

-Minnesota State University, Mankato

Parking Advisory Committee

Meeting Minutes – Friday, September 19, 2003

Parking Advisory Committee Chairperson David Cowan convened a regular meeting of the Parking Advisory Committee at 1:07 PM on Friday, 19 September 2003 in the Conference Room of the Student Senate.

Regular PAC Members Present – 4 of 6

1. David Cowan
2. Rose Marie Ley

Administration Representative
Classified Employee Representative – Voting Member

3. Ian Radtke & Bryan Hart
4. Victoria Peters

Student Association Off-Campus Representative
IFO Faculty Association Representative

Regular PAC Members Absent – 2 of 6

1. Scott Hagebak
2. (Vacant)

MSU Association of Administrative & Service Faculty (MSUAASF)
Student Assn. Residence Hall Representative

Ex-officio Non-Voting Members Present – 3 of 8

1. Sue Edstrom
2. Dave Neve
3. Zach Sonnek

Parking & Traffic Services/Parking Citation Appeals Board - Nonvoting
Business Affairs Office - Nonvoting
Alternate for Mikal Christian, Residence Hall Association President - Nonvoting

Ex-officio Members Absent – 5 of 8

1. Annette Spiess (Excused)
2. Marty Rost (Excused)
3. (Vacant)
4. (Vacant)
5. (Vacant)

Mn. Assn. of Professional Employees (MAPE) – Nonvoting
Facilities Mgmt. Planning & Construction Manager Designee - Nonvoting
Space Scheduling Office Liaison - Nonvoting
MN Management Assn. (MMA) – Nonvoting
Residential Life Office - Nonvoting

Others in Attendance

1. Bayarmaa Tserendavaa

PAC Temporary Recording Secretary

Meeting Agenda Approved

Without objection the 19 September 2003 meeting agenda was approved.

Role of the Parking Advisory Committee

PAC Chairperson David Cowan provided the panel with a general review of past activities of the Advisory Committee. He noted that it was a Presidential Committee which reported to the President through the Vice President for Finance & Administration (or designee). Cowan indicated that not all employee bargaining unit contracts required union membership participation on such a group but that Minnesota statutes and MnSCU policies did require a representative group to review parking matters. See the following website for history of the PAC -http://www.mnsu.edu/parking/infoupdates/history_authority.html

Status of PAC Post-Hearing Recommendations

PAC Chairperson David Cowan briefly indicated results of PAC post hearing recommendations for FY'04.

Immediately following the March 27, 2003 Annual Hearing on Parking Policies and Budget the PAC met and adopted its final recommendations. Not all the recommendations were approved by the Administration .

Annual Hearing on Parking Policies and Budget

Post Hearing Parking Advisory Committee Recommendations

(Proposals Endorsed by PAC Immediately Following Public Comments Received During 3/27/03 Hearing)

<p>Parking Advisory Committee Recommendations Pre-Hearing (1)</p>	<p>Changes to Original Plan (2)</p>	<p>Parking Advisory Committee Recommendations Post-Hearing (3)</p>	<p>Administration Action (4)</p>
<p>1 Freeze parking permit prices for 2003-04. The PAC recognizes, what with the state budget shortfall and all the uncertainties facing our many customers from anticipated hikes in tuition, state-wide salary proposals affecting state employees, etc., that we should not recommend an incremental rate increase in all permit prices.</p>	<p><u>No Change</u></p>	<p>1. Freeze parking permit prices for 2003-04. The PAC recognizes, what with the state budget shortfall and all the uncertainties facing our many customers from anticipated hikes in tuition, state-wide salary proposals affecting state employees, etc., that we should not recommend an incremental rate increase in all permit prices.</p>	<p><u>Approved</u></p>
<p>2. Create a \$10 “handling surcharge” to be assessed for Gold Permit buyers choosing to pay only “half down” when applying for the 4/15/03 Gold permit drawing for 2003-04. This surcharge is intended to provide an incentive for people to buy their permit “on-line” and pay the full amount up-front. Paying the full amount allows us to get out of the business of getting those who only pay half to pay up soon enough so we can mail their permit to them in early August. We want to avoid lines at the beginning of Fall Semester. This handling surcharge would be applied to the Gold permit base price of \$210 if the permit buyer elected to use the down payment option.</p>	<p><u>No Change</u> Despite written concerns presented at the hearing, the PAC believes the \$10 handling fee a reason -able charge for those electing to pay only half down.</p>	<p>2. Create a \$10 “handling surcharge” to be assessed for Gold Permit buyers choosing to pay only “half down” when applying for the 4/15/03 Gold permit drawing for 2003-04. This surcharge is intended to provide an incentive for people to buy their permit “on-line” and pay the full amount up-front. Paying the full amount allows us to get out of the business of getting those who only pay half to pay up soon enough so we can mail their permit to them in early August. We want to avoid lines at the beginning of Fall Semester. This handling surcharge would be applied to the Gold permit base price of \$210 if the permit buyer elected to use the down payment option.</p>	<p><i>Approved</i></p>
<p>3. Recommend approval of the \$1 million Parking Program’s income and spending plans.</p>	<p><u>Changed</u></p>	<p>3. Recommend an FY’04 income plan with forecasts totaling \$1,145,150. Recommend a spending plan totaling an amended \$1,011,620 an amount which reflects \$23,500 in cuts made to the FY’04 capital improvement program when the</p>	<p><u>Approved</u></p>

