



# PARKING ADVISORY BOARD

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## MINUTES

JANUARY 14, 2020

8:00 a.m. – 10:00 a.m.

SECOND FLOOR

CSAC – COUNCIL CHAMBERS

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**Members present by roll call:** Frank Morrison, Mark Bachman, Erin Krueger, Michelle Carr, Tony DeMaro, and Casey Peterson

**Absent:** None

**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 8:10 a.m.

### **ADOPT AGENDA**

Carr moved to adopt the agenda. Second by Peterson. Motion carried.

**APPEALS-** 2 (found that one of these paid prior to today's hearing at 7:59 am.)

### **UPDATE ON PARKING CHANGES SINCE LAST MEETING-Cathy Bock**

The sign for 2 hour parking on the 900 Block of Main has been moved to better distinguish the 2 hour from metered parking on that block. A few more signs have been ordered for the parking ramp to be placed throughout the first level similar to the signs at the entrance with a little less verbiage.

Lt. Bock gave a permit report along with a map explaining the different zones in which the on street permits are located. DeMaro asked whether there should be more permits or meters added on 9<sup>th</sup> Street by the new School Administration Building. Lt. Bock said the meters are in place where they are going to be which run all the way to Kansas City Street. There are 11 meters in front of the YMCA and those have 30 minute free buttons on them to help with their loading zone issues that occur limited times throughout the day. On street parking zones 37, 38, and 39 have been added. Finance Officer Pauline Sumption is still putting people in those zones as requests come in. Parking Enforcement noted vacancies in certain blocks and that information was passed on to Sumption who in turn could look at what permits have been issued in those zones and then be able to add more permits to those areas. Lt. Bock shared a slide with lease lot capacities showing how many spaces are in the lots, how many permits are sold in the lots, and how many people are on the wait list for the lots. Sumption said there is some limited availability in zones 5-7, 10-12, 17-23, 25-27, 30, 32, 33, and 35-38. She asked the Board to keep in mind that there are negotiations taking place with Lloyd Companies and lot B will be going away for a while during construction, but hopefully some spots will come back after that project is complete. Krueger asked what the plan is for dispersing the people in lot B when construction starts. Sumption said there is currently no plan, but will probably try to move some to on street permits since all of the lots are pretty much at capacity. She expressed that a conversation will be needed regarding this lot as there are 74 people that will be displaced. She added that the City is not issuing any new permits for lot B because of possible

future construction. Lt. Bock believes there may be some capacity in the private lots near the St. Joe lot. Attorney Landeen further added that those people could potentially be displaced from lot B forever and the City may need to absorb as much as possible into the existing infrastructure but will need to look at an alternative solution long term. He said that since this agreement is still in negotiation, it could go anywhere from nothing happens for quite a while, to possibly displacing people by summer.

Lt. Bock gave a review and breakdown of Citations issued including previous years for comparison: 2017 had 5691; 2018 had 8744; 2019 had 14552

There have been 9623 tickets written alone just since July 1, 2019. The numbers have gone up significantly going from 3 hour parking to 2 hour parking just as there was a significant decrease when they had gone from 2 hour parking to 3 hour parking in the past. Also, having meters in the core increased citations since every time parking enforcement walks by a meter, it could potentially be expired. The IPS software gives more information than the old software with reports that are readily available, so Lt. Bock was able to inform the Board that for the total number of citations, it generated \$240,220.00 citation fees and there has been over \$149,399.50 of those collected. Delinquent notices are being sent after the first late fee is applied. The collection process has not been activated yet. In the total number of citations, there were 835 warnings issued, and they continue to give warnings to handicap parties that have not received a warning, which is tracked in the IPS system. There were 242 dismissed, 273 voided, and 159 cancelled.

