

# Parking Advisory Committee

Updated Meeting Minutes – Friday, December 9, 2005

Parking Advisory Committee Chairperson David Cowan convened a regular meeting of the PAC at 12:38 PM on Friday, December 9, 2005, in the Conference Room of the Student Senate.

**Regular PAC Members Present - 4 of 6**

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|------------------------|---|
| 1. David Cowan         | Administration Representative & PAC Chairperson       |
| 2. Rose Marie Ley      | Classified Employee Representative –<br>Voting Member |
| 3. Lee Cornell         | IFO Faculty Association Representative                |
| 4. Andrew Joseph Pyzyk | Student Assn. Res. Hall Rep. – Voting Member          |

**Regular PAC Members Absent – 2 of 6**

- |                      |  |
|----------------------|--|
| 1. Shirley Piepho    | MSU Association of Administrative &<br>Service Faculty (MSUAASF) |
| 2. Michael Ray Allen | Off-Campus Student Assn. Representative – Voting<br>Member       |

**Ex-officio Non-Voting Members Present – 2 of 7**

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|---------------|---|
| 1. Dave Neve  | Student Financial Services Representative |
| 2. Marty Rost | Planning & Construction                   |

**Ex-officio Non-Voting Members Absent – 5 of 7**

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|--------------------------|--|
| 1. Sue Edstrom (Excused) | Parking & Traffic Services Coordinator and Parking<br>Citation Appeals Board Liaison |
| 2. (Vacant)              | Minnesota Assn. of Professional Employees<br>(MAPE)                                  |
| 3. Katherine Deinken     | Residence Hall Association President   |
| 4. Cynthia Janney        | Residential Life Office  |
| 5. (Vacant)              | MN Management Assn. (MMA)  |

**Approval of Past Meeting Minutes**

Without objection the “Revised” meeting minutes for the November 18, 2005, session of the PAC were approved. The “Revised” edition included a section on the parking garage that will be built on the campus of St. Cloud State University. Those minutes also contained a correction to a typo on Rose Marie Ley’s name.

**Personnel Budget Adjustments**

PAC Chairperson Cowan reported that Parking Program’s subsidized FTE position costs had been changed based on the outcome of an October 11, 2005, discussion before the Budget Sub-Meet and Confer Committee. The BSMC Committee recommended that we should reconfigure the 2.50 FTE positions absorbed by Parking related to permit processing, fine collection and paylot oversight. Of the three University cashiers the Parking Program had been underwriting two full positions, a fact which the BSMC Committee felt was burdensome notwithstanding the argument that the cashiers were expected to process collections on 20,000 parking citations annually, and record and collect money for on-line and over-the-counter sales of bus passes (700) and parking permits (8,000). The BSMC Committee also believed that 100% of the paylot attendant’s salary should be paid out of parking, particularly in lieu of the fact that the paylot’s 181 stalls earned \$286,000 in FY’05 alone. Since that October session, payroll adjustments have been made which reflect the recommendations of the Budget Sub-Meet and Confer Committee resulting in a net 0.25 FTE reduction.

<b>Business Services Related Personnel Funded in Whole or in Part by Parking Program Receipts</b>	<b>2004-05 FTE</b>	<b>2005-06 FTE</b>	<b>FTE Change</b>
Jodi Orchard – Head Cashier	1.00	1.00	No Change
Darcey Larvick – Cashier	1.00	0.25	(0.75)
James Schramski – Paylot Attendant	0.50	1.00	0.50
<b>Permit Process, Fine Collections, &amp; Paylot Total</b>	<b>2.50</b>	<b>2.25</b>	<b>(0.25)</b>

**Review of 2005-06 Parking Program Income and Spending Plans**

An budget update to the Parking Program’s 2005-06 budget was then distributed. FY’05 ended with a \$322,409 cash balance, an inadequate contingency fund amount. PAC members discussed the 2005-06 Parking Budget, its \$1,281,100 income plan and \$1,274,585 revised spending plan. It was noted that it had been five years since a significant change was made in the permit rates.