		PAC met immediately following the public hearing.	
<p>4. Approve \$350,800 worth of improvements to parking lots for the 2003-04 budget. Of the \$350,800, the Parking Program would pay for all but \$149,000, an amount set aside to hard surface and properly light Lot 23 (free lot). A significant amount of parking in parking funds have already been invested in the free lot (Lot 23) in the form of drainage, gravel overlay, and curb. If the University wants to have a hard surface put in on that lot, the PAC recommends that some other funding source be tapped for that effort. If it is paved over during 2003-04, a new permit should be created thus eliminating Lot 23's "free" status.</p>	<p style="text-align: center;"><u>Changed</u></p> <p>Amount funded from parking funds reduced by \$23,500 to a new level of only \$178,300.</p>	<p>4. Based on testimony at the public hearing the PAC now recommends the following:</p> <p>\$ 43,000 – Lot 1 – Parking Funds 8,000 – Lot 18 – Parking Funds 26,000 – Lot 17 – Parking Funds 1,000 – Malin Off St. – Parking Funds 6,000 – Lot 6 – Parking Funds 13,000 – Lot 7 – Parking Funds/Split 8,800 – Lot 11a – Parking Funds 5,000 – Lot 14 – Parking Funds/Split 4,000 – Lot 15 – Parking Funds 15,000 – Lot 16 – Parking Funds 33,500 – Lot 20 North – Parking Funds <u>15,000</u> – Lot 21 South – Parking Funds \$178,300 – Parking Funded Support 4,500 – Lot 2 - Res. Life support recommended as it has to deal with waste removal area in lot. 13,000 – Lot 7 East Corner – This half picked up by M&E or R&R as wear related to Grounds vehicles and other uses. 11,000 – Lot 14 – Res. Life support recommended as wear related to heavy use of 18 wheeled food vendor trucks. <u>154,000</u> – Lot 23 (free lot) – This phase of Lot 23 should be picked up by M&E or R&R as parking has already invested in free lot. <u>\$360,800</u> – Total Recommended</p>	<p style="text-align: center;"><u>Partial Approval</u></p> <p>\$178,300 projected costs in Parking Fund supported projects approved and scheduled for Summer 2004. \$182,500 in non-Parking Fund related financed projects not approved. M&E and funds for such projects not available due to state cutbacks. Res.Life related projects would have to gain the support of Residential Life Office which was not advised of PAC proposal in time when it was developing its FY'04 budget plan.</p>
<p>5. Increase the PAC's voting membership by two. Existing six voting members include: 1 Faculty Association representative; 1 off-campus student; 1 residence hall student; 1 representative from the Minnesota State University Association of Administrative and Service Faculty (MSUAASF); 1 classified employee representative; and 1 administration representative. The proposal would add another student representative and a voting representative from the Middle Management Association (MMA).</p>	<p><u>No Change</u> The PAC knows that MMA is a smaller bargaining unit than MAPE, but MMA's contract specifically requires membership in a campus parking committee while MAPE's does not. PAC clarified that the additional student would be another off-campus representative.</p>	<p>5. Increase the PAC's voting membership by two. Existing six voting members include: 1 Faculty Association representative; 1 off-campus student; 1 residence hall student; 1 representative from the Minnesota State University Association of Administrative and Service Faculty (MSUAASF); 1 classified employee representative; and 1 administration representative. The proposal would add another student representative and a voting representative from the Middle Management Association (MMA).</p>	<p><u>Not Endorsed at this Time.</u> PAC's mix of six voting and eight ex-officio nonvoting members appears to meet test of clauses within existing collective bargaining unit agreements. To provide for voting membership when none is called for could circumvent existing collective bargaining processes at the negotiating table.</p>
<p>6. Invoice MSU programs which hold public events</p>		<p>6. Withdrawn</p>	

