City of Bloomington Parking Commission Meeting Packet

Tuesday, August 22, 2017

Packet Related Material

1. Meeting Agenda
2. Memo from Jim Blickensdorf including Parking Commission Meeting Schedule
3. June 27th Regular Meeting Minutes
4. July 25th Regular Meeting Minutes
5. August 8th Executive Committee Minutes
6. August 8th Work Session Notes
7. Private Parking BMC §15.36, Excerpts from Council's August 9th Meeting
8. Changes to Introduction & Neighborhood Zones (separate email)
9. Work Session Comments / proposed changes to Garages & Lots (separate email)
10. Comprehensive Parking Policy
11. Comments on Garages & Lots – Faith Hawkins

Next Meeting: September 12th, 2017 Dulap Room #235 5:30 PM

CITY OF BLOOMINGTON

PARKING COMMISSION

MEETING AGENDA

August 22, 2017, 5:30 PM
Hooker Room #245, City Hall

I. Call to Order

II. Approval of Minutes

III. Reports from Commissioners & City Officers

IV. Public Comment

V. Discussions of Topics Not the Subject of Resolutions

   A. Private Parking BMC §15.36

   B. Adopting changes to the Financial Report - Introduction (20 minutes)*

   C. Adopting changes to the Financial Report - Neighborhood Zones (20 minutes)*

VI. Resolutions for First Reading and Discussion (1 hour)

   A. Parking Commission Policy Objectives (#1, #2, #5, #8)*

VII. Resolutions for Second Reading and Discussion — None

VIII. Member Announcements

IX. Adjournment

The September Work Session will focus on Metered Parking.

Next Work Session: September 12, 2017, 5:30 PM, Dunlap Room #235

Next Meeting: September 26, 2017, 5:30 PM, Hooker Room #245

*Action Requested/Public comment prior to any vote, limited to five minutes per speaker.

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Please call **(812) 349-3429** or e-mail human.rights@bloomington.in.gov.

CITY OF BLOOMINGTON

PARKING COMMISSION

MEMO

From: Jim Blickensdorf, Chairperson, Parking Commission
To: Parking Commissions
Date: July 17, 2017
Re: **Packet Material for the August 2017 Regular Meeting**

Meeting Minutes

Minutes from June's meeting taken by Adrienne Evans Fernandez, July's regular meeting, the August Executive Committee meeting taken by Cm. Steve Volan, and minutes form the August Work Session are included for approval.

Parking Study

Scott Robinson reports that the administration is moving forward on the RFP for a parking study. Additional information will be provided at the meeting.

August 8th Executive Committee Meeting

On August 8th, I scheduled an Executive Committee meeting prior to the Work Session. This meeting was subject to ODL, however, I neglected to provide proper notice for the meeting. Cm.Volan took notes and has provided minutes form the meeting. I will certainly be more careful going forward that all of our meetings are properly noticed through our staff liaison.

Proposed Changes to Introduction & Neighborhood Zones (separate email)

Commissioners will receive a red-lined draft of the Introduction and NZ section of the Financial Report prior to the meeting. Suggested changes and comments from our July meeting are detailed in the July regular meeting minutes. Commissioners should be prepared to submit any changes to the document in the form of a written amendments for discussion at the August meeting.

Work Session Comments / proposed changes to Garages & Lots (separate email)

I will also attach a revised, red-lined draft of Garages and Lots with suggestions and changes from our August work session. Faith Hawkins has submitted comments on that section and her comments are attached to the end of the packet.

Comprehensive Parking Policy

Parking Resolution 17-04 to adopt a Comprehensive Parking Policy was introduced for first reading in April of 2017. A shortened, ten-point policy plan was introduced in May and made available via google docs. The packet contains a schedule for debate and adopting the policy. The policy points are not meant to be ranked in any order of importance, although as a group we may decide to do that. Each of

the points touch on information learned or inferred from the Financial report. I invite each Commissioner to study the points and write an email opinion for inclusion in future packets.

For our discussion, the policy points will be grouped into four areas: Organization and Communication, Rates and Turnover, branding of the parking system, and Land Use / integrating parking policy with the Comprehensive Plan.

Parking Commission Meeting Schedule & Preliminary Agenda Items

August 17, 9:15 AM
Staff Liaison meeting at Crumble Bakery

August 22 Regular Meeting:
Adopt changes to NZ
Discuss points 1,2,5, and parts of 8 related to cruising, signage and wayfinding

September 2
Deadline for Metered Parking Comments, if not attending the Work Session

September 12 Work Session:
Discussion of the Metered Parking section of the Financial Report

September 16 Comment Deadline
Deadline for Written Comments on policy points 3, 4, 8 (differential pricing)
Deadline for amendments to policy points 1, 2, and 5*
Deadline for amendments to Garages & Lots for inclusion in the packet*

September 18, 9:15 AM
Staff Liaison packet meeting at Crumble Bakery

September 26 Regular Meeting:
Adopt changes to Garages & Lots
Amend and vote to adopt points 1, 2, 5;
Discuss points 3, 4, 8 relating to differential pricing.

October 1
Deadline for Written Comments on Executive Summary, if not attending Work Session

October 10 Work Session:
Executive Summary

October 15 Comment Deadline

Deadline for Written Comments on policy points 6, 8 (marketing)
Deadline for amendments to policy points 3 and 4*
Final Draft of the Financial Report Issued

October 24 Regular Meeting – meeting will likely be 3 hours

Meeting: Adopt Final Financial Report
Amend and vote to adopt points 3, and 4;
Discuss points 6, 8 (marketing)

November 5 Comment Deadline

Deadline for Written Comments on policy points 7, 8 (alternate modes), 9, 10
Deadline for amendments to policy points 6 and 8*
Final Draft of the Financial Report Issued

November 9, 9:15 AM

Staff Liaison meeting at Crumble Bakery

OND Executive Committee Meeting – November 14, 4:30 PM

Dunlap Room, City Hall

November Regular Meeting – November 14 5:30 PM, Council Chambers

Amend and vote to adopt points 3,4, and parts of 8;
Discuss 7,8 (alternate modes, TDM), 9,10

December 2 Comment Deadline

Deadline for amendments to 7, 9, 8 10

December Regular Meeting – December 12 5:30 PM, Council Chambers

Adopt amendments to 7,8, 10
Vote on forwarding the recommendation to Council (***PKG Resolution 17-04***)
Cocktail reception at Grazie, following meeting

* Amendments may be proposed at the meeting; submitting by this deadline will ensure that I can include your comments and amendment in the packet. Please submit all amendments to the Financial Plan and policy document in writing.

No Work Sessions in November or December.

# # #

CITY OF BLOOMINGTON

PARKING COMMISSION

Meeting Minutes
June 27th 5:30 PM
Hooker Room

Members Present
Jim Blickensdorf – Grazie Italiano, Council Appointee
Josh Desmond – Asst. Director of Planning, City of Bloomington
Donna Disque – Mardon Salon, Mayoral Appointee
Adrienne Evans Fernandez – At Large Appointee, Council Appointee
Faith Hawkins – Elm Heights Neighborhood Association, Council Appointee
Mark Need - Meter Zone Resident, Mayoral Appointee
Mary Jo Shaughnessy - Blue Ridge Neighborhood Association, Mayoral Appointee
Steve Volan – City Council Appointee, *ex officio*

Members Not Present
Randy Lloyd - Not-for-profit appointee representing Trinity Lutheran Church

Also Present
Scott Robinson – Planning & Transportation, City of Bloomington
Seyedamir Kaboli Farshchi, Long Range Planner, City of Bloomington
David Debikey, Global Gifts

Call to Order
Meeting was called to order at 5:35pm.

Approval of Minutes
May minutes amended to reflect Josh Desmond was present. Motion to approve by Mary Jo Shaughnessy, seconded by Donna Disque. Approved by voice vote.

Reports from Commissioners
Jim Blickensdorf:
1. Conversations with with Mayor's office. reflects a general consensus is that parking subdivisions/ groupings (meters, garages, etc) should be self-sufficient- break even.
2. Adam Wason has submitted a scope of work for an upcoming parking study; additional areas of interest by the commission should be submitted by July 5th and will be forwarded to the Deputy Mayor. Mostly recommends looking at Garage use, updating, permit studies, parking rates, etc.
3. On parking policy, the Commission needs to move quickly or the mayor's office/city will move without us.
4. Feedback deadline on Private Parking, BMC §15.36, is 7/25/17. Commission will discuss a recommendation to make to council at the August 9th meeting.

Meeting Minutes
June 27th 5:30 PM
Hooker Room

5. Scheduling Notes:

Annual report schedule:

June Meeting
- Questions
- Feedback
- Items for further discussion

July Meeting
- Introduction
- Neighborhood Zones section of the draft report
- Feedback deadline: July 15

August Meeting
- 8/8 Work session (garages and Lots)
- 8/22: Adopt changes to NZ

September Meeting
- 9/12: Work session (metered parking)
- 9/26: Adopt garages and lots

October
- 10.10 exec summary
- 10/15 final draft
- 10/24 Meeting to adopt final

Report from Staff
Scott Robinson introduced Seyedamir Kaboli Farshchi, Long Range Planner for the City of Bloomington

Public Comment
David Debikey, owns square-based business. In attendance to observe the meeting and learn about the commission's activities.