	2001-02 Actuals (1)	2002-03 Actuals (2)	2003-04 Actuals (3)	2004-05 Actuals (4)	Fiscal Year 2005 - 06				
					Original Budget (5)	Re-visions & Trans- fers (6)	11/22/05 Revised Budget (7)	Deposits, Encum- brances, & Activity as of 11/28/05 (8)	Column 7 less 8 = Difference (9)
<b>INCOME</b>									
<b>337830 General Parking (permits &amp; specialty stalls)</b>	\$669,521	\$701,106	706,090	\$750,731	\$760,000 Includes \$25,360 leased stalls installation for 110 Lot 22 @ \$200 and 16 Lot 19 @ \$210 each	\$0	\$760,000	\$704,786	\$55,214
<b>337840 Traffic &amp; Parking Services (citation fine receipts; 20,000 tickets)</b>	214,924	247,748	296,016	276,048	240,000	0	240,000	89,043	150,957
<b>337845 Parking Appeals System</b>	273	89	43	14	100	0	100	7	93
<b>337850 Timed Stall Parking - 68 Meters</b>	27,313	27,669	24,279	21,501	18,000	0	18,000	8,861	9,139
<b>337850 Timed Stall Parking - 181 Pay Lot Stalls)</b>	244,497	265,765	271,389	286,387	245,000	0	245,000	115,795	129,205
<b>M&amp;E Subsidy in 214040 for Traffic Control Program</b>		25,248	27,474	29,413	0	0	0	0	0
<b>337865 Intersection Traffic Control &amp; Event Parking</b>		0	3,016	20,098	18,000	(10,025)	7,975	60	7,915
<b>337850/337860 Miscellaneous</b>	225	234	0	709	0	10,025 Vikings Village	10,025	10,025	0
<b>Current Year Receipts</b>	<b>\$1,156,753</b>	<b>\$1,267,859</b>	<b>1,328,307</b>	<b>1,384,901</b>	<b>\$1,281,100</b>	<b>\$0</b>	<b>\$1,281,100</b>	<b>\$928,577</b>	<b>\$352,523</b>
<b>EXPENDITURES</b>									
<b>337830 General Parking (includes bus, 2.5 FTEs for Business Office, Hub, staffing related to handling 7,000+ parking customers)</b>	269,521	244,476	272,743	280,652	270,000	(34,000) Cashier Payroll Adjust- ment	236,000	198,130	37,870
<b>337835 Lot Maintenance (repairs, snow/ice removal, sweeping, grading, etc.)</b>	249,114 (includes \$36,939 in cross charges)	238,173	582,999	292,986	275,000	0	275,000	154,512	120,488
<b>337840 Traffic &amp; Parking Services (enforcement, jump starts, door unlocks, 20,000 citations)</b>	94,374	165,356	105,902	133,960	106,000	0	106,000	57,934	48,066
<b>337845 Parking Appeals System</b>	18,685	17,977	19,748	26,579	30,000	0	31,760	25,657	6,103
<b>337850 Time Stall Parking (pay lot, meters)</b>	39,329	41,490	45,668	44,944	45,000	48,900 Paylot Gate & Payroll	93,900	80,971	12,929
<b>337855 Dispatch &amp; Patrol</b>	153,539	185,889	227,182	260,745	223,000	28,900 Otto CCTV & Payroll	251,900	204,218	47,682

337865 Red Eye Shuttle & Bus Service	118,445	179,259	202,776	154,703	180,000	100,025 FY'05 Spr. Bus & Maverick Shuttle	280,025	159,379	120,646
337860 Parking Capacity Restoration	0	0	16	0	0	0	0	0	0
M&E Subsidy in 214040 for Traffic Control Program	0	25,248	27,474	29,413	0	0	0	0	0
<b>Expenditure Totals</b>	<b>\$943,007</b>	<b>\$1,097,868</b>	<b>1,484,508</b>	<b>1,223,982</b>	<b>\$1,129,000</b>	<b>\$145,585</b>	<b>\$1,274,585</b>	<b>\$880,981</b>	<b>\$393,604</b>
<b>6/30 Year End Net</b>	<u>\$213,746</u>	<u>\$169,991</u>	<u>(\$156,210)</u>	<u>\$160,919</u>	<u>\$152,100</u>	<u>(\$145,585)</u>	<u>\$ 6,515</u>	<u>\$ 47,596</u>	<u>(\$41,081)</u>
	Excess Receipts for FY'02	Excess Receipts for FY'03	Shortfall for FY'04	Excess Receipts for FY'05	FY'06 Est. 6/30/06 Positive Balance		FY'06 Planned Year-End Surplus	*Existing Excess Cash 11/29/05	

Year-end 6/30 values shown without factoring in annual equipment depreciation or accounts receivables from delinquent parking fines that may or may not be easy to collect. Excess receipts are dedicated for a contingency for parking stall capacity increases, or equipment replacement. With the close of FY'05, the accumulative cash balance for the Parking Program was \$322,409.