<p>and charge an admission or gate fee. The Parking Advisory Committee has decided to remain neutral on the idea of recommended invoicing such programs until after the formal hearing and based on the testimony presented. This public hearing “concept item” tries to stimulate discussion on whether or not the Parking Program should recover some token amount from activities like Theatre, Music, Intercollegiate Athletics, etc., for use of the parking lots occupied by their off-campus customers. How to determine such a charge could range from a flat assessment made annually to an invoice based on 50 cents per event ticket for non-MSU customers.</p>	<p><u>Changed</u></p> <p>Based on input taken at the public hearing, the PAC has decided to withdraw this concept item for further study during 2003-04.</p>		<p><u>No Action Required</u></p>
<p>7. Paylot Pass changes: eliminate the “one Hour” paylot pass; color code the “Four Hour” paylot pass and the “All Day” paylot pass; increase the charge back rates to department to \$2.50 each for each Four Hour pass and \$5 for the “All Day” paylot pass, and create a \$10 fine for abuse of the paylot pass.</p>	<p><u>No Change</u></p> <p>PAC clarified that the present arrangement would continue with the Affinity Plus Federal Credit Union.</p>	<p>7. Paylot Pass changes: eliminate the “one Hour” paylot pass; color code the “Four Hour” paylot pass and the “All Day” paylot pass; increase the charge back rates to department to \$2.50 each for each Four Hour pass and \$5 for the “All Day” paylot pass, and create a \$10 fine for abuse of the paylot pass.</p>	<p><u>Approved</u></p>

2003 Summer Project Work Reviewed

PAC members then reviewed work accomplished during the summer months which affected parking areas. Based on a report prepared by Facilities Management’s Marty Rost, parking funds paid for \$142,822 to address surfacing repair needs in Lot 3 (front of Gage - \$109,880), Lot 1 (south of Gage - \$5,942), Hiniker Mill Road link to outdoor track (\$2,000), and 110 stall expansion of the gravel Lot 23 (\$25,000). With the exception of the emergency expansion of Lot 23, all projects were endorsed by PAC as part of FY’03 budget planning a year earlier.

Unrelated to the parking fund, some \$232,766 was spent which resulted in: 1) a new seal coat and restripe for Lot 5 (\$1,840); 2) a bituminous patch, seal coat and restripe for Arboretum Gold strip (\$6,090); 3) replace Trafton South loading dock (\$5,911); 4) new surface for Maywood East to Warren as par of an effort to replace 12 new storm water catch basins (\$210,000); and 5) underdrainage work at Ellis Street North by the Children’s House (\$8,925).

Review of Draft Proposals for Parking Lot Capacity Increases

PAC members then reviewed three draft lot expansion proposals: 1) Lot 20 net gain of 62 stalls (\$96,091); 2) Lot 22 gain of 181 stalls (\$255,387); and 3) the merging of the south halves of Lot 21/22 for net gain of 304 stalls (\$435,200). Of the three members seemed most interested in the merging of Lot 21/22. PAC members recognized that these were only drafts which needed to be research and worked on. No vote was taken on any of the three. PAC members believe that additional parking capacity is needed and should be in place by Fall, 2004.

Review of 2003-04 Parking Budget

In a preliminary report dated 9/16/03 prepared by PAC Chairperson David Cowan, it was noted that the Parking Program's income plan of \$1,145,150 for FY'04 was well on its way to being achieved. The \$700,000 forecast for permit sales alone had already been surpassed with Spring Semester sales yet to come. A total of \$763,469 had been earned to date from all income sources including permit sales (\$701,582), fine collections (\$28,884), meters (\$3,518), paylot revenue (\$29,478), and money from the Parking Appeals System (\$7).

Permit revenue from the sale of \$1,051 Gold permits helped the bottom line with over 60% purchased using the 1 _ year old web on-line purchasing system. (See 18 September 2003 email from David Cowan on "Status of Gold Permit Sales".)

David Neve explained why MSU had such a high collection rate on parking citation fines. (\$247,748 was collected in 2002-03 from parking citation fines.) Sue Edstrom explained the seven day autoclamp policy and why the PAC opted to use autoclamps for delinquent fine payers as opposed to hiring a towing company to tow a vehicle off-campus to a private impound lot. Edstrom indicated that over 20,000 tickets were issued last year but only 800 were brought before the independent Parking Citation Appeals Board. Of those appeals, most were denied.

Parking meter income of \$27,669 was earned off of 68 meters last year. Neve estimated that 60% of last year's \$265,765 in "visitors" paylot revenue was earned from students, many of whom also have normal permits.

Planned expenditures totaled \$1,073,320 with \$510,305 already encumbered (salaries, fringe benefits, etc.) or spent. A budget adjustment to the original spending plan will have to be made once the new bus contract is formally signed and the City's bus rate increase is completely factored in along with costs associated with the new 2 _ hour morning Route 9 Limited. The estimated 6/30/04 Parking Fund surplus for FY'04 will then be reduced from the current forecast of \$71,830. PAC members were aware that excess receipts from FY'04, if any are produced, will be dedicated to the contingency set aside for parking stall capacity increases or equipment replacement.