Discussions of Topics Not the Subject of Resolutions

Results of the City Council Appropriation Ordinance 17-02
Council appropriated $672,000 in funds for use in 2017. which affect parking:

Parking Meter Fund
- $93,000 from the Bloomington Police Department from fund 455
- $40,000 Category 3 - Expense
- $53,000 Category 4 - Capital Improvement

Parking Facility Fund

- $243,000 from Public Works from fund 452
- $40,000 Category 3 - Expense
- $203,000 Category 4 - Capital Improvement

Funds will be used for a parking study ($80,000), purchase of new vehicles for meter enforcement, upgrades to the POE equipment ($243,00)), and for repairs and maintenance to sustain the garages ($203,000).

Resolution PKG 2017-05 - To Make a Recommendation on a City Council Ordinance Re: Creating and Enforcing a ResidentiaNZ Issue: Garden Hill Neighborhood, proposed zone 12.

Cm. Volan led argued for creating a twelfth neighborhood zone. This topic was first discussed at the June work session. Residents of Garden Hill are pushing for a NZ due to :

- Influx of students has pushed resident parking out
- Influx of vehicles on event weekends/football games
- for the purpose of neighborhood preservation as parties are a real issue
- the redevelopment of the Dunnhill apartments where density will more than double to 750 beds

The commission discussed boundaries of the zone, proposed hours of enforcement, using existing meter staff to patrol the NZ zone from 5pm-10pm with police enforcing the zone from 10 pm - 5 am. Cm. Volan is seeking a recommendation from the Commission prior to the August 9th CommonCouncil meeting. No action was taken at the June meeting.

Resolution PKG 2017-06 - To Make a Recommendation on City Council Ordinance 17-24, Re: Deleting BMC Chapter 15.36 (Resident-Only Parking Permits).

Scott Robinson discussed staff's proposed changes to BMC §15.36. Staff is proposing deleting the chapter as part of an ongoing review of Title 15 and out of concerns for compliance with PROWAG. The issue will be discussed at the Common Council meeting on June 28th. No action was taken at the June meeting.

CITY OF BLOOMINGTON

PARKING COMMISSION

Meeting Minutes
July 25th 5:30 PM
Hooker Room

Members Present
Jim Blickensdorf – Grazie Italiano, Council Appointee
Josh Desmond – Asst. Director of Planning, City of Bloomington
Donna Disque – Mardon Salon, Mayoral Appointee
Adrienne Evans Fernandez – At Large Appointee, Council Appointee
Faith Hawkins – Elm Heights Neighborhood Association, Council Appointee
Mark Need - Meter Zone Resident, Mayoral Appointee
Mary Jo Shaughnessy - Blue Ridge Neighborhood Association, Mayoral Appointee
Steve Volan – City Council Appointee, *ex officio*

Members Not Present
Randy Lloyd - Not-for-profit appointee representing Trinity Lutheran Church

Also Present
Scott Robinson – Planning & Transportation, City of Bloomington
Terri Porter – Director of Planning & Transportation, City of Bloomington

Call to Order
Meeting was called to order at 5:35pm.

Approval of Minutes
No minutes to approve. Minutes from the regular June meeting will be available at the August meeting.

Reports from Commissioners
Cm Volan reported on discussions with Public Works about implementing Zone 12 in Garden Hill. Draft Council legislation was presented to the Commission. Cm. Volan reports that timing for installation of signage is the major obstacle. Public Works would need to fabricate and either install or contract out the neighborhood zone signs. The Commission discussed how installation of signs and education of tenants prior to the start of the August 15th NZ permit date would present challenges for PW and parking enforcement personnel. No action was taken. Cm. Volan requested a Special Meeting prior to the August work session for the purpose of adoption a recommendation for council. The Commission's recommendation would be forwarded to the Council for their August 9th meeting.

Report from Staff
No reports from Staff.

Meeting Minutes
July 25th 5:30 PM
Hooker Room

Public Comment
No public comment.

Discussions of Topics Not the Subject of Resolutions

Financial Report Introduction
Cm. Volan led a discussion of the introduction and NZ section of the financial report. Cm Volan explained the process of amending the document requires Commissioners to commit changes to writing that will be voted on at the next meeting.

The Commission considered each page of the document in order with the following points

Page 14:
- Hawkins/Volan, suggested moving definition of cash/accrual to a side bar

Page 15: Cm.
- Volan, expand Methodology subheading to explain what the section is about.
- Hawkins, program budget categories, substitute the names rather than "category 2/3"
- Hawkins, define / explain program revenue (sidebar)
- Hawkins, reduce definitions to sidebars
- Volan, be sure that all underscored definitions are included in the glossary
- Hawkins, explain why metered parking citations are deposited in the general fund
- Hawkins, motion to strike "It should be noted…departments." Approved by voice vote

Meeting Minutes
July 25th 5:30 PM
Hooker Room

Page 16:

- Hawkins, suggestion to replace the entire methodology section with the following paragraph: "Parking-related funds are budgeted in three distinct accounts: Garages and Lots (452), Metered Parking (455), and Neighborhood Zones (454). "Operational" income for each account includes income from user fees (permit and meter fees paid by parkers); additional income includes revenue allocated to support Garages and Lots from Tax Increment Financing (TIF) and citations. Program Expenditures can be characterized as "operational" (general expenses like office supplies, utilities, etc.); "system expenses" (costs specific to parking, such as printing permits or maintaining meters), and personnel costs (parking enforcement officers, administrative staff, etc.). Additional capital costs within the overall parking budget system are associated with the Common Council's Sidewalk Fund -- funds are transferred by the City into the Neighborhood
- Zone fund (Account 452) and disbursed to pay costs associated with new sidewalks and alternative transportation support (like bike racks)."
- Volan, expand 2nd/3rd paragraph to clarify and define the purpose was to develop a program budget for parking
- Hawkins, distinguish between program budgets and City accounts
- Hawkins, not clear as to why we are a net beneficiary of the Council Sidewalk fund (notes 5,6 page 16). Blickensdorf committed to rewrite the last paragraph to clarify use of Council Sidewalk fund.
-

Page 18:

- Hawkins, shift Historical Section to an appendix.
- Volan, shift to a sidebar.
- Blickensdorf, replace "Llot" with "Lot"

Page 21:

- Hawkins, state why the 26% of revenue matters. Volan, clarification is possible, but editorial comments / recommendations were withdrawn from the document so that the document would be a statement of fact with policy and recommendations to follow in later months

Meeting Minutes
July 25th 5:30 PM
Hooker Room

Page 52:

- Hawkins, replace second sentence of the first paragraph with "On-street parking in these zones is limited to permit holders Monday through Friday between 8am and 5pm. Neighborhood residents are eligible to purchase permits, while others (service providers such as contractors, for instance) are able to purchase city-wide permits." Approved by unanimous consent.
- Hawkins, move Figure 25 to an appendix. Approved by unanimous consent.
- Blickensdorf, explain major changes in Figure 25
- Hawkins/Desmond, Zone areas, map of neighborhood zone could be helpful
- Volan, Include a map of neighborhood zone

Page 53:

- Hawkins, explain special conditions and how they affect NZ parking. Blickensdorf will provide original text of 2nd paragraph.
- Blickensdorf, strike "the the" and replace with "the"
- Hawkins, Paragraph 4, too much detail.
- Volan

Page 54:

- Hawkins, Headline "misrepresents what's really going on"–$73,000 shortfall w/ a balance of $1 million
- Blickensdorf committed to rewrite the section on NZ Financial Performance
- Hawkins, citation rate is not the same as unique vehicle citation rate. Strike the sentence, "The literature cites a unique vehicle citation rate of 5.7%"
-

Page 55:

- Hawkins, insert balance forward

Meeting Minutes
July 25th 5:30 PM
Hooker Room

Private Parking BMC §15.36
Andrew Cibor of planning presented the administration's proposed changes to Title 15 at the June 28th BCC meeting. Scott Robinson discussed feedback from Council and the public and the desire to keep the private parking program.

Staff has concerns about ADA compliance. Any time that you mark or designate parking on public streets there are certain requirements to comply with policies that have been adopted by council and accessibility requirements. Many of the private parking spaces do not meet these requirement. Scott Robinson discussed eligibility requirements, including vehicle registration and with valid handicap plate/ permit; staff evaluating whether or not they have physical space to park on their property; require an annual application; require that they meet minimum standards that meet accessibility requirements; increase the fees to reflect some of the costs of administering the program.

The commission reached the following consensus: be eligible for and possess a valid handicap parking permit, and have no off-street parking available or able to be provided. Scott Robinson reiterated the important of an annual application process. Staff is trying to create a process for issuing and administering the program, annually as the majority of permits were applied for long ago, the original application cannot be located and in most cases, there is off-street parking available. The consensus is to raise the price of the program, with Mark Need suggesting tying the increase to cost of living. Cost of living makes the initial application fee of $51 = $130, $26 is $66 in 2017 dollars.

Adjournment
Motion to adjourn at 7:40 pm. Next meeting is a work session scheduled for August 8th at 5:30pm in the Dunlap room.

CITY OF BLOOMINGTON

PARKING COMMISSION

Executive Meeting Minutes
August 8th 4:30 PM
Dunlap Room

Members Present
Jim Blickensdorf – Grazie Italiano, Council Appointee
Adrienne Evans Fernandez – At Large Appointee, Council Appointee
Steve Volan – City Council Appointee, *ex officio*

Members Not Present
Josh Desmond – Asst. Director of Planning, City of Bloomington
Donna Disque – Mardon Salon, Mayoral Appointee
Faith Hawkins – Elm Heights Neighborhood Association, Council Appointee
Randy Lloyd - Not-for-profit appointee representing Trinity Lutheran Church
Mark Need - Meter Zone Resident, Mayoral Appointee
Mary Jo Shaughnessy - Blue Ridge Neighborhood Association, Mayoral Appointee

Minutes
Meeting of the Executive Committee (EC) called to order at 4:30 pm in the Dunlap Room of City Hall.