### **Proposed Summer 2006 Capital Improvement Projects**

Marty Rost presented a \$250,000 summer work proposal that would include a second “lift” of asphalt on the south half of Lot 20, the creation of a connecting road between Purple permit areas of Lot 20 North and Lot 21 North, and the permanent closure of existing awkward entrances to Lot 20 off of Stadium Road and Warren (extreme northwest corner of Lot 20 only – two other Warren Street entrances to Lot 20 would remain as would two connecting roads between Lot 20 and 21).

Without objection, the PAC agreed to accept the \$250,000 plan as presented and include it for public comment in February during the Annual Hearing on Parking Policies, Budget, and Capital Improvement Plans.

Committee members were informed that the electrical box between Lot 20 and 21 would have to be relocated. PAC members were also made aware that existing electrical service to Lots 20, 21, and 22 was so limited that the three heated bus shelters in those lots were adversely affected. Though the heaters in those three lots are now working, more electrical capacity is needed. A plan to ensure uninterrupted electrical service is being developed by Planning & Construction. Costs of the proposed electrical improvements are as yet unknown.

Costs associated with the installation of two CCTV cameras for Lot 22 are being worked on and will be submitted to the PAC during a January meeting.

### **Proposed Parking Permit Rate Increase**

Members then renewed discussion of the need for an increase in parking permit fees. At its November 18<sup>th</sup> meeting, to allow for more feedback from the various groups represented on the Parking Advisory Committee, the PAC tabled a Rose Marie Ley motion creating a permit fee rate increase model linked to the Consumer Price Index. The tabled motion is back on the floor for discussion as it was specifically tabled “until the next PAC meeting.” The motion states:

***RESOLVED, The Parking Advisory Committee, in its effort to create a dependable tool for long term budget planning, agrees, as a matter of policy, that parking permit rates shall be adjusted annually to cover routine inflationary increases. The rate of increase shall be determined using the CPI-U percent change for the full 12 months prior to October 31 of a given year. Special projects requiring rate increases above and beyond the CPI-U percentage change shall be viewed as “temporary” whereby the increase is: 1) not factored in as part of the base permit charge; and 2) it is treated as “time sensitive” with a specific end date when the higher rate drops back down to what it would have otherwise been.*** [CPI-U (Consumer Price Index for All Urban Consumers) - <http://www.bls.gov/cpi/home.htm> ]

After considerable discussion as to the merits of the proposal and the limited amount of feedback received, particularly from the faculty, it was moved by Marty Rost to “postpone indefinitely” the Ley motion. Rost motion to Postpone Indefinitely passed. [To “Postpone Indefinitely” avoids a direct vote on the question at hand. It is useful in disposing of a motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.]

Faculty Association Representative Lee Cornell moved that the PAC adopt the following 2006-07 parking permit rate increase plan for presentation to the campus community during the February Annual Hearing on Parking Policies, Budget, and Capital Improvement Plans. Motion passed. [The Cornell rate plan is not incremental nor does it cover more than one year.]

<b>Parking Permit Type</b>	<b>2000-01 Parking Permit Price</b>	<b>2001-02 Parking Permit Price</b>	<b>2005-06 Parking Permit Price</b>	<b>% Change</b>	<b>PAC Recommended Rates for Feb. Annual Hearing Presentation</b>
Gold – Twelve Month Permit	\$ 200	\$ 210	\$ 210	9.5%	\$ 230
Purple – Nine Month Permit	110	116	116	12.0%	130
Nighttime Purple – Nine Month Permit	58	62	62	12.9%	70
Orange – Nine Month Permit	60	76	84	11.9%	94
Green – Residence Hall Regular Nine Month Permit	130	138	150	10.7%	166
Dark Green Lot 20a Discount – Res. Hall Nine Month Permit	58	62	62	12.9%	70
Light Blue Vendor Delivery – Twelve Month Permit	200	210	210	9.5%	230
Dark Blue Handicap – Twelve Month Permit	80	84	84	11.9%	94
Nighttime Handicap Permit – Nine Month Permit	15	30	30	13.3%	34
Silver Motorcycle – Academic Year Permit	50	54	54	11.1%	60
Red – Night Shift Employees Nine Month Permit	70	36	36	11.1%	40

Cornell argued that the CPI formula produced permit price plan would be too difficult to sell to the campus community, particularly with its “automatic” CPI related trigger, a feature which would not easily take into consideration factors affecting the ability to pay on the part of customers, i.e., future tuition hikes, possible employee wage freezes, etc. According to Cornell a number of factors are present this year which support the basically 10% increase in the various parking permit rates. He noted that taken on a per month basis the increases proposed are not substantial (e.g., \$20 increase in the 12 month Gold permit amounts to \$1.67 per month in added price).