The Business Affairs Office confirmed that \$309,865.16 was available 6/30/03 as the Parking Fund's accumulated cash reserve.

University Stores' Annual Pre-Price Sales – Impact on Lot 17 Parking

PAC members then discussed the potential disruption of Lot 17 parking during the University Stores Fall "pre-price" sale and sealed bid auction scheduled for Sept. 25-26. Customers allowed to park anywhere will displace Gold and Purple permit holders, causing ripple effects on campus. PAC members agreed that MSU maintenance employees who are assigned state vehicles must park their personal vehicle in the space vacated by the State vehicle. This assumes that they own at least a Purple permit so PAC directive does not allowed free parking.

Lot 16 Daytime Dark Green Permits for Off-campus Customers

Accommodating Lot 16 Daytime Green parking permit holders (twelve month, \$210 permit) has been problematic already this Fall, with complaints about lack of spaces in the morning class hours predominantly. 52 permits were sold, but initial vacancy studies indicate only about 25 spaces became available due to regular Green residence hall parkers leaving campus for off-campus jobs, etc. Cowan indicated that a number of Lot 16 Daytime Green permit holders had to be switched to \$210 Lot 16 Gold permits to address complaints. Compared to past years, this Fall it appears not enough regular Green permit holders have garnered off-campus jobs therefore the stall vacancies anticipated fell short. Solution to overcrowding is evolving for this semester, but not fully resolved. Future sales of Lot 16 Daytime Green should be postponed until use patterns are established for the semester. Many past Lot 16 Daytime Green permit holders preferred the Lot 16 Daytime Green permit and deliberately chose not to participate in last spring's Gold permit lottery. In the future PAC Chairperson Cowan will announce next Spring that no one should expect there will be any Lot 16 Daytime Green permits available in the Fall and therefore they should participate in the Gold Permit Drawing held each Spring.

Enrollment Surge Affects Parking Stall Availability

Record enrollment has complicated the parking allocation system this semester. The loss of private sector parking in the University Square complex has added pressure on MSU parking demand as well. Parking tickets are up dramatically as students park illegally when their assigned lot is full. The ripple effect causes parking lots to overflow in next area as well.

Purple permit allocation was exceeded in the Fall when permits were sold to new faculty who had not had the opportunity to participate in the spring lottery. Continuing faculty requesting purple permits were refused, and some Hub staff and faculty were confused about why new faculty members were allowed to purchase and others were not.

Sue Edstrom brought up issue of visitor parking which can no longer be easily absorbed into Lot 22 open Orange stall spaces. This is especially sensitive for recruitment and special functions like Admissions open houses. Youth Days is another special event where 50 buses bring students to campus and they must park them somewhere.

Parking on October 3, President Richard Davenport's Inauguration Day, may be difficult day for parking since so many off campus invitees are expected. Many will leave campus at 4 PM just as the Homecoming Parade begins and streets are closed off.

Rose Marie Ley suggested using the old outdoor track as a staging area for next year since the gravel road was installed for Gage move-in Day (8/20/03) and provides access to that open space. Lot 23 (free lot) is planned for use as the parade's staging area now, with Lot 22 open for free parking that day. Sue Edstrom suggested that David Cowan ask administration to consider this option. Perhaps the outdoor track can be used for bus parking during Youth Day event as well. Complications include the lack of lighting for evening parking.

Bus Services Update

PAC Chairperson David Cowan announced that he had met on August 6th with City officials to discuss the 2003-04 nine month bus contract, along with C. Rhys Gaffer, MSU Student Association President, and Mike Hodapp, MSU Student Allocations Committee Liaison. [New City contract rates and MSU's bus service budget estimates are contained in a September 15th email to PAC members from David Cowan.] The contract addresses MSU's Campus Express Route 1 (22 minute route to nearby apartment complexes), Route 8 (15 minute route around campus), and the new Route 9 Limited (18 minute run around campus touching University Court Apartments).

Gold Permit Safety Net Waiver Panel Membership for 2003-04

Ian Radtke moved that PAC members Victoria Peters (IFO Representative), Rose Marie Ley (Classified Employee Representative) and Ian Radtke (Off-campus Student Association Representative) be appointed as the three voting members on the Gold Permit Safety Net Waiver Panel for 2003-04. Motion carried. (PAC Chairperson David Cowan serves as the nonvoting convener of the panel.)

Adjournment

Without objection, the meeting was adjourned at 2:17 PM.

Respectfully submitted,

David Cowan, Chairperson
Parking Advisory Committee