

## Parking Advisory Committee

Meeting Minutes – Friday, March 1, 2002

Parking Advisory Committee Chairperson David Cowan convened a regular meeting of the Parking Advisory Committee at 1:02 PM on Friday, March 1, 2002 in the Conference Room of the Student Association in the Centennial Student Union.

### Regular PAC Members Present – 6 of 6

- |                      |  |
|----------------------|--|
| 1. David Cowan       | Administration Representative                      |
| 2. C. Rhys Gaffer    | Student Association Off-Campus Representative      |
| 3. Steve Bohnenblust | IFO Faculty Association Representative             |
| 4. Scott Hagebak     | MSUAASF Bargaining Unit Representative             |
| 5. Rose Marie Ley    | Classified Employee Representative – Voting Member |
| 6. Celeste Hollerud  | Student Association Residence Hall Representative  |

### Regular PAC Members Absent – 0 of 6

### Ex-officio Members Present – 2 of 6

- |                |   |
|----------------|---|
| 1. Sue Edstrom | Parking & Traffic Services/Parking Citation Appeals Board - Nonvoting |
| 2. Dave Neve   | Business Affairs Office - Nonvoting                                   |

### Ex-officio Members Absent – 4 of 6

- |                         |  |
|-------------------------|--|
| 1. Kristen Young        | Residence Hall Association President - Nonvoting             |
| 2. (Vacant)             | Space Scheduling Office Liaison - Nonvoting                  |
| 3. Diane Solinger       | Residential Life Office - Nonvoting                          |
| 4. Marty Rost (Excused) | Facilities Mgmt. Planning & Construction Manager – Nonvoting |

### Others in Attendance

- |                        |   |
|------------------------|---|
| 1. Tim Huebsch         | Student and Lot 10 Gold Permit Holder           |
| 2. Hailey Schmitz      | Alternate for Celeste Hollerud                  |
| 3. Teritius D. Fortune | Student Assn.'s Legislative Affairs Coordinator |

### Meeting Agenda Approved

The meeting agenda for the March 1st meeting was approved as modified.

### Meeting Minutes Reviewed

The meeting minutes of February 22th were then reviewed, corrected and approved. (Corrected copy is on the PAC's Parking website: [mnsu.edu/parking](http://mnsu.edu/parking))

### Presentation to Joint Session of Budget Submeet & Confer and Planning Submeet & Confer

PAC Chairperson David Cowan then briefed PAC members on his 28 February 2002 presentation to a joint session of the Budget Submeet & Confer Committee and the Planning Submeet & Confer Committee. Parking was an agenda item. Cowan told those in the joint session that the PAC's work was not finished and that we were facing a March 21 deadline when the University Administration convenes the Annual Public Hearing on Parking Policies and Budget. Handouts included the information which follows:

## Parking Advisory Committee Recommendations

For Review At

D R A F T

**Annual Hearing on Parking Policies & Budget  
Thursday, March 21, 2002, 1:30 PM Student Union**

**Recommendations**

1. Gold permit space shall be allocated on a priority basis for faculty and staff. Leftover or unsold Gold permit would be allocated for off-campus student customers. [Current mix: 38% student buyers, 62% faculty/staff. Gold permit stalls total 824. Gold price is currently \$210 for the twelve month permit.] All Gold permit areas are affected, however, these smaller lots would probably end up with only faculty/staff permit holders in them: Lot 6 (abuts Morris), Lot 12 (Library North), Lot 10 (abuts Trafton East building), Lot 11/11a (Student Union), Wigley On-Street, and Lot 4a (sunken lot). Plenty of Gold stalls remain in the larger Gold lots, more than enough to take care of student demand as well as faculty/staff needs (e.g., Arboretum, Lot 16 (Performing Arts), Lot 7 (tennis courts).]
2. Increase the \$138 cost for a nine month close-in Green residence hall permit. [Proposals range from \$180 for the Green permit to a high of \$210. Final recommendation follows once Parking Program spending plans are reviewed.]
3. Eliminate cross charge for perimeter lawn mowing around parking lots. Have Grounds Maintenance absorb such costs as part of their normal routine.
4. Now that the State is allowed to fund up to 2/3 of parking capital improvements, request Administration to cover some part of estimated \$190,000 in parking improvements scheduled for this summer. Draft proposal along these lines indicates:

**FY'03 Parking Capital Improvement Financing - Proposed**

M& E Repair & Betterment Funds	35,000	Covers Arboretum repairs (\$20,000); West Road/Maywood road repair (\$12,000); and provides some support (\$3,000) to cover cost of Lot 4/4a ravine runoff.
Parking Funds	154,000	All seal coating (\$7,000 for lots 12,17, & 19), Gage's Lot 3 (\$117,000), and Lot 4/4a second lift (\$30,000).
Financing Model for 2002 Summer Parking Projects	\$189,000	

5. Grounds Maintenance cross charging system changed to “real time” logging. Existing “averaging” model be dropped. \$60,000 budgeted in FY’02 for cross charges. Cross charges now cover such activities as snow removal, ice removal, sweeping, grading, perimeter mowing, trash removal, etc.

