

Parking & Transportation Advisory Committee Meeting

Tuesday February 24, 2015

9:00 am, OM 435

MEETING NOTES

Present: Doug Adelstein, Rick Benner, Bernie Housen, Karen Izumoto, Chris Loar, Doug MacLean, Bill Managan, April Markiewicz, Darin Rasmussen, Wendy Johnson for Stephanie Scott, Brian Sullivan, and Kurt Willis. *Ex officio:* Julia Gassman and Paul Mueller.

1. Approval of February 10, 2015 Meeting Notes

Willis **Moved** and Loar **Seconded** the Motion to approve the February 10, 2015 Meeting Notes as amended. Changes were as follows:

- Page 1, Item 2, second sentence: changed “*He noted that the city had been charging \$5.00 per fine,...*” to “*He noted that the city had been charging \$10.00 per fine,...*”
- Page 1, Item 2, last sentence: changed “*Rasmussen stated that fines are a subject...*” to “*Rasmussen stated that fines might be a subject...*”
- 2016-2017 Parking Fine Analysis enclosure changed “*City of Bellingham fines increased from \$5 to \$20 ...*” to “*City of Bellingham fines increased from \$10 to \$20 ...*”

Motion approved unanimously.

2. Open Discussion of Materials Presented

Markiewicz asked the PTAC members how they would like to proceed in discussing the materials that were presented. The consensus was to address them in the order presented. A question was asked regarding next steps after these items are addressed by the PTAC. Adelstein stated that the unions will be officially notified of the university’s intent regarding items affecting working conditions and invited to open discussions. Markiewicz added that, in the meantime, the materials will be presented to faculty, staff, and student executive committees and boards, faculty and classified staff unions, the University Planning and Resources Council (UPRC), and the Board of Trustees. Town hall, campus-wide open presentations will also be held.

a. 2016-17 Fines Proposal

Sullivan stated that modest increases in fines and permits each year are key to a balanced budget, a funded maintenance plan, and sustainable operations in Parking Services. Benner added the university is making a commitment to planning for the future. The major drivers in Parking Services are labor for operations (currently under review), comprising 70% of the budget, inflation (~3%), capital improvements,

and maintenance. Just to cover maintenance will require ~\$600,000 annually in the RRR fund. Voting on approving modest increases in fines is just a part of the financial support for the maintenance plan. The ongoing review of Operations have already resulted in cost savings through personnel adjustments and implementing technology to increase efficiencies and reduce manual labor.

Willis suggested that the PTAC draft a “Position Paper”. It would state our Guiding Principles, the goals of having a sustainable parking management plan for the university, the relationship of fines and permits to sustainably fund parking service operations, access, and maintenance of the parking infrastructure, and PTAC’s recommendations. The consensus of the committee was to work on the paper after addressing the current items before it. Markiewicz will review the Guiding Principles and reformat them as bullets for the paper.

Sullivan asked the PTAC members whether the proposals before them made sense to them and did they support these plans. Mueller stated it’s about “What do we want for a parking system?” and “What are we willing to pay for?”

Johnson stated there are still special deals on permits that need to be addressed. Rasmussen stated that as part of the ongoing operational review of Parking Service, that should be addressed. They have already implemented new IT capabilities and made adjustments to enforcement. Currently, they are looking at the front office operations, i.e., the front counter and window staff operations, customer service, etc. After that review is completed, they will be reviewing “back” office operations and possibly making changes.

Sullivan stated this is all about having a comprehensive parking master plan. Key components of it are:

- Modest increases in fines and parking permit rates over time to keep pace with expenses, including ongoing lot maintenance.
- Annual maintenance of lots in accordance with the proposed Maintenance Plan.
- Biennial review of lot conditions, lot maintenance, operational expenses, and revenues and make adjustments to the Maintenance Plan and financial pro formas as needed.

As an auxiliary, Parking Services must be self-supporting and cover all expenses incurred. The university has stepped in to cover certain types of costs that affect operations at the institutional level, such as stormwater runoff treatment vaults, RPZs, employee bus pass subsidies, etc. No state funds; however, are being used to subsidize Parking Services operations.

