



Request for City Council Committee Action From the Department of Public Works

Date: April 22, 2003
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Referral to: Honorable Barb Johnson, Chair Ways & Means Committee

Subject: **Parking Meter Management Plan Update**

Recommendation:

Approval of the Parking Meter Management Plan Update.

Previous Directive:

City Council Action 12/13/02. Parking Meter Management Plan.

Prepared by: Michael W. Sachi, P.E., Project Engineer, 673-2159
Approved: Klara Fabry, Director of Public Works

By: _____
Jon Wertjes, P.E., Assistant Director, Transportation & Parking Services

Presenter in Committee: Mike Sachi, P.E., Project Engineer

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain): See Attached Cost Benefit Study
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

PARKING METER MANAGEMENT PLAN UPDATE

On December 13, 2002, the Minneapolis City Council passed the Parking Meter Management Plan as proposed by the Transportation Division and Licenses and Consumer Services Division. These two divisions have accordingly been actively developing plans and procedures to implement this plan. This report will update your committee on the status of the various provisions.

The current practice of allowing all day, free parking at 1, 2, and 4 hour limit parking meters in Minneapolis by operators of vehicles with disability license plates or certificates will be modified to continue to allow the free use of these meters, subject however, to four hour maximum limit. This new system will be implemented as soon as all elements are in place.

- Decals will be placed on one side of all affected meters indicating the new limit. See Attachment A for example image.
- Additional signage will be installed where meters are located indicating the new limit. See Attachment B for example image.
- For a limited time, before enforcement begins, a warning notice will be placed on the windshield of all disability designated vehicles parked at affected parking meters. See attachment C for draft notice.
- City will work with the Park Board and U. of M. to minimize confusion regarding differing regulations between agencies. (initial contact made-details to follow).
- Implement a comprehensive Public Information Campaign coordinated through the Public Affairs office to notify the public of the upcoming changes. (details and meetings being scheduled)

PARTICIPANTS

Disability Representatives
Public Affairs
Transportation & Parking Svcs
License and Consumers Svcs
Mayor's Office
City Council

MEDIA CATEGORIES

Disability Organizations
Newspapers
Television
Community Newspapers
Skyway News
Web Sites (City, Cty, DPS)

TARGETED GROUPS

Disabled Individuals
General Public
Enforcing Agencies
Employers/Employees
Judges, Hearing Officers
and Attorneys
City Staff
Private Parking Owners

KEY ITEMS

Review reasons for change
Highlight Ordinance change
Indicate enforcement emphasis
Alternative disability parking options
Review existing disability rules/regulations
Coordinate with private parking operators, Park Board and U. of M.
Specify an implementation schedule

- Develop a disability discount program for City ramps/lots (In progress)
"Qualified" monthly disability users receive 50% discount

- Discount applies to monthly contracts only
- Users limited to designated disability spaces
- Application forms and procedures being developed
- Parking cards will be issued to qualified users
 - Special procedures will be provided to those unable to use the card
- Special signing at ramp/lot entrances
 - Signs indicate program existence
 - Signs indicate height restrictions
 - (Details being formulated prior to PR Campaign)
- Special Permit for "Oversize" vehicles
 - a) If a person with disabilities possesses a valid disability certificate or license plate and wishes to apply for a discounted monthly parking contract in one of the City's Municipal Parking Ramps, and
 - b) If that person uses a vehicle specially equipped for mobility purposes, and
 - c) If that vehicle is not able to access the desired City-owned parking facility because of height restrictions in that facility, and
 - d) If there is no other reasonable alternative in the immediate vicinity (such as 8 hour limit meters on the block that the ramp is located that the customer could use), then,
 - e) The City would issue a special permit at the same monthly cost of the discounted parking in the ramp the customer desired to use, valid for all day parking at any City of Minneapolis on-street metered spaces.

This permit will allow the specified vehicle to park at City of Minneapolis parking meters with no-time limits and free of charge. This permit does not apply to 15 minute limit meters, nor during times when metered parking is prohibited, e.g. rush hour restrictions, snow emergencies, hooded meters, etc.

The permit would be assigned to the modified vehicle, and the vehicle and person with the disability permit must be together for the permit to be valid (in other words, a non-disabled person using the permit to park all day for free would not be valid). See attached sample application form.

