and explained that he was filling in for his colleague Kelly Brandon.

Brenda Cullinan made a motion to approve the agenda. It was seconded by Richard Burgess. The motion carried by the following vote:

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3 Approval of the Minutes from the March 23, 2021 meeting of the Parking Management Advisory Board

Laura Simon made a motion to approve the minutes. It was seconded by Richard Burgess. The motion carried by the following vote:

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4 Comments by Citizens (Limited to 3 minutes)

5 Old Business

A Parking Program Report- Jorge Alarcon

Jorge Alarcon, Chief Parking Facilities Administrator, presented the parking program report. He provided a comparison between parking revenue in March 2019, 2020, and 2021. He informed the board members that March 2021 generated \$72,000 which is a 12% decrease from March 2019 which generated \$81,000. Additionally, Mr. Alarcon reported that citations have dropped significantly. Mr. Alarcon then reported that Old School Square Garage is down 8,500 cars. He presented the vehicle occupancy report for the month of March 2021. Mr. Alarcon provided the percentage of utilization for each parking garage.

Laura Simon engaged in a discussion with Mr. Alarcon regarding the statistics and usage documented in the vehicle occupancy report.

B Curbside Management Plan- Brian Ruscher

Brian Ruscher, Transportation Planner provided updates on the Curbside Management Plan. He informed the board about the expectations of the study, project manager, and upcoming meetings regarding the plan. Mr. Ruscher is working on creating a public engagement schedule and deliverables.

C Downtown Employee Parking-Jorge Alarcon

Jorge Alarcon, Chief Parking Facilities Administrator, informed the board members that the employee parking program memo was sent to Jennifer Alvarez, Interim City Manager.

Missie Barletto, Director of Public Works, director relayed that the Interim City Manager had asked for additional information regarding its financial impact statement before deciding.

There was consensus to update the letter regarding employee parking and to send the revised letter to Jennifer Alvarez, Interim City Manager.

6 New Business

A Railroad & Gladiola Lot time-limits discussion

Chairperson Gergen reported that the railroad lots are full during the week and in the evenings. He informed his colleagues that employees have utilized parking in those areas which permit 9-hours of parking.

The board members engaged in a conversation regarding how to strategically move employees to the garage and how to educate employees about parking availability.

Michael Karali, Deputy Director of Public Works, commented on the possibility of extending parking hours and the importance of disseminating information to the public about the city's parking garages and other affordable parking options.

Brenda Cullinan requested the board to research creating a program to assist employees with parking fees and to provide them accessible parking options.

Laura Simon voiced that she appreciated Mr. Kareli's comments. She suggested the city to create additional signage, educate the public about accessible parking options, and ask local businesses and patrons for input.

Chairperson Gergen expressed his concerns regarding parking availability east of the intercoastal. He shared that he had no issue with employees and residents paying for parking. Additionally, he commented that employers should be responsible to ensure their employees are safe when they walk to their vehicles in the evening after their scheduled shifts.

Richard Burgess suggested creating a uniform system due to the demand for parking being greater than the city's supply. He believed if people were charged for parking, they would migrate to the free parking garages. Mr. Burgess preferred to charge individuals for parking to generate revenue for the city.

The board members engaged in a discussion of which the direction the committee should take. There was consensus to wait for the analytics from Mr. Alarcon before creating a plan of action.

Jorge Alarcon, Chief Parking Facilities Administrator, and Brian Ruscher, Transportation Planner, informed the board members that employee parking will be addressed in the Curbside Management Plan.

Mr. Ruscher reported that the next steps related to the Curbside

Management study would be to receive input from the consultant and then seek input from public meetings. A timeline is being established and will be shared at the next meeting.

7 Reports and Comments

A Comments by Board Members

Laura Simon inquired about the 2019 valet parking letter.

The board engaged with a discussion with Mr. Alarcon regarding the valet parking letter.

There was consensus to have Mr. Alarcon send an updated letter to the Interim City Manager based on the minutes regarding valet parking from last month.

B Comments by Staff

None

8 Adjourn

Laura Simon made a motion to adjourn the meeting. It was seconded by Brenda Cullinan. The motion carried by the following vote:

With no further business to discuss, the meeting was adjourned at 6:49 p.m.

**A motion was made by Simon, seconded by Cullinan, that this be approved. The motion carried by the following vote:**

**Yes:** 4 - Burgess, Cullinan, Chairperson Gergen, and Simon

**Absent:** 1 - Witt

Parking Management Advisory Board  
April 27, 2021 Meeting Minutes

The undersigned is the Secretary of the Parking Management Advisory Board and the information provided herein is the minutes of the meeting of said Parking Management Advisory Board on April 27, 2021 which minutes were formally approved and adopted by the Board on April 27, 2021.

ATTEST:

  
CHAIR

  
ADVISORY BOARD LIAISON

NOTE TO READER: If the minutes you have received are not completed as indicated above, this means they are not the official minutes of the Parking Management Advisory Board. They will become official minutes only after review and approval, which may involve some amendments, additions, or deletions.