It was argued that MSU classified employee payroll costs, which currently represent \$246,386 (20%) of Parking’s \$1,212,025 spending plan, have gone up now that collective bargaining unit contracts have been settled. Lot repair and construction costs of contractors are also affected by increasing labor rates, fuel, and the changing price of products they need to repair and surface the 5,400 parking spaces in MSU’s Parking Program. No major change in parking permit fee rates has been made since 2001-02 (see above table).

#### **Residence Hall Association President on Impact of New Residence Halls**

PAC Chairperson David Cowan acknowledged receiving a letter dated December 2, 2005, from Residence Hall Association President Katie Deinken. The letter addressed the upcoming construction of a new 400-500 bed residence hall complex on the existing Rugby Pitch west of the Student Union across West Road. PAC members were briefed by Marty Rost and informed about the construction timeframe and its Fall 2008 occupancy. Excerpts from her letter include:

*... We believe that the current shuttle system in place will not be able to adequately meet the needs of students who do not have close-in parking spaces.*

*Students must be able to bring themselves and their belongings comfortably on the new shuttle service. Since more students will be parking farther away from their residence hall when they come home for the weekend or from shopping they need a place to carry their belongings with them in a comfortable manner.*

- *The current shuttle system is based on a dial-a-ride system and we believe the new system should have scheduled stop times in scheduled locations. Those locations should be near the residence halls and academic buildings on campus. The wait time at each location should be no more than 15 minutes between shuttles.*
- *Students should also be able to utilize the shuttles 24 hours a day and 7 days a week. With no in-close parking to the new residence hall, students will need more availability than is currently provided.*
- *Certain times and days than are currently high traffic times should be taken into consideration to make sure adequate shuttle service is provided to all students.*
- *The new system must be handicap accessible. There are a number of students on Campus who are in a wheelchair and also drive.*
- *There should be a loading and unloading zone very close to the new residence hall so that student have a place to unload their items and also a place where parents or visitors can park while visiting. This zone should be a short-term parking area and monitored in some way to effectively keep traffic coming in and out of the loading zone.*

*... Students here at MSU think that the above recommendations are necessary to make the new residence hall a safe, convenient, and comfortable place to live . . . . **We would like to request a response on this matter no later than March 1, 2006, so that we can effectively communicate this information to students . . . .***

The Deinken recommendations and observations will be reviewed at the next meeting of the Parking Advisory Committee in January, 2006.

### **Lot 16 Green & Gold Permit Mix Proposal**

PAC members were reminded that only a few parking areas are left which have mixed parking permit areas. Lot 22 has an “overnight” Brown Permit area next to an Orange permit zone. Lot 20 is separated into a Lot 20 North Purple permit area and a Lot 20a South “overnight” Dark Green zone. Performing Arts Center’s Lot 16 has 139 Gold and 498 “overnight” Green permit stalls. In the past whenever overnight parking areas were placed next to regular daytime permit zones an effort was made to divide them physically or by signage. Such division allowed Grounds to be able to at least quickly plow the daytime permit zones when it snowed.

Without objection, the PAC agreed to present a proposal to the campus community during the February Annual Hearing on Parking Policies, Budget and Capital Improvement Plans, which would merge the Gold permit and Green permit areas allowing McElroy/Crawford Green Zone permit holders to park in what is now considered Gold permit stalls on the east side of Lot 16 near the redwood fence. The proposal would also allow Lot 16 Gold permit holders to park on the southwest curb of Lot 16 where Green only stalls now exist. The need for a special Lot 16 Daytime Green permit would be eliminated as those customers could buy a Lot 16 Gold for the same price and park anywhere in Lot 16. In short, holders of either a Lot 16 Gold permit or a McElroy/Crawford Zone Green permit could park in any stall within the giant parking lot which in the past had been designated exclusively for either Gold or Green permit holders.

The downside of the proposal would be the inability of Grounds to quickly remove much snow as all 637 stalls would be subject to overnight Green permit parkers. PAC members believed that much of the existing Gold permit area (139 stalls or 22% of the 637 merged area) would still be open for plowing as residence hall Green permit holders would likely park closer to McElroy and not near Lot 16’s far east side.

A huge benefit resulting from the merger would be fewer parking citations issued and appealed from Lot 16 Gold or Green permit holders who now inadvertently park in the wrong Lot 16 split permit zone for their color permit.

### **Adjournment**

Without objection the meeting was adjourned at 1:46 PM.