1. FINANCIAL REPORT.
Adrienne Evans Fernandez asked which is the latest version of the Financial Report being developed by the Commission. Jim Blickensdorf replied that the version on the city website is in fact the latest. The EC discussed the format of the eventual finished report, and decided that each section ought to have a "tl;dr" ("too long; didn't read") summary at the beginning. The EC also discussed the order in which items (i.e., chapters) would be considered.

2. AGENDAS FOR THE NEXT FEW MONTHS.
There was a discussion of agendas for the next several months of regular meetings of the Commission. The EC determined the following agendas:

August
— work session: Financial Report (FR) chapter on Garages & Lots (G&L)
— regular session.: amendments/changes to chapter on Neighborhood Zones (NZ) (30 min)
— regular session.: discuss Policy Document: half of the proposed 10 points (30 min)

September
— work session: FR chapter on Meters
— regular session.: adopt revised G&L chapter (30 min)
— regular session.: discuss Policy Document: other half of proposed 10 points (30 min)

Executive Meeting Minutes
August 8th 4:30 PM
Dunlap Room

October
—work session: FR Executive Summary chapter
— regular session.: adopt FR (including Meter chapter & Exec Summary) (whole meeting)

November
— work session: prepare and discuss amendments to Policy Document
— regular session.: discuss and adopt amendments to and Policy Document as a whole (whole meeting)

3. LENGTH OF MEETINGS.
The length of meetings was discussed. There is already too much to discuss in a single hour of a regular session. How can the Commission best tackle its agenda without making meetings too much longer?
— firmly limit each speaker's usage of meeting time
— limit each issue to 30 minutes
— discussing items in work sessions; approving in regular meetings
— curling back to tangential issues by moving to a "parking lot"
— set the expectation that meetings may extend beyond 2 hours to allow time to discuss complex issues

Adjournment
Meeting adjourned at 5:30 pm, in time for the work session of the Parking Commission as a whole, being held in the same room.

Minutes compiled by Steve Volan.

# # #

CITY OF BLOOMINGTON

PARKING COMMISSION

Work Session Minutes
August 8th 5:30 PM
Dunlap Room

Members Present
Jim Blickensdorf – Grazie Italiano, Council Appointee
Donna Disque – Mardon Salon, Mayoral Appointee
Adrienne Evans Fernandez – At Large Appointee, Council Appointee
Steve Volan – City Council Appointee, *ex officio*

Members Not Present
Josh Desmond – Asst. Director of Planning, City of Bloomington
Faith Hawkins – Elm Heights Neighborhood Association, Council Appointee
Randy Lloyd - Not-for-profit appointee representing Trinity Lutheran Church
Mark Need - Meter Zone Resident, Mayoral Appointee
Mary Jo Shaughnessy - Blue Ridge Neighborhood Association, Mayoral Appointee

Also Present
Scott Robinson – Planning & Transportation, City of Bloomington
Nicole Bolden - Clerk, City of Bloomington
Bethany Wages - Hearing Officer, City of Bloomington

Report from Staff
No reports from Staff.

Public Comment
No public comment.

Financial Report - Garages & Lots
The Commission review the Garages and Lots chapter of the financial report *et seriatim*.

The following changes were recommended:

- Changes to Figure 5, clarifying "unrestricted" spaces.To rephrase and permit and transient and to reference Figure 7, showing the number of permits sold in each garage.
- The commission discussed the Duration of Stay reports provided by Public Works.
- Change of heading page 24. "Garage Use Mix" to clarify ratio and methodology, clarifying that the city's policy on permit sales ensure that every permit holder will have a place to park, at the expense of transient parkers. This is in conflict with standard garage procedure where transient parkers pay the bulk of the fees.
- Figure 10: Explain that some of the lots were converted into garages. Differentiate the lots that are permit-only.
- Page 28: Clarify the decline of hourly revenue. Insert duration of stay reports.
-

- Page 29: Clarify or footnote the methodology used to calculate the estimates of the cost of the 3 hour free
- Page 29: Cm. Volan recommended providing background on how the 3 hour free policy was introduced during the meter legislation.
- Page 30-32: Is the 3-hour policy the correct policy recommendation and is it appropriate to spend $1.4 million to extend the garage 10 years years. There's an opportunity to expand the garage and create storefronts at the 4th street garage to encourage development.
- Need additional information from City Legal about the interest rates
- Emphasize that RDC did not get the best deal possible
- Page 33: More emphasis on "zombie rate structures" (Cm. Volan) and the impact on TIF contribution
- Page 34: insert the word account in the fourth paragraph after "the same"
- Page 35: add a balance forward to Figure 13.
- Page 35: is the TIF subsidizing the parking garage or is it paying for the parking garage ? Cm. Volan: subsidy implies that it should be able to pay its own way. One of the existential questions of the commission is, should parking be self-liquidating or do TIF monies supplement economic development? Scott Robinson discussed changes to and appropriate uses for the TIF.
- May want include a section on the County garage. since we included language about IU parking. Nicole Bolden explained that some county employees are still using the Morton street garage / street parking due to the county's garage management practices.

Adjournment

Meeting adjourned at 6:40 pm.

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V.A Resident-Only Private Parking §15.36

At the August 9th meeting, staff submitted an amendment by substitution to the original proposal that deleted section 15.36 from the Bloomington Municipal code. The Commission's discussion is include din the July minutes.

I've included staff's revised language that amends §15.36 and Cm. Volan's amendment to the amendment by substitution which would:

1. Require that the applicant has continuously and previously held a permit in good standing, effectively limiting the eligibility to the existing 19 permit holders.
2. Designate the Director of Planning and Transportation or their designate as staff member responsible for approving the permits. It's thought that P&T staff will be more familiar with the PROWAG requirements and traffic planning process than the Parking Enforcement Manager (under police) or that at some point, P&T staff or a Traffic Engineer may have to be involved in designating the space / making sure other spaces are appropriately marked.
3. Designate the Parking Commission as the appropriate place to seek relief under the ordinance.
4. Cause signage for expired or revoked permits to be removed within 30 days.
5. Place revenue from the program into City Account 454, which is the current practice, even though the code currently designate the general fund.

###

City of Bloomington Common Council

Legislative Packet

Wednesday, 09 August 2017

Regular Session

For legislation and material regarding
Ordinance 17-23 and Ordinance 17-24, please consult the
17 May 2017 Legislative Packet.

All other legislation and material contained herein.

Office of the Common Council
P.O. Box 100
401 North Morton Street
Bloomington, Indiana 47402
812.349.3409
council@bloomington.in.gov
http://www.bloomington.in.gov/council

Please contact me if you have any questions or want other amendments drafted on your behalf.

Item Four – <u>Ord 17-24</u> – Amending Title 15 (Vehicles and Traffic) – Re: Resident-Only Parking Permits – Also Returning to Council after Postponement on May 31st

The fourth and last item is **<u>Ord 17-24,</u>** which proposed the elimination of the Resident-Only Parking Permit Program and, as mentioned above, was also postponed from the May 31st Regular Session. At that time, a majority of the Council expressed interest in changing but not removing the program. Amendment 01 was submitted at noon today which attempts to address the concerns of the Council. It amends the ordinance by substitution, and is included in these materials and accompanied by a memo and packet from the July meeting of the Parking Commission. Given the time frame, staff was not able to review it carefully before sending it out in this packet. After a glance at the submissions, it appears that the changes:

- Amend the ordinance by substitution in a way that keep rather than eliminate the Resident-Only Permit Program;
- Tie the permits to persons with disabilities who need a vehicle;
- Elaborate upon grounds for granting an appeal by the Board of Public Works;
- Increase the application fee (from $25 to $50) and permit fee (from $26 to $145) based upon inflation since the program and fees were established in 1973; and
- Identify the Parking Enforcement Manager rather than Planning & Transportation staff as issuer of the permit.

NOTICE AND AGENDA
BLOOMINGTON COMMON COUNCIL REGULAR SESSION
6:30 P.M., WEDNESDAY, AUGUST 09, 2017
COUNCIL CHAMBERS
SHOWERS BUILDING, 401 N. MORTON ST.