The second handout included the budget figures for fiscal year 2000-01, 2001-02 and estimates for FY’03. Cowan had told the joint session participants that income estimates for FY’03 had not yet been approved and represented only a “best guess” at this time. Permit revenue line of \$721,000 in column 5 assumed a \$180 Green Permit, which reflects a \$42 increase in price from its current \$138. PAC members noted that the rate might go even higher though it would not exceed \$210, the price of a Gold permit. Cowan had informed the joint session participants that the PAC felt that the Green residence hall permit was “undervalued” considering its proximity to each of the three separate residence hall complexes.

**Parking Program Budget  
2002 – 03 Proposed**

	<b>2001-02 Fiscal Year</b>		
<b>Cost Center</b>	<b>2000-01 Actuals</b>		<b>2002-03 Proposed</b>

		<b>Budget (2)</b>	<b>Commitment &amp; Activity (3)</b>	<b>Difference (4)</b>	
<b>Income -</b>					
<b>337830 General Parking</b> (permits, specialty stalls)	<b>\$613,922</b>	<b>\$ 673,400</b>	<b>\$ 665,849</b>	<b>\$ 7,551</b>	<b>\$ 721,000</b> (assumes inc. in res. hall permit)
<b>337840 Traffic &amp; Parking Services</b> (citation fine receipts; 20,000 tickets)	<b>155,461</b>	<b>180,000</b> (\$10 fine to \$15)	<b>144,771</b>	<b>35,229</b>	<b>180,000</b>
<b>337845 Parking Appeals System</b>	<b>111</b>	<b>100</b>	<b>205</b>	<b>(105)</b>	<b>150</b>
<b>337850 Timed Stall Parking</b> Parking Meters Paylot (181 stalls)	<b>27,622</b> <b>242,727</b>	<b>25,000</b> <b>240,000</b>	<b>17,165</b> <b>150,330</b>	<b>7,835</b> <b>89,670</b>	<b>25,000</b> <b>240,000</b>
<b>Current Yr. Receipts</b>	<b>\$1,039,843</b>	<b>\$1,118,500</b>	<b>\$978,320</b>	<b>\$140,180</b>	<b>\$1,166,150</b>
<b>Expenditures -</b>					
<b>337830 General Parking</b> (includes bus, 2.5 FTEs for Business Office, Hub, staffing related to handling 7,000+ parking customers)	<b>342,102</b> (includes \$85,064 for bus service)	<b>348,925</b>	<b>318,122</b> (includes \$104,000 for bus service)	<b>30,803</b>	<b>360,000</b> (includes \$108,000 for bus service)
<b>337835 Lot Maintenance</b> (repairs, snow /ice removal, sweeping, grading, etc.)	<b>356,829</b> (includes \$60,672 in cross charges)	<b>254,200</b> (includes \$60,000 for cross charges)	<b>229,380</b> (includes \$185,837 for lot repairs)	<b>24,820</b>	<b>273,000</b> (includes \$189,000 for improvements)
<b>337840 Traffic &amp; Parking Services</b> (enforcement, jump starts, door unlocks, 20,000 citations)	<b>91,420</b>	<b>153,215</b> (includes \$60,000 for new hand helds)	<b>59,277</b>	<b>93,938</b> (includes \$60,000 for new hand helds)	<b>94,160</b>
<b>337845 Parking Appeals System</b>	<b>23,324</b>	<b>26,250</b>	<b>10,183</b>	<b>16,067</b>	<b>25,000</b>
<b>337850 Time Stall Parking</b> (paylot, meters)	<b>57,270</b>	<b>57,677</b>	<b>34,479</b>	<b>23,198</b>	<b>60,000</b>
<b>337855 Dispatch &amp; Patrol</b>	<b>169,131</b>	<b>191,404</b>	<b>108,216</b>	<b>83,188</b>	<b>195,000</b>
<b>337865 Red Eye Shuttle</b>	<b>1,457</b> (URSI study)	<b>14,750</b>	<b>8,903</b>	<b>5,847</b>	<b>14,750</b>
<b>Expenditure Totals</b>	<b>\$1,041,533</b>	<b>\$1,046,421</b>	<b>\$768,560</b>	<b>\$277,861</b>	<b>\$1,021,910</b>
<b>6/30Yr. End Net</b>	<b>(\$ 1,690)</b>	<b>\$72,079 est.</b>	<b>\$209,760</b>	<b>(137,681)</b>	<b>\$144,240</b>

Shown without equipment depreciation factored in. Excess receipts dedicated to contingency for equipment replacement, major lot improvements, and/or stall capacity increases.

