



PARKING ADVISORY BOARD

MINUTES

DECEMBER 3, 2019

8:00 a.m. – 10:00 a.m.

SECOND FLOOR

CSAC – COUNCIL CHAMBERS

Members present by roll call: Mark Bachman, Casey Peterson, Erin Krueger and Michelle Carr

Absent: Frank Morrison and Tony DeMaro

Also present: City Attorney Joel Landeen, Finance Officer Pauline Sumption, City Council Liaison Chad Lewis, Lt. Cathy Bock, Sgt. Wayne Asscherick, Sarah Hanzel, and Administrative Secretary, Robin Garner

Meeting began at 8:11 a.m.

ELECTION OF OFFICERS (CHAIR AND VICE CHAIR) Casey Peterson nominated Erin Krueger for Chair. Erin Krueger nominated Casey Peterson for vice-chair. Second by Mark Bachman. Motion carried.

ADOPT AGENDA

Michelle moved to adopt the agenda. Second by Casey. Motion carried.

APPEAL PROCESS-Sgt. Wayne Asscherick gave a slide presentation on the appeal process. Since implementation 8,767 parking citations have been issued and of the 8,767 only 4.5% were appealed; of the 4.5%, over half were dismissed; most of which were technical issues in nature and working through some of the bugs in the beginning of the program. Sgt. Asscherick upheld 45% of the 4.5%. After all of that, only 7 of those parking citations that were upheld have come to this Administrative Hearing that is taking place today. In the beginning when the new parking system was rolled out, only warning tickets were given to let the public get used to the new system. Sgt. Asscherick and Parking Enforcement were also out in the public showing the public how to use the pay stations and new meters. He explained that our handicap meters are all handicap accessible which means they are mounted at a lower height, the screen is more readable, accessibility of the buttons is better and they can be accessed from the sidewalk rather than the street. The meters in the handicap spot meters were lowered even more, although all 632 are ADA compliant. The parking app is from IPS which is one of the largest companies and is widely used in other cities but there are some cities that do use other companies. IPS has been willing to modify their system to fit the needs of our City.

APPEALS 8:15- 7 Appeals were scheduled for today's hearing, 5 did not appear and 2 have rescheduled to the next hearing date in January.

OVERVIEW OF PARKING CHANGES SINCE JUNE 1-Cathy Bock-Lt. Bock went over the citation portal and how it is used by the consumer. She went over changes that have been made since the system was implement such as signage (with slides of the signs). Meter numbers are now

on both sides of the meter. There was a significant change to the loading zone being reduced by the YMCA with 11 meters having a 30 minute free button rather than the standard 15 minutes. The Federal building also had a change and they now are paying for permits for their jurors.

PUBLIC COMMENT. None

ITEMS FROM BOARD MEMBERS

Mark Buchman brought up his concerns on 9th Street regarding the confusion for customers on the signage in that area where part of the block has meters and part of the block is 2 hour parking. Lt. Bock informed the Board that meters are not free on Saturdays and she will follow up on the signage over there to be sure it located properly and understandable to consumers.

Krueger asked how the process has been going in regards to the on street parking permits. Finance Officer Pauline Sumption has issued approximately 120 permits for different zones, with some zones that have no permits issued because it is farther away, but also have some that have been maxed out, which are the ones closer to downtown. She explained that no block has more than 11 permits currently, but continuing to monitor those to make sure they are at the right number. Sumption added that the work continues trying to find a balance between the monthly, daily and construction permits that are issued which currently between all three, 20 is the maximum. Once 20 are reached in a zone they would automatically go to a waitlist. She explained the process of reviewing requests for on street permits and the options she gives them when a zone they've requested is full and then the movement to a waitlist if requested. Krueger also asked about the monitoring of the parking lots. Sumption explained that we are still waiting on IPS to complete the set up in the system and would like to use the employee lot first before it is rolled out into the public lots. Sumption said she does have wait list on all of the lots. She added that the only reason the wait list has gone down some is due to not accepting any more to be on the list. Lt. Bock added that the permit part of IPS is a new part of their software system so this is being developed as we request. Sumption informed the Board that revenues are up significantly somewhat due to the new on street permits. Her revenue comparison shows it's up about \$175,000 over the same months from last year, July through October which covers all permits and meters. The ratio of tickets being paid is at approximately 50%. IPS is currently in the process of sending overdue notices (letters) and expect to send out 200 at a time for the next few months. On day 15 the DMV report is run and then a letter is sent. On day 31, another \$25.00 late fee is added and a collection letter will be going out. City Attorney Joel Landeen shared his thoughts and feels the parking changes have gone better than expected and sees that they are working. Krueger has heard positive comments from customers but wants to make sure we keep in mind not to punish the employees that are needed for downtown businesses. Landeen said we will keep watching and working on long term parking for residents and employees by looking at the data collected and use start using those remaining parking resources effectively.

Case Peterson asked about the charges the City is paying to the vendor (IPS). Sumption explained there are several different fees that are paid but it is approximately \$7,000 to \$8,000 per month. Landeen explained why we chose IPS as a vendor. Peterson also asked that if parking changes are being made that the Board be notified or made aware of the changes. He would also like to see the businesses downtown surveyed to get their feedback. Landeen would like input from the Board on when they would like to see the survey go out and believes this is a great idea.

Next meeting agenda items requested: a breakdown of fees paid and a breakdown of on street parking permits

SET DATE AND TIME OF NEXT MEETING-Tuesday, January 14, 2020 at 8:00 a.m.
(Tentatively planned to be held the 2nd Tuesday of every month at 8:00 am.)

ADJOURN

The meeting ended at 9:47 a.m.