I. ROLL CALL

II. AGENDA SUMMATION

III. APPROVAL OF MINUTES June 28, 2017 (Regular Session)
July 28, 2017 (Regular Session)

IV. REPORTS (A maximum of twenty minutes is set aside for each part of this section.)
1. **Councilmembers**
2. **The Mayor and City Offices**
3. **Council Committees**
4. **Public***

V. APPOINTMENTS TO BOARDS AND COMMISSIONS

VI. LEGISLATION FOR SECOND (AND SUBSEQUENT) READINGS AND RESOLUTIONS

1. Resolution 17-34 -- To Approve a Guaranteed Savings Contract - Re: Installation of Solar Panels by Energy Systems Group, LLC

Committee Recommendation None

2. Resolution 17-28 -- To Adopt the City's Comprehensive Plan

Motion to adopt schedule for consideration anticipated

3. Ordinance 17-23 – To Amend Title 15 of the Bloomington Municipal Code Entitled "Vehicles and Traffic" - Re: Adding Active Transportation Facility Definitions; Amending Bicycle Operation Parameters; Deleting Prohibition of Coasters, Skateboards and Roller Skates on Streets and Replacing It with Regulation of Coasters; Deleting Bicycle License Requirements, Bicycle License Issuance, Bicycle License Records, and Prohibition of License Decal Removal; Amending Bicycle Rentals; Deleting Bicycle Paths Established and Replacing It with Bicycle Lanes Established; Deleting Right-of-Way of Bicycle Riders on Bicycle Lanes and Replacing It with Use of Bicycle Lanes; Adding Penalties for Violations to Bicycle Parking; Amending Violation and Penalties for Bicycles, Skateboards and Other Foot-Propelled Vehicles from a Class E to a Class G Violation; Adding a Vulnerable Road Users Section and Opening Vehicle Doors Section to the Miscellaneous Traffic Rules; Amending the Class C, D, and G Traffic Violation Sections; and, Deleting the Class E and F Traffic Violation Sections.

Committee Recommendation	(5/24/17)	Do Pass	3 - 3 - 3
(Committee Action) Am01	(5/24/17)	Do Pass	9 - 0 – 0
Motion to Postpone to August 9th Regular Session	(5/31/17)	Adopt	7 - 0 – 0

4. Ordinance 17-24 – To Amend Title 15 of the Bloomington Municipal Code (BMC) Entitles "Vehicles and Traffic" - Re: Deleting BMC Chapter 15.36 (Resident-Only Parking Permits)

Committee Recommendation	(5/24/17)	Do Pass	0 - 7 - 1
Motion to Postpone to August 9th Regular Session	(5/31/17)	Adopt	7 - 0 - 0

VII. LEGISLATION FOR FIRST READING

None

VIII. ADDITIONAL PUBLIC COMMENT* (A maximum of twenty-five minutes is set aside for this section.)

IX. COUNCIL SCHEDULE

X. ADJOURNMENT

**Members of the public may speak on matters of community concern not listed on the agenda at one of the two Reports from the Public opportunities. Citizens may speak at one of these periods, but not both. Speakers are allowed five minutes; this time allotment may be reduced by the presiding officer if numerous people wish to speak.*

***Auxiliary aids for people with disabilities are available upon request with adequate notice. Please call (812)349-3409 or e-mail council@bloomington.in.gov.*

Posted & Distributed: August 04, 2017

Packet Materials Regarding

Ord 17-24 To Amend Title 15 of the Bloomington Municipal Code (BMC) Entitled "Vehicles and Traffic" - Re: Deleting BMC Chapter 15.36 (Resident-Only Parking Permits)

List of Materials

- Amendment by Substitution (Am 01)
- Memo to Council
- Parking Commission Packet

Contact: Barbara McKinney, 812-349-3426, mckinneb@bloomington.in.gov
Andrew Cibor, 812-349-3423, cibora@bloomington.in.gov

For more Information from previous meetings, please see:

- **The legislative Packet for the May 17, 2017 Regular Session, where the legislation, strikeout version of Title 15, staff memo, and Council Office summary can be found; and**
- **The Minutes for the May 31, 2017 Regular Session, where a record of the discussion has been approved by the Council.**

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ORDINANCE 17-24

TO AMEND TITLE 15 OF THE BLOOMINGTON MUNICIPAL CODE (BMC) ENTITLED "VEHICLES AND TRAFFIC"

Re: Deleting and Replacing BMC Chapter 15.36 (Reserved Residential Only Parking Permits)

WHEREAS, On October 26, 2016, the City of Bloomington Traffic Commission considered, and by a vote of 7-0, recommended that the Bloomington Common Council delete 15.36 from the Bloomington Municipal Code; and

WHEREAS, In public meetings in May, 2017, members of the Bloomington Common Council expressed their preference that BMC 15.36 be modified to focus on helping people with disabilities age in place rather than deleted; and

WHEREAS, On July 25, 2017, the City of Bloomington Parking Commission considered proposed amendments to Ordinance 17-24 based on comments solicited at the May 2017 Common Council meetings.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION 1. Chapter 15.36, entitled "Resident-Only Parking Permits," is hereby repealed and replaced with the following:

Chapter 15.36 RESERVED RESIDENTIAL ON-STREET PARKING PERMITS
Sections:

15.36.010 Definitions
15.36.020 Eligibility
15.36.030 Information required on application
15.36.040 Fees
15.36.050 Information contained on permit
15.36.060 Issuance and revocation of permits
15.36.070 Permit regulations
15.36.080 Expiration of permits
15.36.090 Disposition of revenue

15.36.010 Definitions

(a) "Adequate off-street parking" means space on the privately owned parcel for one parked automobile, including access to that space from the residence or access that could readily be created without undue expense.
(b) "Adjacent" means as near as possible to the permit-holder's residence and in compliance with applicable accessible parking requirements.
(c) "Household" means an individual or collective body of people living upon the premises. The Household shall not be comprised of more

Amendment by Substitution

than five adults sixteen years of age or older, in addition to any dependent children of those adults.

(d) "Single household detached dwelling" means a single residential building per parcel occupied by one household. The parcel shall solely be used for residential purposes. Such dwellings shall be characterized by, but not limited to:

(1) A single house number with a single mailbox for the receipt of materials sent through the United States mail;

(2) A single kitchen adequate for the preparation of meals;

(3) A tenancy based upon a legal relationship of a unitary nature, i.e., single lease, mortgage or contractual sales agreement for the entire premises.

15.36.020 Eligibility

(a) The applicant/permittee shall reside in a single household detached dwelling in an area of the City zoned for residential purposes.

(b) The single household detached dwelling shall not have adequate off-street parking.

(c) Except as provided elsewhere in this chapter, the applicant must be a person with a permanent disability who either owns a motor vehicle and has a disability parking placard or disability license plate issued by the Indiana Bureau of Motor Vehicles pursuant to I.C. 9-18.5-8-4 or be a person with a permanent disability who has designated a vehicle, or vehicles, that is/are regularly used to transport him or her pursuant to I.C. 9-18.5-8-1.

15.36.030 Information required on application

(a) The application form shall contain

i. The name, address, telephone number, and e-mail address of the applicant;

ii. The year, make, and license number of the automobile owned by the applicant, or the year, make, and license number(s) of the vehicle(s) used to transport the applicant which is authorized to use the reserved residential on-street parking space;

iii. A signed statement from the applicant that verifies the applicant

1. resides at the address given in the application and that the residence is a single household detached dwelling,
2. owns the listed automobile or that it is the vehicle principally used to transport the applicant,
3. has a disability parking placard or disability license plate issued by the Indiana Bureau of Motor Vehicles for their owned motor vehicle, or has a permanent disability and a designated vehicle regularly used to transport him or her, and
4. does not have adequate off-street parking as defined in this chapter.

(b) Should the automobile and/or its license plate number change while a permit is in force, the applicant must submit an amended application within 10 calendar days.

Amendment by substitution

15.36.040 Fees

(a) The applicant must pay a non-refundable fifty dollar ($50.00) application fee at the time he or she submits the application. An application fee is not required in the following instances:
    i. if the application is for an amended application due to a license plate change while a permit is in force, or
    ii. if the applicant is submitting an application for a parking space the same applicant had a permit for the previous calendar year.
(b) If the permit is approved, the applicant must pay a permit fee of one-hundred forty-five dollars ($145.00), or seventy-five dollars ($75.00) if after July 1st.

15.36.050 Information contained on permit

(a) The permit provided for in this chapter shall contain the following information:
    i. the number of the permit;
    ii. the address of the person to whom the permit is issued; and
    iii. the date of expiration of the permit.
(b) The color of the permit will rotate colors annually

15.36.060 Issuance and revocation of permits.

(a) The application for a permit under this chapter, along with the application fee, shall be submitted to the City Controller, or his or her designee, who shall forward it to the Parking Enforcement Manager. The Parking Enforcement Manager, or his or her designee, shall approve or disapprove the application in accordance with the provisions of this chapter.
(b) The applicant may appeal an adverse ruling by the Parking Enforcement Manager, or his or her designee, to the City of Bloomington's Board of Public Works, whose decision shall be final. The Board may reverse the Parking Enforcement Manager's decision if it finds that the permit met the requirements of this chapter, or if it finds that extenuating circumstances exist which justifies issuing the permit. Extenuating circumstances include, but are not limited to, neighborhood parking conditions that impose unique hardships on the applicant that cannot be reasonably addressed in another way, and such hardships prevent the applicant from being able to remain at the residence if no permit is granted.
(c) The Board of Public Works shall have the authority to revoke any permit upon finding a violation of the regulations in this chapter and to order the forfeiture of all fees.

15.36.070 Permit regulations

The following regulations shall be in effect:
(1) No more than one reserved residential only parking permit space is permitted per single household detached dwelling.

Amendment by Substitution

(2) Permits shall be restricted to one per single household detached dwelling.
(3) Permits shall be valid only for the calendar year in which they are issued.
(4) Reserved residential on-street parking spaces shall be used for passenger vehicles only.
(5) Reserved residential on-street parking spaces shall not be subleased or rented, for consideration or gratuitously, to individuals outside the applicant's household.
(6) A permit shall not be issued for any parking space on a block in which there is a parking meter installed by the City.
(7) Permits automatically expire when the applicant is no longer a resident of the residence.