**Lot Maintenance FY’03 Budget Update**

Cowan reported that Marty Rost had indicated that the anticipated street improvements scheduled for this summer might end up costing the Parking Program less as the University had certain underground work that it was planning which would cross MSU owned roadways. Once the work was done a new surface would be laid at no cost to the Parking Program. Chairperson Cowan reported that more precise estimates had not yet been received by Bolten & Menk. The PAC has yet to approve the \$273,000 spending plan recommended for this cost center, primarily due to the fact that the \$189,000 in capital improvements is still a “soft” number which dates to the PAC’s 25 January meeting.

Estimates on the Lot Maintenance & Repair cost center for next year are still limited to data received at the January 25<sup>th</sup> PAC meeting. Those numbers include:

Lot 3 (in front of Gage Center Complex	\$ 117,000	Resurfacing and major repairs.
Lot 4/4a (lower level of sunken paylot	33,000	2 <sup>nd</sup> lift and ravine repair due to water damage and runoff.
West Road & Maywood Avenue	12,000	Road repair.
Lot 12 (Library), Lot 17 (Wiecking), Lot 19	7,000	Seal coating.
Arboretum (South Road East)	20,000	Repairs due to construction of nearby Myers building.
Tentative FY’03 Summer Project Total	\$ 189,000	

**“Real Time” vs. “Averaging” of Grounds Cross Charges**

PAC members expressed support for a new approach in determining a fair way to charge the Parking Program for costs incurred by the Building & Grounds Department when it plowed snow, sanded, eliminated ice hazards, swept and graded lots, emptied waste containers, etc. To avoid having Grounds personnel fuss with clipboards with “real time” hour by hour logging sheets, the PAC would agree that it would pay for the work performed in certain machines, like the giant John Deere Tool Carriers which are primarily used for plowing during the winter months. Smaller hand held snow blowers and motorized sweepers which are used for sidewalks and close-in detail work would be the responsibility of the State and not the Parking Program.

[These two ideas were advanced most recently by Tom Nelson, Grounds Maintenance Supervisor, in a conversation with David Cowan.] PAC members believed that for those trucks that service both sidewalks and parking lots, a “real time” log should be maintained. [It was noted that parking funds were used to pay for a number of snow plowing machines over the years.]

**Review of FY’03 Budget Request for Dispatch & Patrol - Cost Center #337855**

The PAC then reviewed a \$195,000 FY’03 request from Security for the Dispatch & Patrol parking cost center. Cowan circulated the first page of a two page draft memo dated 2/26/02 from him to Suzanne Dugan, Security Director. The multi-year table shows the investment in Security from the Parking Program. Roughly 4 FTE positions are committed to Security, of which 3 FTE are found in the Dispatch & Patrol Supervisors cost center. An excerpt from the Cowan draft memo states:

. . . Spending around 25% of parking’s \$1 million on security service window staffing, issuing temporary parking permits from their office, parking related telephone calls, parking lot CCTV monitoring and system management, emergency telephone monitoring and response, vehicle jump starts and unlocks, handling of parking related questions and complaints and permit enforcement is not out of line from my perspective.

Security Related Parking Cost Center	2000-01 Fiscal Year Staffing		2001-02 Fiscal Year Staffing	
	Original Approved Budget (1)	Actuals (2)	Approved Budget (3)	2/15/02 Commitments to Date (4)
337830 – Parking General	0.25 FTE \$8,248 Classified	0.25 FTE \$8,248 Classified	0.25 FTE \$8,571 Classified	0.20 FTE \$6,011 Classified