- Encourage discount program in private ramps/lots
 - City working with Downtown Council, Building Owners and Managers Association (BOMA), and individual ramp/lot owners to encourage adoption of similar discount programs and signing plans. (See attached letter)
- Increase/maintain a high level of parking meter enforcement including unauthorized use by City vehicles, unmarked police, fire, commercial vehicles as well as general meter use.
 - Maintain full compliment of enforcement staff. (Ongoing)
 - Purchase dependable ticket writing equipment.(Complete)
 - Train and maintain current education of staff on new enforcement strategies. (Ongoing)
 - Reprioritize enforcement personnel to enhance targeted areas. (In progress)
 - Work with Police, Fire, Public Works, Licenses, etc to minimize parking meter usage (In progress).

- Increase/enhance staff levels to target abuse of disability privileges (certificates specifically)
 1. Secure and utilize state information systems (CJIS) to identify legitimate disability certificate holders (In progress)
 - Train all Traffic Control Agent (TCA) II's in CJIS use
 - Create a remote computer access system for onstreet use
 - Train TCA II's most efficient, up-to-date investigative procedures in identifying certificate abusers using knowledgeable existing police resources
 2. Establish a (being developed) Disability Volunteers Assistance Program
 - Recruit disabled volunteers through City Disability Committee.
 - Develop program criteria
 - Train volunteers on procedures
 3. Expand ticket writer abilities to improve efficiency of enforcement
 - Purchased new equipment 12/13/02, AutoCite now being used
 - Research further options of the new hand held systems.

COST IMPLICATIONS

- Cost/Benefit analysis study of the Parking Meter Management Plan (See Attachment A)

All costs related to the Parking Meter Management Plan will be absorbed as part of the 2003 Parking Fund Operating budget. The Transportation and Parking Services Division and License and Consumer Services Division will continue to develop this plan and will provide updates to your committee.

MS-340

NO PARKING
7 A.M. - 9 A.M.
MON. - FRI.

4 HOUR MAX
FOR 
CERTIFICATE
OR PLATE
8 AM - 6 PM
MON - FRI



NOTICE

NEW RULES FOR DISABLED PARKING AT METERS

The City of Minneapolis recently adopted new rules governing disabled parking at meters. These rules will go into effect on June 1st, 2003.

Vehicles displaying a disability parking certificate or plate may occupy 1 hour, 2 hour, and 4 hour limit parking meters for a maximum of 4 hours. Those vehicles are not required to pay for metered parking during the 4 hour period. Vehicles exceeding the 4 hour limit will be subject to citation.

You may be eligible for discounted monthly parking at City-owned lots and parking ramps. For more information call 612-673-2886.

DISABILITY OVER-SIZE VEHICLE PERMIT APPLICATION FORM

APPLICANT INFORMATION

Name _____
First Name, Middle, Last Name

Application Date _____

Address _____

Disability Certificate # _____
OR
Disability License Plate # _____

Phone (daytime) _____

Certificate or License Expiration Date _____

Driver's License # _____

DISABILITY VEHICLE DESCRIPTION

Vehicle Make _____

Vehicle Height _____

Vehicle Model _____

Vehicle Color _____

Year _____

MUNICIPAL RAMP INFORMATION

Municipal Parking Ramp with a height restriction that DOES NOT allow access for the above referenced vehicle.

Ramp Name _____

Ramp Location _____

Ramp Height Clearance _____

The undersigned applicant does hereby certify that the above-designated vehicle is owned, leased, or rented by the applicant, and is operated by, or is used to transport this applicant. In addition, this vehicle is used to gain access to functions in the vicinity of the specified Municipal Parking Ramp, and further, that this vehicle cannot gain access to the above stated Municipal Parking Ramp due to a clearance height restriction.

Signature of Applicant

Date

This permit will allow the specified vehicle to park at City of Minneapolis Parking Meters with no time limits and free of charge. This permit does not apply to 15-minute-limit meters, nor during the times when metered parking is prohibited, e.g. rush hour restrictions, snow emergencies, hooded meters, etc.

FOR OFFICE USE ONLY

Approved by:

Ramp Manager _____

Expiration Date _____

City of Mpls Parking Svcs _____

Copy of Lease Attached

April 22nd, 2003

Parking Manager

Dear Parking Manager,

On December 13th, 2002, the Minneapolis City Council passed the Parking Meter Management Plan as proposed by the Transportation Division and Licenses and Consumer Services Division. Effective June 1, 2003 the current practice of allowing free all day parking at 1, 2 and 4 hour limit parking meters in Minneapolis by operators of vehicles with disability license plates or certificates will be modified to limit the free parking to a 4 hour maximum. In addition, the City is developing a discount program to be implemented in the City-owned ramps and lots. The qualified monthly disability users would receive a 50% discount applied to their monthly parking contracts. The users would be required to use the existing designated disability spaces in each ramp or lot, and each location would have special signage indicating the ramps participation in the program.