15.36.080 Expiration of permits.

(a) All permits expire on December 31 of the year of issuance.
(b) Permit-holders, including individuals holding permits before the effective date of this ordinance, must re-apply each year. The City Parking Enforcement Manager will provide current permit-holders an advance reminder to apply for a permit the following year. The application and permit fees shall be submitted before December 31 to avoid forfeiture of the reserved residential only parking permit space.

15.36.090 Disposition of revenue.

All funds derived from the granting of permits under the provisions of this chapter shall be placed in the general fund of the City.

SECTION 2: If any section, sentence or provision of this ordinance, or application thereof to any person or circumstances shall be declared invalid, such invalidity shall not affect any of the other sections, sentences, provisions, or applications of this ordinance which can be give effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

SECTION 3. This ordinance shall be in effect after its passage by the Common Council and approval by the Mayor, and, as necessary, promulgation in accordance with the law.

SECTION 4. This ordinance shall be in effect after its passage by the Common council and approval by the Mayor.

PASSED and ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this _____ day of _____, 2017.

_____
SUSAN SANDBERG, President
Bloomington Common Council

ATTEST:

Amendment by Substitution

_____
NICOLE BOLDEN, Clerk
City of Bloomington

PRESENTED by me to the Mayor of the City of Bloomington, Monroe County, Indiana, upon this _____day of _____, 2017.

_____
NICOLE BOLDEN, Clerk
City of Bloomington

SIGNED and APPROVED by me up this ___ day of _____, 2017.

_____
JOHN HAMILTON, Mayor
City of Bloomington

SYNOPSIS

This ordinance renames the Resident-Only Parking Permit program as the Reserved Residential On-Street Parking Permit program. It modifies the program to focus on the needs of people with disabilities, helping them age in place when the lack of adequate off-street parking makes that difficult if not impossible without a reserved space. It increases the annual fees to help defray the City's costs to implement the program and requires annual applications to ensure compliance with current requirements.

Amendment by substitution

MEMO:

TO: City of Bloomington Common Council
FROM: Andrew Cibor, Transportation & Traffic Engineer
Barbara E. McKinney, Assistant City Attorney
DATE: 8/3/2017
RE: Ordinance 17-24, Update to Title 15 of the Bloomington Municipal Code

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The Traffic Commission supported deleting the Resident-Only Parking Permit program currently codified within Title 15, Chapter 36 of the Bloomington Municipal Code. This decision was primarily based on the code's inconsistency with accessibility requirements for on-street parking spaces. The Traffic Commission's recommendation to delete this section of code was presented to the City Council via Ordinance 17-24. This Ordinance was discussed at the May 24th and May 31st City Council meetings. At those meetings Council raised concerns, provided staff guidance to develop an amended version of Ordinance 17-24, and postponed a vote on the Ordinance until August 9, 2017. The Parking Commission considered some proposed amendments to Ordinance 17-24 at their July 25, 2017 meeting based on comments solicited at the May 2017 Common Council meetings. Based on input received from the Common Council and Parking Commission, a proposed amendment to Ordinance 17-24 was prepared. Some of the changes within the proposed amendment include:

- Rather than deleting BMC Chapter 15.36 it deletes and replaces it
- Adds an eligibility requirement that the applicant be a person with a permanent disability who either owns a car and has a disability placard/license plate or has a designated vehicle, or vehicles, used to transport the applicant
- Provides the Board of Public Works with guidance on extenuating circumstances to consider when evaluating appeals to permit applications. Extenuating circumstances include, but are not limited to, neighborhood parking conditions that impose unique hardships on the applicant that cannot be reasonably addressed in another way and that prevent the applicant from being able to remain at the residence if no permit is granted.
- Increases the application fee from $25 to $50 and increases the permit fee from $26 to $145. The permit fee increase is based on inflation from 1973 to 2017. The $26 fee was first instituted in 1973.
- Identifies the Parking Enforcement Manager as the staff issuer of the permit rather than the Transportation & Traffic Engineer.
- Requires permit holders to reapply by submitting a permit application before it expires every year

MEMORANDUM

To: Parking Commission

From: Scott Robinson, Planning Services Manager

Date: July 19, 2017

Re: Resident-Only Parking Permits – Title 15.36

Background

The Traffic Commission supported deleting the Resident-Only Parking Permit program currently codified within Title 15, Chapter 36 of the Bloomington Municipal Code. This decision was based on accessibility and other concerns detailed in staff's report seeking a recommendation from the Traffic Commission. This information was previously included in the Parking Commission's June meeting packet. The City Council recently heard Ordinance 17-24 to delete this section of code. There were concerns and limited support by Council members to pass this proposal. The City Council postponed a vote on Ordinance 17-24 to allow time for potential amendments to the Ordinance to be drafted for consideration. Ordinance 17-24 is scheduled to be heard at the August 9th City Council meeting. Staff is in the process of preparing a potential amendment to Ordinance 17-24. These changes include the following:

- Eligibility – in addition to vehicle ownership also include a requirement for valid handicapped parking permit or identify a vehicle to assist in a disabled person's transport;
- Eligibility – permitted only if no off street parking is available and wasn't available when occupant 1st occupied the residence and clarify if no feasible off street accommodations can be provided by applicant;
- Permit – require a permit must be applied for annually;
- Standard – require the on-street parking space meet minimum ADA parking requirements; and
- Fees – increase the fees to better cover some of the associated costs to administer the program.

Recommendations

Staff is seeking guidance from the Parking Commission on the changes to 15.36 listed above as well as other items to consider so staff can prepare for a possible amendment to Ordinance 17-24.

*** Amendment Form ***

Ordinance #: 17-24

Amendment #: 1 to AM 01, an Amendment by Substitution

Submitted By: Cm. Volan, District VI

Date: August 9, 2017

Proposed Amendment:

1. Am 01, an amendment by substitution to Ord 17-24 shall be amended by adding the following new subsection (d) to 15.36.020 Eligibility

   (d) The applicant/permittee shall have continuously held a permit in good standing before the effective date of this ordinance, regardless of any other eligibility requirements.

2. Am 01, an amendment by substitution to Ord 17-24 shall be amended by replacing the words "Parking Enforcement Manager" with "Planning and Transportation Director" throughout.

3. Am 01, an amendment by substitution to Ord 17-24 shall be amended by replacing the words "Board of Public Works" with "Parking Commission" throughout.

4. Am 01, an amendment by substitution to Ord 17-24 shall be amended by adding the following new subsection (d) to 15.36.060 Issuance and revocation of permits

   (d) Signage and markings on a space shall be removed no less than seven (7) nor no more than thirty (30) calendar days after the Parking Commission's decision to revoke it.

5. Am 01, an amendment by substitution to Ord17-24, Section 15.36.090 Disposition of revenue, shall be amended by replacing the word "general fund" with "Alternative Transportation Fund, Fund 454."

Synopsis

This amendment is sponsored by Councilmember Volan and amends Am 01, an amendment by substitution to Ordinance 17-24. It adds an additional eligibility requirement, adds a new provision regarding the removal of signage upon revocation of a permit, and it shifts authority from the Parking Enforcement Manager to the Planning and Transporation Director and from the Board of Public Works to the Parking Commission. The measure also calls for the deposit of revenue from the program be deposited into the Alternative Transporation Fund, not the General Fund.

5/24/17 Committee Action: None
5/31/17 Regular Session Action: None
8/9/17 Regular Session Action: *Pending*

(04 August 2017)

V.B,C Changes to the Financial Report - Introduction & Neighborhood Zones

A revised, red-lined draft will be provided as a separate document.

###

VI.A Parking Commission Policy Objectives (#1, #2, #5, #8)

The following ten policy points were introduced at our May meeting. The policy points distill the the larger, comprehensive parking Policy (PKG Resolution 17-04) introduced in the April meeting. Commissioners were invited to comment / respond either via email or a shared google document. Josh Desmond submitted comments via email and it's attached to the end this section.

As always, Commissioners are invited to submit thoughts, comments, changes and amendments prior to the regular public meeting so that they can be included in the Commission's packet and considered prior to the regular meeting.

While amending and revising the Financial Report, we will simultaneously discuss policy points according to the in the following order:

August Regular Meeting:

- Discuss points 1,2,5, and parts of 8 related to cruising, signage and wayfinding

September Regular Meeting:

- Amend and vote to adopt points 1,2,5, and portions of 8;
- Discuss points 3,4, 8 relating to differential pricing.