Sullivan asked whether the PTAC has concerns about any of these or the financial data, and if so then we need to discuss it. Benner stated the university has recognized parking as an issue it shares in partnership with the many constituent groups that use parking on campus and as such must be part of a shared discussion. Transparency of

process, clarity in procedures and communication, and financial sustainability are key to a successful parking system.

Adelstein suggested the PTAC tell the story with examples:

- The university is addressing this and using good business practices, based on current data, professional expertise, and sound judgment,
- The right costs have been applied to the right functions and supports a long-range plan for lot maintenance, etc

Adelstein **Moved** and Johnson **Seconded** the Motion to approve the proposed 2015-17 Parking Fine Rate Increases. **Motion approved unanimously.**

b. Parking Lot Maintenance Plan

Lot condition and the Maintenance Plan will be reviewed every two years. The Maintenance Plan is therefore an evolving document and should be as the university, as well as parking demand changes with time to adapt to those changes. This plan is to be part of the Comprehensive Parking Master Plan that provides an integrated and comprehensive approach to parking on and access to campus. This plan also ensures the preservation of university, as well as state assets.

Managan pointed out that as gravel lots get paved and paved lots resurfaced, the stormwater fees that the university pays will increase. The underground stormwater runoff detention and treatment vaults cost a lot of money to install and maintain. There are also lights, lamps, utility wiring in lots that are a hidden cost to maintain. Benner stated that this maintenance plan includes costs for stormwater runoff treatment, installation and maintenance of rain gardens, lights and lamps, etc and those costs have been included in the financial pro formas that Sullivan prepared.

Rasmussen **Moved** and Willis **Seconded** the **Motion** to approve the proposed Parking Improvements and Maintenance Plan. **Motion approved unanimously.**

Meeting adjourned at 9:52 am.

2016-2017 Parking Fine Analysis

* NON-UNIFORM INCREASES

** Note: City of Bellingham fines increased from \$10 to \$20 on 1/1/2015. It costs COB \$23 (a loss of \$3 per citation) to write one.

Current Violation	Proposed Combined Violations	FY14 Quantity	FY15 Fine Amt.	Total Potential Revenue	FY16 (\$3 incr.)	Potential Additional Revenue	FY17 (\$2 incr.)	Potential Additional Revenue	2015 Peer Avg. Amt.
Motorcycle w/o permit		31	10	310	*15	155	*20	155	18
Improper Display		59	15	885	*20	295	*25	295	14
Occupying more than one space		134	15	2,010	*20	670	*25	670	26
No Valid Permit		8,410	30	252,300	33	25,230	35	16,820	37
Overtime at Load Zone	Overtime at Load Zone, Meter, OB/VV/AL FY16 \$33, FY17 \$35	456	30	13,680	33	1,368	35	912	30
Overtime at meter		624	30	18,720	33	1,872	35	1,248	21
Overtime use OB/VV/AL		6	30	180	33	18	35	12	25
Unauthorized Permit Transfer		0	30	0	33	0	35	0	62
Blocking Traffic		0	30	0	33	0	35	0	51
Driveway or walkway violation		4	30	120	33	12	35	8	41
Grass or landscaped area		1	30	30	33	3	35	2	29
No Parking Zone		237	30	7,110	33	711	35	474	37
Prohibited area		87	30	2,610	33	261	35	174	26
Fire Hydrant or Fire Lane		20	60	1,200	63	60	65	40	81
Reserved Area		127	60	7,620	63	381	65	254	69
Expired Tabs-1st		1	101	101	101	0	101	0	0
Expired Tabs-2nd		4	194	776	194	0	194	0	0
Altered/Forged Daily Permit Displayed	Altered/Forged Permit Displayed FY16-Fine \$150, FY17-\$155	17	125	2,125	*250	2,125	*255	85	155
Altered/Forged Quarter/Academic/ Annual Permit		5	250	1,250	*250	0	*255	25	155
Disabled Space		27	250	6,750	*300	1,350	*305	135	181
Lost/ Stolen Permit Displayed		0	250	0	250	0	*255	0	238
Total Citations		10,250							
Total Potential Revenue				\$317,777		\$34,511		\$21,309	

Approved unanimously by the PTAC February 24, 2015, updated and approved March 10, 2015.