337840 - Parking & Traffic Services	0.50 FTE \$18,200 Classified \$45,665 Stu. Payroll	0.50 FTE \$18,013 Classified \$46,074 Stu. Payroll	0.50 FTE \$19,050 Classified \$45,000 Stu. Payroll	0.50 FTE \$18,288 Classified \$23,526 Stu. Payroll
337845 – Parking Appeals System	0.25 FTE \$8,400 Classified \$9,828 Stu. Payroll	0.25 FTE \$8,248 Classified \$9,844 Stu. Payroll	0.25 FTE \$8,700 Classified \$11,985 Stu. Payroll	0.08 FTE \$2,792 Classified \$4,698 Stu. Payroll
337855 – Dispatch & Patrol Supervisors	3.00 FTE \$90,006 Classified \$22,000 Stu. Payroll	2.68 FTE \$68,196 Classified \$23,243 Stu. Payroll	3.00 FTE \$109,860 Classified \$25,000 Stu. Payroll	*3.20 FTE *\$83,688 Classified \$11,931 Stu. Payroll
Totals	4.00 FTE \$124,854 Classified \$77,493 Stu. Payroll <b>\$202,347 Total</b>	3.68 FTE \$102,705 Classified \$79,161 Stu. Payroll <b>\$181,866 Total</b>	4.00 FTE \$146,181 Classified \$81,985 Stu. Payroll <b>228,166 Total</b>	3.98 FTE \$110,779 Classified \$40,155 Stu. Payroll <b>\$150,934 Total</b>

Fringe benefit costs are not included. Classified staffing relies heavily on student “paraprofessionals” which do not have much impact on fringe benefits. Security has tried to consolidate positions turning them more into full time but student paraprofessionals continues to be the norm.

\*Includes Goldstein liability which, for some reason, is showing up in 216001. .77 FTE and \$17,098.

Without objection, the PAC agreed to recommend a \$195,000 budget for this cost center.

### **Revenue Projections for 2002-03**

#### Raise Green Permit Rate?

The proposed \$1,166,150 in parking receipts for 2002-03 includes \$721,000 in estimated permit sales. PAC members noted that that sum had yet to be approved. It reflects a \$47,600 increase in revenues from the sale of regular Green residence hall permits (1,487 close in stalls x \$32 increase = \$47,584). One proposal is to raise the \$138 nine month Green residence hall parking permit to a new rate of \$170, a \$32 or 23% hike. The document was a “draft” and was circulated as a working paper.

### **Ensure Year-End Positive Budget Balance**

PAC members then started to discuss various ways to adjust existing permit rates. Cowan urged members not to endorse any plan that would not produce excess receipts by 30 June 2003. He noted that the Parking Program had taken several years to work its way out of deficits brought on by major improvements in Lots 4/4a, 20/20a, 21, and 22. Any year-end surpluses are now “banked” and treated as a contingency for major equipment purchases, unusually expensive lot improvements, and/or the purchase of nearby private property allowing for new parking areas on the north side of the campus.

#### Citation Fines Forecast Soft?

Edstrom reminded PAC members that the \$180,000 forecast in citation fine collections may not hold if more people obeyed the parking rules. She indicated that there is no ticket “quota” for Parking Enforcement Officers. Cowan indicated that in 1993-94 citation collections totaled only \$127,358 compared to \$155,461 collected last year. For the current year a \$180,000 estimate is being used because it is the first year that the basic fine is \$15 instead of \$10.

#### Eliminate “Free” Bus Passes?

Rose Marie Ley suggested that the PAC drop the practice of providing a free bus pass to holders of these permits who park out in the far lots: Lot 20a Dark Green (residence hall overflow), Purple, and Lot 21/22 Orange permits. She maintained that next fall people should be able to enjoy a sheltered walk from the Taylor Center through the Bud Myers Field House and Highland Center/North. The need for buses traveling back and forth from the campus core to Lots 20-23 should diminish as people elect to walk through MSU buildings to get to their vehicles. No action was taken on the Ley suggestion.

### Eliminate Curbside Purple Permit Stalls Converting Them to Gold?

C. Rhys Gaffer suggested that Purple permit stalls on West Road (44 Purples) and South Road West (15 Purples) be converted to Gold permit stalls. If approved, all stalls on the west side of the campus core would be Gold permit stalls. Additional Gold stalls would better ensure that there would be left over Gold permits for students once the faculty/staff demand for Gold was satisfied. No action was taken on the Gaffer suggestion.

### Change Free Lot 23 to an Hourly Paylot?

Scott Hagebak reminded PAC members that the PAC is on record requesting that the Free Lot be established as a permit lot. The Administration has rejected the proposal indicating that it should remain free as lot as it has a gravel surface. Student leaders have continued to favor keeping Lot 23 as the only free parking lot on campus. Some thought was given to converting Lot 23 into an hourly paylot by installing a paybox in Lot 23, similar to the paybox in Lot 21. No action was taken, however.

### Gold Permits Allocated Based on Years at MSU?

Tim Huebsch asked the PAC to reconsider its earlier recommendation that faculty and staff be given priority in the upcoming Gold permit drawing. He advocated a system where a person's years at MSU would be used to move them up in the drawing. Cowan indicated that a similar proposal failed to win PAC approval. No action was taken on the Huebsch suggestion.

### Adjournment

Without objection the meeting was adjourned at 2:42 PM.