October Regular Meeting

- Amend and vote to adopt points 3,4, and parts of 8;
- Discuss points 6, 8 (marketing)

November Regular Meeting:

- Amend and vote to adopt points 3,4, and parts of 8;
- Discuss 7,8 (alternate modes, TDM), 9,10

December Regular Meeting:

- Adopt amendments to 7,8, 10
- Vote on forwarding the recommendation to Council (***PKG Resolution 17-04***)

Parking Commission Policy Objectives

1. Maintain a commitment to openness and sharing of information with stakeholders with emphasis on involving stakeholders and soliciting stakeholders' opinions;

2. Designate Parking for the Highest Priority user. Establish priority levels for users and access modes for each parking use type within an area or zone, with non-motorized and shared ride modes having a higher priority than solo driving;

3. Increase the rate at which the most convenient spaces turnover by managing the occupancy time through the use of dynamic pricing and 30-minute and 2-hour time limits;

4. Establish rate schedule that satisfies the capital and ongoing operating costs of a financially stable, integrated parking system;

5. Establish a Parking Services department that efficiently manages the City's parking system assets and staffing resources;

6. Create a brand that provides an exceptional customer service experience and communicates the goals and benefits of managed parking;

7. Recommend policies that align land-use for parking with the GPP and draft Comprehensive Plan;

8. Reduce Vehicle Miles Travelled. Reduce time for space search by implementing improved signage, wayfinding, marketing, real-time parking availability, and differential pricing to help drivers find a parking space efficiently without cruising for parking and price parking to induce some travelers to adopt other travel modes, thereby reducing VMT and parking use;

9. Support alternate modes of transportation in furtherance of the GPP and draft Comprehensive Plan. Provide the ways and means for better walking, bicycling, shuttle, ride-sharing, bus, and temporary vehicle rental alternatives and services which reduce use of parking;

10. Allocate surplus parking revenue to Parking Benefit Districts.

Subject: Re: Annual Report Objectives
Date: Thursday, June 8, 2017 at 10:18:16 AM Eastern Daylight Time
From: Josh Desmond
To: Jim Blickensdorf
CC: Jim Blickensdorf, Adrienne Evans Fernandez, Stephen Volan, Mark Need, Donna Disque, Scott Robinson, Faith Hawkins, Mary Shaughnessy, Randy Lloyd, Amanda Turnipseed, Anne Bono, Talisha Coppock, Ron Walker, Mary Catherine Carmichael
Attachments: image001.png

Hi all,

I will be unable to attend the work session next week. I'll be at home with my daughter as my girlfriend is out of town for work. I'm comfortable with the proposed objectives that Jim has passed along, with a few notes/comments.

#3 - I'm a little unclear on whether it means to apply the 30 min/2 hour limits to metered spaces on top of dynamic pricing. I'm in support of dynamic pricing, but not sure how it would work with time limits overlaid. Perhaps I'm misunderstanding the intent of the statement or it just needs some clarification.

#5 - This would be a change back to where we were before Parking responsibilities/authorities were split apart about 3 years ago. Not opposed to this idea, as it makes sense to have more centralized oversight and management, just want to note the logistical/budget implications of pulling this off.

#8/#9 - I like that these add a demand management component to parking considerations. Enticing visitors to other travel modes is a great benefit of smart parking policy.

Also, here is a link to an interesting parking article from the Congress for New Urbanism:

https://www.cnu.org/publicsquare/2017/06/05/great-idea-rethinking-parking

Thanks,

Josh

Joshua G. Desmond, AICP

Assistant Director, City of Bloomington Planning & Transportation Department
Director, Bloomington/Monroe County MPO
President, Indiana Chapter of the American Planning Association

P.O. Box 100 / Showers Center City Hall / 401 North Morton Street, Suite 130 / Bloomington, IN 47402

p 812.349.3423 | f 812.349.3520 | e desmondj@bloomington.in.gov

On Sun, Jun 4, 2017 at 12:12 PM, Jim Blickensdorf <jblickensdorf@mac.com> wrote:

> Commissioners:
>
> Our next work session in June 13 at 5pm in room 235 of City Hall. Prior to the work session, we will have a special meeting for Cm. Volan to introduce an ordinance that would create a neighborhood zone in Garden

Hill.

Scott will be sending out the agenda for the special meeting and work session. Cm. Volan will provide details of the ordinance.

The Commission's policy objectives are on agenda for the work session and our June meeting. It's a subject that needs to be debated and resolved for inclusion in the annual report.

I'm attaching a draft of 10 objectives that have surfaced in our public meetings and in meetings that I've had with City staff and individual with Commissioners. The objectives are not presented in any particular order.

The document is also available as a google doc at the following link for editing and comments prior to our June works session.

Thank you for taking some time to consider, edit and propose changes to or additional objectives.

Jim

Google Docs Link:

https://docs.google.com/document/d/1igjfcR3vO75Cau3mW63e0zkRhKQ1Da-7OeKfZPiW_zc/edit?usp=sharing

Jim Blickensdorf, founder
Grazie Italiano
106 West 6th Bloomington, IN
47401
812.323.0303 | Facebook | Twitter

A Financial Report on the City's Parking System

City of Bloomington
Parking Commission

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Chapter 3. Garages & Lots

Overview

There are three public parking garages — the Fourth Street, Walnut Street, and Morton Street Garages — and five public off-street surface parking lots located in the downtown business district which accommodated transient and permit parkers. Lot prices were the same as on-street parking, $0.25 per 15 minutes, and lot parkers paid using single-space IPS-brand smart meters. Garages were configured as pay-on-exit with rates of $0.50 per hour, half the on-street rate.

BMC §15.40 governed the operation of the City's garages and lots, which are managed by the Department of Public Works. The City maintained additional surface parking lots as part of the parks system.

System Configuration

Preface: University's Parking System Inventory

Indiana University Bloomington (IUB), whose flagship campus lies entirely within the borders of the City, maintained an extensive parking system. The systems of the City and the campus are completely separate; neither has any direct influence or oversight over the other. Their numbers are reported here for context.

In December 2010, IUB reported a parking supply of 20,639 spaces, which included 6,500 remote parking spaces used by commuters and for athletic events near the stadium, and 14,139 spaces on campus, including the surface lots east of the 45/46 Bypass. Spaces were divided among faculty and staff permits, student residential permits, visitor spaces, and other commuter lots. IUB's six structured parking decks (including the garage in Ballantine Hall) contained 3,023 spaces, while the remainder were in surface lots.[24] The Poplars Garage and a few of IUB's surface lots were located within the City's metered zone.

City Parking Garages

The city's three garages have 1219 spaces. Garages were monitored by staff hours a day, 7 days a week. The garages' locations, hours of operation, cost and capacity are summarized in Figure 5.

[24] IU Bloomington Master Plan, p. 78-79. December, 2010. <http://masterplan.indiana.edu/iub/conditions.pdf>.

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:18:45 AM

I find the organization of this chapter hard to follow. Suggest either keeping all information together by locations (ie, garages inventory, rules, and viability analysis, followed by lots inventory, rules, and viability analysis) or much more clear shift from inventory/rules (garages and lots) to viability analysis (garages and lots).

Number: 2 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:15:28 AM

Number: 3 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 9:43:49 AM

"were"? why are we writing in past tense?

Number: 4 Author: fhawkins Subject: Highlight Date: 8/15/17, 9:43:19 AM

Number: 5 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 9:47:17 AM

It's not clear to me what insight this context adds.
Does it matter that the data from IUB is 7 years old?

Number: 6 Author: fhawkins Subject: Highlight Date: 8/15/17, 9:44:59 AM

Number: 7 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 9:46:51 AM

Not sure why we single this structure out.

Number: 8 Author: fhawkins Subject: Highlight Date: 8/15/17, 9:46:37 AM

Number: 9 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 9:48:41 AM

what does this mean?

Number: 10 Author: fhawkins Subject: Highlight Date: 8/15/17, 9:47:52 AM

Some spaces are restricted to certain users. The City provided spaces in the Fourth Street Garage free-of-charge to the Monroe County Court system for juror parking, and Ameritech maintains an option on twenty free-of-charge spaces in the Walnut Street Garage as a condition of the structure lease[25]. The City also leased 80 spaces in the Fourth Street Garage to CFC Properties, Inc. (The developer of the Walnut Street Garage, 7th & Walnut LLC, also retains over the term of its operating lease the option to designate 75 spaces immediately above the retail portion of the garage as either metered or monthly rental spaces reserved for tenants of the retail spaces.[26] The developer of the Morton Street Garage, Mercury Development, LLC, maintains an option on 115 spaces for use by the Hilton Garden Inn as a condition of Mercury's operating lease.[27]) Overall, the garages offer 1065 unrestricted spaces to the general public.

Figure 5: Downtown parking garage locations, pricing policy and capacity

Downtown Parking Garages: 1219 total spaces (1065 unrestricted)		
Fourth Street Garage 105 W. Fourth Street	Pay to Park $0.50 per hour Monday - Friday 8am - 6pm. First 3 hours are free Monday - Friday 7am - 6pm Free after 6pm daily and all day on weekends	**352 Spaces** 80 Reserved 10 ADA 262 Unrestricted
Morton Street Garage 220 N. Morton Street	Pay to Park $0.50 per hour 24/7 First 3 hours are free 24/7 Gated garage monitored 24/7	**521 Spaces** 30 Reserved 10 ADA 481 Unrestricted
Walnut Street Garage 302 N. Walnut Street	Pay to Park $0.50 per hour 24/7 First 3 hours are free - Monday - Friday 6am-6pm and Saturday - Sunday 6am - noon Gated garage monitored 24/7	**346 Spaces** 14 Reserved 10 ADA 322 Unrestricted

The City collected revenue from other lot leases, such as from Courtyard by Marriott for spaces adjacent to the Monroe County Convention Center. (The City also leased space in the Showers Center West parking lot to CFC Properties, which co-developed Showers Center with the City and IUB.) Lot lease revenue was recorded as separate line items in the Parking Facilities account.(

[25] 7th and Walnut Garage Operating Lease. 2001 February. Section 1.1.

[26] 7th and Walnut Garage Operating Lease. 2001 February. Section 5.3.

[27] Regester Parking Garage Operating Lease, 2003 December 11. Section 5.3.

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 9:51:57 AM

Helpful information, but the structure becomes a bit overwhelming. Not sure if this is best addressed through bullet points or some other way?