We are encouraging the private sector ramps to implement a similar discount program, and are asking owner/operators if you would be willing to participate. This first request is at no obligation to participate, but we want to get an idea of the level of interest. Please indicate if you would be willing to consider implementing a discount program for qualified disability users to park in your ramp or lot by signing and returning this letter. Please contact me at 673-2159 with questions regarding this information. Thank you for your consideration.

Sincerely,

Michael W. Sachi, P.E.
Parking and Skyway Systems Engineer

I will consider the implementation of a discount program for disability users in my ramp.

Name: _____
Signature: _____

**BENEFIT/COST ANALYSIS
PARKING METER MANAGEMENT PLAN**

On 12/13/02 the City Council approved a Parking Meter Management Plan as proposed by the Public Works Transportation & Parking Services Division. Subsequently, we have been directed to prepare a benefit/cost analysis of the financial impacts of implementing this plan. We caution that these numbers outlining the potential financial impacts of the plan are based on a number of assumptions that have to be made and the lack of supporting "real" data available for those assumptions. However, as requested, the following is our best estimate of the financial impacts of the new parking meter plan, assuming the higher level of enforcement outlined in that plan.

BENEFITS (INCREASED REVENUE)

1) **PARKING METER REVENUE INCREASE:**

Downtown Core
Remainder of City

A) **DOWNTOWN CORE:**

Definition: Area bounded by Hennepin Avenue, 5th Avenue, 9th Street and Washington Avenue South

Approximate number of meters = 320 (varies continuously)

All day disability usage rate = 43% as determined by three separate internal studies

ASSUMPTIONS:

1) Average parking meter rate (core) = \$1.75/hour

(based on approximately equal number of \$1.50/hour and \$2.00/hour meters in this area.

2) Percentage of disabled all day meter users that will relocate = 80% (based on an estimate that 20% will do one of the following: move their vehicles every four hours, or attempt illegal use)

3) All meters are occupied every minute of every day they are legally in effect and are fully paid for at all times

METER FACTS:

Hours of enforcement 8am-6pm = 10 hours/day

Days of enforcement Monday-Friday = 5 days/week

Holidays = 12 days/year

Number of enforceable days = (5 days/week x 52 weeks) - holidays = (5 x 52) - 12
=248 days

Additional number of meters becoming available for general public use as a result of new policy
= 320 meters x 43% (current long term disability use) x 80% (expected to find other parking)
= 110 spaces

Maximum annual revenue per meter space in core

10 hours/day x 248 days x \$1.75/hour

= \$4,340 per meter space/year

Absolute maximum meter revenue increase in core = 110 spaces x \$4,340 per space/year

= \$477,400 per year

It is important to understand that there are many factors that will reduce the maximum possible revenue total. A listing of those factors is shown below with an estimate of their impact on the meter revenues.

FACTORS NEGATIVELY IMPACTING REVENUE	IMPACT
Normal Occupancy Rate = 90%	10%
Routine Maintenance Activities (Meters out of service), Weather (Snow Emergencies), Parades/Races (Temporary No Parking), Construction Activities, Expired Meters (Non-Payment, Over-Extended Time), Short-Term Disability Use	15-30%
Official Vehicle Use (Assumed reduction from 2% to 1%)	1%
TOTAL DISCOUNT FACTOR= 26-41%	

Therefore, the adjusted maximum on the revenue increase in the downtown core should fall in the range of:

APPROXIMATE ADJUSTED MAXIMUM = \$477,400 minus total discount factors of 26-41%

METER REVENUE INCREASE RANGE = \$477,400 – ((.26 TO .41) X \$477,400)
= \$280,000 TO \$350,000/yr

B) **REMAINDER OF CITY** = Total Meters in City – Meters in Core
Approximate # of meters = City (6000) – Core (320)
= 5,680

ASSUMPTIONS:

- 1) Parking meter rate = \$0.75/hour
(Average of wide variety of rates & quantities throughout the rest of the City)
- 2) All day disability usage rate = 1% (Based on field observation estimates)
- 3) Percentage of all day disability meter users that will move = 90%
(others will move vehicles every 4 hours, park illegally , etc)
- 4) All meters used every minute of every day meters are in effect and paid for every minute

METER FACTS:

Hours of enforcement 8am-6pm = 10 hours/day
Days of enforcement (Monday-Friday) = 5 days/week
Holidays = 12 days/year

There is some variability with the days and hours shown above throughout the City, but conservatively we are applying the above facts to the remainder of the City.

