PORT OF GALVESTON
REQUEST FOR DISCUSSION AND TRUSTEES ACTION

BUSINESS ITEM

PREPARED BY: Laura Cameioğlu  Director of Administration  January 16, 2020

SUBJECT: Consider and Approve Amendment to the Port’s Lease Agreement for Office Space with Shearn Moody Plaza.

BACKGROUND: The Port of Galveston leases space in Shearn Moody Plaza for office staff. The Port recommends added 1,500 square feet to provide a Customer Service Office for Parking and Ground Transportation and has located space on the ground floor of Shearn Moody Plaza.

RECOMMENDATIONS: The Board of Trustees is respectfully requested to approve an amendment to the existing lease between Shearn Moody Plaza and the Board of Trustees of the Galveston Wharves to add an additional 1,500 square feet for Customer Service Parking and Ground Transportation Office.

Respectfully Submitted By: Rodger Rees, Port Director / CEO

DATE ACTION TAKEN: 

Approved: 
Disapproved: 
Deferred To: 
Incorporated into Minutes: 

Motion By: 
Seconded By: 
Unanimous: Yes No
PORT OF GALVESTON

Briefing

CONSIDER AND APPROVE AMENDMENT TO THE PORT’S LEASE AGREEMENT
FOR OFFICE SPACE WITH SHEARN MOOD PLAZA

Background

The Port of Galveston leases 10,898 square feet for office staff at the Shearn Mody Plaza. The Port recommends adding an additional 1,500 square feet to provide a Customer Service Parking and Ground Transportation office and recommends the ground floor space available in the Shearn Mood Plaza.

The Port of Galveston is currently the operator of nearly 4,000 parking spaces within close proximity of the cruise ship operations. These parcels are used for cruise parking, tenant parking, Party Boat customer parking and public parking.

Galveston Wharves Annual Parking Fee Revenue

Five-year Trend

<table>
<thead>
<tr>
<th>Year</th>
<th>Parking Fee Revenue ($s in millions)</th>
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<tbody>
<tr>
<td>2019 est</td>
<td>8.12</td>
</tr>
<tr>
<td>2018</td>
<td>7.61</td>
</tr>
<tr>
<td>2017</td>
<td>6.67</td>
</tr>
<tr>
<td>2016</td>
<td>6.14</td>
</tr>
<tr>
<td>2015</td>
<td>6.31</td>
</tr>
</tbody>
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Source 2018 CAFR

Parking is a significant source of revenue; and with passengers planned to grow by half a million over the next couple of years, revenue will continue climb. Parking is a part of the master plan, and will continue to be an important consideration during the Port’s ongoing growth and development.

Core Parking Operations

- Parking Facility Maintenance Programs
- Parking System Revenue Control
- Contract Management Parking Resource Allocation
- Marketing/Promotion/Information Rate Setting
- Parking Facility Development and Construction
- Equipment and Technology Specifications Wayfinding and Signage
- Equipment and Technology Maintenance Customer Service
- Parking Enforcement Validation Programs
- Employee Parking Facility Safety / Security / Risk Management
Parking affects people so directly – personal safety/security, finance, convenience, wayfinding, accessibility and customer service. As a result, parking creates the first and last impression of the Port. Therefore, it is important to manage the “parking experience”. Over the past year, investments in technology, staff, processes, wayfinding, etc. have been implemented to provide better customer service, improve utilization of parking spaces, and to develop further innovative solutions.

**Current Situation**

Space is limited to one office trailer and not conducive to an efficient operation.

**Fiscal Impact**

$1,810 monthly

**Staff Recommendation**

The Board of Trustees is respectfully requested to approve a lease amendment to the existing agreement between Shearn Moody Plaza and the Port to add an additional 1,500 square feet for Customer Service Parking and Ground Transportation Office.