Number: 2 Author: fhawkins Subject: Highlight Date: 8/15/17, 9:50:47 AM

Monthly Garage Permits

On average, 67% of the City's garage spaces were allocated to permit parking. Parkers were able to purchase a permit for parking in a specific garage from the City. The range of permits offered to downtown employees and commuters are summarized in Figure 6. Consumers purchased permits at the office in the Morton Street Garage.

Figure 6: Downtown garage permit expense by type

Downtown Parking Garage Permits		
Part-time Garage Parking Permits for Downtown Employees	30 hours a week	$25/month (Morton Street Garage only)
Non-Reserved	24 hours a day, 7 days a week	$67/month
Non-Reserved	24 hours a day, 7 days a week	$67/month
Non-Reserved	12 hours a day, Monday - Friday	$40/month
Reserved	24 hours a day, 7 days a week -	$76/month
Reserved	12 hours a day, Monday - Friday	$57/month (Fourth Street Garage only)

Garage Use-Mix: Permit Holders 2-1 over Hourly Parkers

According to Willson, off-street parking should be prioritized for non-visitor demand and long-term commuter parking access.[28] During FY2016, the use-mix of the City's garages was approximately 67% permit parking and 33% hourly parkers, which was consistent with the literature's recommendation.

Garage staff computed occupancy by counting the number of vacant spaces each day during peak-use times in each facility.[29] Peak-time is defined as the time of day when the garages are at maximum capacity. At the end of each month, staff computed the average and the minimum number of vacant parking spaces in each garage to determine the maximum and average occupancy rates (Figure 8). The garage occupancy rate is calculated by the following formula:

$$\text{Garage Occupancy Rate} = \frac{\text{Usable Spaces} - \text{Minimum Vacant Spaces}}{\text{Usable Spaces}}$$

Garage staff maintained counts of permits issued (Figure 7) to determine trends as well as the number of parking permits available for sale, based on the absolute minimum number of spaces available. Some operators of garages, both private and public, use a monthly average of their empty spaces to determine the number of

[28] R. Willson, *op. cit.*, p. 108.

[29] City of Bloomington Parking Garages 2017 Report & Recommendations.

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 9:53:00 AM

delete?

Number: 2 Author: fhawkins Subject: Highlight Date: 8/15/17, 9:52:50 AM

Number: 3 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 9:53:35 AM

delete? This information seems unnecessary.

Number: 4 Author: fhawkins Subject: Highlight Date: 8/15/17, 9:53:44 AM

permits available to be sold. The monthly average number of empty spaces will always be higher than the minimum number of empty spaces on any given day unless the garage is at 100% capacity (in which case both numbers are zero). The City used the minimum number of available spaces to determine permit availability, thereby ensuring that the garage was never over-sold, which would exclude some permit-parkers from parking in the assigned garage.

Figure 7: Number of Permit Type Issued by Garage, Fiscal 2016.

Permit Type	Fourth Street	Morton Street	Walnut Street
12/5 Non Reserved	12	222	96
12/5 Reserved	320	12	7
24/7 Non-Reserved	56	185	257
24/7 Reserved	0	44	0
No Charge	5		20
Total Passes Issued	378	657	340

Garage Occupancy Rates

Occupancy in City Garages Consistently Exceeds 85%

Ryan Daily, Garage manager for the City of Bloomington, computed and reported average garage occupancies during the month of March 2017 as:

- 100% for the Fourth Street Garage;
- 98% for the Morton Street Garage;
- 92% for the Walnut Street Garage.

In 2016, all of the garages' average occupancy rates exceeded the 85% level recommended by Shoup.[30] An occupancy rate of 85% or greater indicates either a need for an increase in supply or an increase in rates.[31,32] No additional permits were available for the Fourth Street Garage during FY2016 – it was effectively full. The Morton Street Garage's occupancy rate fluctuated seasonally, and the Walnut Street Garage's occupancy rate was most closely aligned with the academic year. There were more student permit-parkers in the Walnut Street Garage than any of the other garages. Figure 8 details occupancy rates by month during FY2016.

[30] D. Shoup. *The High Cost of Free Parking.* (American Planning Association, 2011), p. 685-686.

[31] D. Shoup. *The High Cost of Free Parking.* (American Planning Association, 2011), p. 38-43.

[32] R. Willson, *Parking Management for Smart Growth. (Island Press: Washington, 2015), p. 108-109.*

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 9:56:20 AM

Might it be helpful to include here a reminder of how many available spots there are?

Number: 2 Author: fhawkins Subject: Highlight Date: 8/15/17, 9:55:53 AM

Number: 3 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 9:58:47 AM

I might have missed earlier reference to "student permit-parkers" - is this a different type of permit? If not, how do we know that a particular permit is issued to a student?

Number: 4 Author: fhawkins Subject: Highlight Date: 8/15/17, 9:58:04 AM

Figure 8: 2016 Garage Occupancy Levels by Month.

Month	Fourth Street	Morton Street	Walnut Street
January	99%	92%	81%
February	99%	93%	81%
March	99%	85%	87%
April	99%	99%	80%
May	98%	97%	82%
June	99%	85%	49%
July	95%	79%	49%
August	99%	87%	93%
September	99%	98%	92%
October	98%	97%	86%
November	98%	98%	88%
December	Not Calculated	Not Calculated	Not Calculated

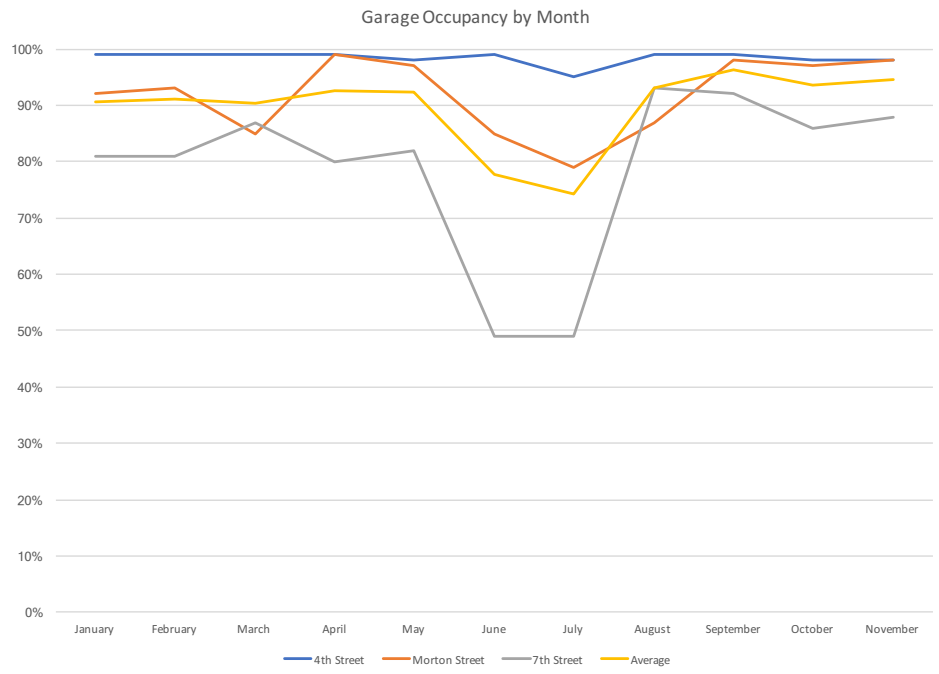

Figure 9: Graph of Garage Occupancy Levels by Month.

City garages consistently exceeded 85% occupancy levels during the nine months of the academic year (Figure 9), and there was a substantial waiting list for 24/7 and 12/5 permits.

This page contains no comments

An external change may affect occupancy rates in next year's report. In May 2017, IUB repurposed the use-mix of its Poplars Garage on East 7th Street to permit-holders only, Monday through Friday eight a.m. to six p.m.[33] This change affected some who had used the garage to patronize local businesses in the University Village overlay.

City Surface Parking Lots

Public Works also maintains the City's surface parking lots. Figure 11 describes the location and rules which governed lots in the downtown business district. Each lot had different rules regarding permits, cost to park, and hours of enforcement which were not aligned with any other element of the parking system. Over time, some of the lots have been repurposed to "permit-only parking" or restricted in other substantial ways. In FY2016, it was the policy of the City to provide three hours of parking at no-charge at all lots except Lot 1.

Figure 10: Downtown Bloomington surface lots pricing policy

Downtown Surface Parking Lots	
Lot 1: Dunn Street and E. Fourth Street	Rate: $1.00 per hour Meters can be paid up to 2 hours or via ParkMobile Enforced 8am to 5pm Monday - Friday Free after 5pm daily and on weekends
Lot 3: E. Fourth Street and Washington Street	Rate: $0.50 per hour Consumers may pay using ParkMobile First three hours free Monday - Friday 8am - 5pm Enforced 8am to 5pm Monday - Friday Free after 5pm daily and on weekends
Lot 5: E. 6th Street and Lincoln Street	Rate: $0.50 per hour Consumers may pay using ParkMobile First three hours free Monday - Friday 8am - 5pm. Reserved spaces are for permit holders only. Enforced 8am to 5pm Monday - Friday Free after 5pm daily and on weekends
Lot 6: E. 3rd Street and Washington Street	Rate: $0.50 per hour Consumers may pay using ParkMobile First three hours free Monday - Friday 8am - 5pm Enforced 8am to 5pm Monday - Friday
Lot 10: Convention Center	Leased to the Convention Center
Lot 11: 8th & Morton	Requires Red Lot Permit, Leased to Indiana University
Lot 12,13,14: Showers Center, City Hall	City Employee Parking, Leased to CFC
Lot 15, 16: Police Headquarters	Requires White Lot Permit, Rate: $0.50 per hour Meters can be paid up to 2 hours or via ParkMobile

[33] "Hourly Paid Parking Prohibited in Poplars Garage Starting May 8th, 2017" May 2017. <https://parking.indiana.edu>.