$$\text{Number of enforceable days} = (5 \times 52) - 12 = 248 \text{ days}$$

Number of meters made available for general use resulting from the new policy.

$$\begin{aligned} &= 5,680 \text{ meters} \times 1\% \text{ (current all day disability use in remainder of City)} \times 90\% \\ &\quad \text{expected to move} \\ &= 51 \text{ spaces} \end{aligned}$$

$$\begin{aligned} \text{Maximum Average Annual Revenue Increase per Space} &= 10 \text{ hours/day} \times 248 \text{ days} \times \$0.75/\text{hour} \\ &= \$1,860 \text{ per meter/year} \end{aligned}$$

$$\begin{aligned} \text{Absolute maximum meter revenue increase} &= 51 \text{ spaces} \times \$1,860 \text{ per/year} \\ &= \$94,860 \end{aligned}$$

FACTORS NEGATIVELY IMPACTING REVENUE	IMPACT
Normal occupancy rate = 25%	75%
Other Factors (same as downtown core)	15%
TOTAL DISCOUNT FACTOR=	90%

$$\begin{aligned} &\text{Approximate parking meter revenue increase (remainder of City)} \\ &= \$94,860 \text{ minus total discount factor} \\ &= \$94,860 - (.90 \times \$94,860) \\ &= \text{Approximately } \$9,500 \end{aligned}$$

- 2) **PARKING RAMP REVENUE INCREASE:**
Municipal parking ramps only
Number of disability designated spaces in City system proximate to Core = 378
Current occupancy rate of disability spaces in ramps = 20% (per 2 studies)
Disability spaces that should remain available for short-term use = 20%

Therefore, total number of disability parking spaces available for disability discount program in municipal parking ramps:

$$378 - 20\% \text{ current use} - 20\% \text{ allowance for short term users} = 227 \text{ spaces}$$

Potential disability demand = 110 displaced all day disability users relocated to off-set municipal ramps. Note: This shows that there is very sufficient supply for the potential demand.

$$\begin{aligned} \text{Average monthly municipal ramp rate} &= \$150/\text{month} \\ 50\% \text{ disability discount} &= \$75/\text{month} \end{aligned}$$

If all potential disability users relocated to municipal ramps the maximum new revenue would equal 110 users x \$75/month x 12 months = \$99,000

Assume 25% of these users utilize private ramps, then

MAXIMUM REVENUE INCREASE/(RAMPS)= \$99,000 x .75 = \$74,250/year

APPROXIMATE TOTAL REVENUE INCREASE (Parking Meter Management Plan)

PARKING METER SYSTEM

Core	= \$280,000 to \$350,000
Remainder of City	= \$ 9,500
Ramps	= \$ 74,250

APPROXIMATE TOTAL REVENUE INCREASE RANGE = \$360,000 TO \$430,000/year

COSTS

ONE-TIME COSTS:

- 1) Parking Meter System

Decals (Informational)	\$5,000
Signs (Informational)	\$1,000
Signs (Supplemental)	\$17,400
Signs (New)	\$18,900
- 2) Municipal Parking Ramp/Disability Discount Plan

Administrative set-up	\$1,000
Signs at Ramp Entrances	\$3,000
Potential Lost Revenue	
Current Full Pay Disability Users	
(converting to discounted rate)	
Total Contract Parkers =11,000	
Assumed rate of conversion = 1/2 of 1% of all contract parkers	
11,000 x .005 = 55 discounted parkers	
Therefore 55 x \$75/month (lost revenue) X 12 months =	\$49,500
- 3) Public Information Campaign

Advertising	\$5,000
Brochures	\$5,000
Ad Agency	\$5,000
- 4) Enforcement

Volunteer System	\$1,000
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Training (volunteer plan and disability certificate abuse)	\$4,000
Equipment	\$3,000

TOTAL ONE-TIME COSTS = \$118,800

ON-GOING ANNUAL COSTS:

Administrative	
Parking Operator Staff Time	
Processing Applications	\$1,220
City Staff	
Reviewing and Approving Applications	\$ 385
Training new staff on enforcement procedures	\$2,850 – \$3,850
Permits/Forms/Leases Printing	\$ 45
Sign/decal maintenance and replacement	\$3,500 - \$4,500

TOTAL ANNUAL COSTS = \$8,000 - \$10,000

STUDY SUMMARY:

Anticipated Benefits (Revenue) =	Approximate Range \$360,000 to \$430,000/yr
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Estimated Costs to Implement =	\$ 118,800 (one time cost) + \$ 8,000 – \$ 10,000 annual costs and \$49,500 estimated for annual lost ramp revenue
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