Lt. Bock went through the IPS fees which are somewhat hard to predict. The original purchase price was \$734,965.00 for 649 meters (after adding an additional 20 to the original 629). They took off the extended warranty to save money on the upfront cost, so the extended warranty for years 2, 3, 4 and 5 will be \$48,831.25 each of those years to get through the five year contract. Monthly fees include: enforcement software of \$894 (which is what Sgt. Asscherick uses for appeals and is used for the hearings); handheld device license fee of \$70.00 per device (currently 4 devices that tickets are written with), Meter license fee of \$1258.00, Pay station license fee of \$75.00, meter secured gateway fee of \$2,358.75, and a Sensor fee of \$2,156.00 There are variable fees that include: credit card payments on IPS software, merchant hosting fee, .77 per delinquent notice sent, monthly permit fees (\$1.00 per permit that is bought every month) permit gateway fee, a permit hosting fee and a meter credit card transaction fee. IPS informed the City the monthly fees should run approximately \$8,600.00.

Finance Officer Sumption shared a spreadsheet reviewing the revenues with comparisons from 2018 and 2019 which showed parking meters in six months' time, brought in almost \$260,000 more than the last six months of 2018. Parking tickets are up almost \$52,000.00 and leased parking is up over \$48,000.00. The boot fees are down which is good as it means people are paying their tickets in a timely manner. Comparing the previous six months with the last six months, revenue is up almost \$357,000. There were some increased expenses with wages but it includes \$20,000.00 for the second UTV that is used as a second vehicle. The net is approximately \$321,000.00 more in the last six months of 2019 than in the last six months of 2018. Sumption said that everything looks to be on track based on IPS's yearly projections. Sumption clarified that the profits go back in to the parking system as a whole and will be used for improvements that need to be made such as additional handicap designations in lots, lease lots that are in need of repairs, snow removal, and the parking ramp which is in need of some maintenance, as well as being able to accumulate some money to help with the next parking infrastructure that is decided upon to move forward with. Sumption will be having discussions with the Mayor regard to moving forward with hiring a parking manager.

**PUBLIC COMMENT.** None

## **ITEMS FROM BOARD MEMBERS**

Lt. Bock stated that parking enforcement brought forward a request to have a tutorial put together for use of the parking meters for the general public, so a video will be put together and posted on the website. There will be also some updates made to the website. She also asked the Board to email them with any feedback they receive from the public. Lt. Bock also addressed the question regarding security of the phone app that was posted on Facebook. She said there was some factual information in that post but there was also some not factual information. She explained that an individual in Rapid City had their park smarter app hacked because they used their Facebook credentials to login rather than setting up a user id and password. She spent all weekend with the Mayor and CEO of IPS figuring out what happened. Lt. Bock's understanding is that if your Facebook account gets hacked, which frequently happens, then that individual has access to your linked apps. The individual that was using their account did not know their credit card number or account numbers but can use their stuff until their credit card gets alerted and they cancel it. Screen shots showed they were not seeing other people's credit card numbers or transaction numbers they were only seeing meter numbers (4 digit numbers) being used in California and other IPS locations. It was not a security issue with the app.

A question came up regarding the old poles that are still out there and when those will be removed. Lt. Bock said this is an item on the agenda list for Public Works however, it may be outsourced due to workload and there is no timeframe.

Sumption added that delinquent notices began going out the week of Thanksgiving and we should be up to date on those. Approximately 488 delinquent notifications were sent out and Sumption only has about 30 in her office that we do not have a good address for. The collection process will begin soon and notifications will go out so if they have both late fees applied and no payment on it, they will eventually be sent to collections. Lt. Bock added that several businesses have been hit, such as car rental agencies who are realizing that people who rented cars from them, utilized the parking system in Rapid City, received tickets and didn't pay them; so they are working very well with us making sure they get their rental car tickets paid for and their people are held accountable for those.

**SET DATE AND TIME OF NEXT MEETING**-It was determined to move to a quarterly meeting. The next date will be Tuesday, April 7, 2020 at 8:00 a.m. (1st Tuesday of every quarter at 8:00 am.)

## **ADJOURN**

The meeting ended at 9:00 a.m.