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:00:01 AM

in the future.

Number: 2 Author: fhawkins Subject: Highlight Date: 8/15/17, 9:59:34 AM

Impact of "Three Hours Free" Policy on Garage Viability

The "3 Hours Free" parking policy impeded the City's ability to collect hourly parking, and a measurable impact on the garages' ability to pay for themselves. Under the system in place at the Fourth Street Garage, a commuter may enter the garage prior to or after the commencement of enforcement and exit after enforcement ends at six p.m. without incurring a fee; the same is true of anyone who parks there for less than three hours.[34] Fourth Street revenue per space lags behind the other garages primarily due to these limited hours of gate enforcement (Figures 5, 10).

There were days when the Walnut or Fourth Street Garages did not generate enough revenue to cover staffing costs. Costs could be offset by aligning the hours of gate enforcement at the Fourth Street and Walnut Street Garages to 24/6, as at Morton. Ryan Daily, Garage Manager for the City of Bloomington, estimated that by so aligning the hours of enforcement, the Fourth Street Garage would generate at least $30,000 of additional revenue per year.

Figure 12. Hourly parking revenue by garage and year

Garage	2014	2015	2016
Fourth Street	$ 9,986.54	$ 8,063.75	$ 10,974.25
Walnut Street	$ 83,252.94	$ 80,535.91	$ 62,865.29
Morton Street	$ 70,983.75	$ 49,638.01	$ 52,900.50
Total	**$ 164,223.23**	**$ 138,237.67**	**$ 126,740.04**

"Three Hours Free" Also Affected Hourly Lot Revenue

Hourly revenue in garages and lots has declined since the introduction of the policy in 2015. Hourly lot revenue alone declined $50,000 from FY2015 to FY2016. The cost of this policy (in aggregate) could be as much as $150,000 per year in lost revenue collection in the garages and lots system.

[34] City of Bloomington Parking Garages 2017 Report & Recommendations.

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:12:07 AM

To fully understand Garage Viability - a really important issue -- it might be most effective to start (or move up) a sense of the costs of running the garage. Otherwise, all this information about hourly revenue, etc. is hard to make sense of.

Number: 2 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:10:59 AM

Number: 3 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:04:36 AM

hourly parking fees.

Number: 4 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:04:01 AM

Number: 5 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:10:22 AM

the first half of this sentence is not (actually) related to the "three hour free" policy, except insofar as it is a way for parkers to skirt payment and this negatively impacts the ability of the garages to pay for themselves.
Suggest reframing the section:
Factors Impacting Garage Viability
Garages in Bloomington can be considered viable only if the revenue they earn (through permit sales and hourly parking fees) cover operating expenses and depreciation (to set aside funds for future repairs/replacement).
There are several ways in which current practices limit garage viability. ... [I'm willing to rewrite the whole to address my concerns, but will not do so unless the commission instructs me to do so.]

Number: 6 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:05:22 AM

Number: 7 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:14:35 AM

where is this data?

Number: 8 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:14:19 AM

Number: 9 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:12:57 AM

Cost to the Garages & Lots System: A Minimum of $100,000 Per Year

The Commission estimates that $100,000 or more in normally-expected revenue was lost due to the "Three Hours Free" policy:

- 21% of parkers exited the Fourth Street Garage prior to three hours: a maximum cost of $67,000
- $30,000 estimated loss in revenue at the Fourth Street Garage from lack of 24/6 enforcement
- $15,000 in revenue at the Walnut Street Garage from lack of 24/6 enforcement
- $20,000 net annual decrease from FY2014 to present at the Morton Street Garage
- Loss of revenue at City lots from three-hours-free parking

Revenue reports show that transient parkers were engaging in one of three activities to avoid incurring a fee:

- Completing their business and exiting the garage within the first three hours – the highest percentage of parkers exit the garage within the free parking time period;
- Exiting the garage and re-entering immediately, gaining another free three-hour period; and
- Exiting the Fourth Street Garage outside the hours of enforcement.

In the Fourth Street Garage, garage ticket data showed that 71% of transient parkers enter end exit the garage within three hours, and 46% of transient parkers enter and exit the garage within 1.5 hours.

Analysis of the garage ticket data showed that up to 25% of transient parkers may be engaging in a "three-hour shuffle," and that only half of all garage tickets were returned. Parkers who did not return a ticket were not required to pay a fee upon exiting the garage.

If a commuter can park in the Fourth Street garage without paying any fee, frequent users of the garage may be disincentivized to purchase a monthly parking permit.

Free, On-Street Parking Spaces

A minor factor in decline in paid use of the garages may have come from free on-street spaces. (See Chapter 3 for details.)

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:24:27 AM

These bullet points seem like conclusions, but (since the supporting data follows, if it appears at all) are actually introductory. It just feels odd to me. Can we possibly begin with the data, then move to the summary conclusions?

Number: 2 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:19:54 AM

Number: 3 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:20:53 AM

is it possible to get an estimate of this loss of revenue?

Number: 4 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:20:35 AM

Number: 5 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:22:07 AM

I'm sure this happens. I am also certain we cannot prove that it happens, nor estimate the impact. Same with people who exit the garage outside the hours of enforcement.

Number: 6 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:21:13 AM

Number: 7 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:25:09 AM

If minor and undiscussed here, suggest deleting.

Number: 8 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:24:51 AM

Fourth Street Garage: Repair or Replace?

The Fourth Street Garage, the City's oldest, was built in 1985, and is owned by the City. According to garage manager Ryan Daily, over the next two years, Public Works will request $1.4 million dollars in funding to rehabilitate the Fourth Street Garage[35]. A portion of funding for this work will be included in FY2018 budget requests.

The Fourth Street Garage was built in 1986 as a precast concrete structure. The life of a precast garage is conservatively estimated to be 40 years. Both the Walnut Street and Morton Street Garages were "poured-in-place" and should exceed 75 years of service with appropriate preventative maintenance.

Assuming a construction cost of $17,000 per space,[36] the Fourth Street Garage could be replaced for a cost of $6 million, and expanded from a 352-space garage to a 500-space garage for $8.5 million (not including the cost of demolition). The City has an opportunity to replace the garage during a period of time with historically low-interest rates without disrupting permit parkers in the garage. Holders of Fourth Street Garage permits could be relocated into other City garages in the month of May, the time when student permit-holders typically release their permits, allowing construction to begin as early as 2018.

Development of the Walnut and Morton Garages

In 2001, the Redevelopment Commission (RDC) negotiated with 7th and Walnut LLC, a private developer, for the development and construction of the Walnut Street Garage. 7th and Walnut LLC also manages the first-floor retail spaces. The term of the structure lease of the Walnut Street Garage is 30 years.

Similarly, in 2003 the RDC negotiated a 50-year land and 30-year structure lease with Mercury Development LLC, a private developer. The RDC and City engaged private developers presumably for their expertise in managing the commercial spaces in these garages.

[35] City of Bloomington Parking Garages 2017 Report & Recommendations.

[36] Transportation Cost and Benefit Analysis II – Parking Costs. Victoria Transport Policy Institute, January 2017, p. 5.4-6. <http://www.vtpi.org/tca/tca0504.pdf>

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:28:59 AM

suggest moving this up to prior paragraph, after the first sentence. Move the reference to the other garages to a footnote.

Number: 2 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:26:13 AM

1985?

Number: 3 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:28:20 AM

Number: 4 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:26:00 AM

Number: 5 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:29:46 AM

Is there evidence that the garage needs rehabilitation?

Number: 6 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:27:49 AM

how long would demolition and construction of a new garage take? Would it be completable by August?

Number: 7 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:27:21 AM

Number: 8 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:49:06 AM

Suggest combining information into one paragraph:
The Walnut and Morton Garages arenot owned by the city, but are leased from private developers. In 2001, the Redevelopment Commission negotiated a contract covering development, construction and leasing of the Walnut Street garage with 7th and Walnut LLC. The agreement, which was approved by the Common Council in January 2001 (Resolution 01-15), includes a 30 year structure lease. Similarly, in 2003 the RDC negotiated a 50-year land and 30-year structure lease for the Morton Street Garage, which was approved by the Common Council in March 2003 (Resolution 03-34).

Number: 9 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:42:53 AM

is this for the Morton garage?

Number: 10 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:42:44 AM

Number: 11 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:42:22 AM

since this is an observation based on "presumably" - delete.

Number: 12 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:42:03 AM

The leases negotiated by the RDC were presented to and ratified by the Common Council. The Walnut Street Garage was approved by Resolution 01-15 in January 2001,[37] and the Morton Street Garage was approved by resolution 03-34 in March 2003.[38]

Garage Leases paid by TIF Monies, not Permit or Hourly Parking Revenue

For this report, the Commission obtained the relevant Council packets that contained the leases and notes from the City Attorney and the RDC. (This information was attached to the Commission's June 2017 meeting packet.)

The RDC included in their proposal a pro-forma for the Walnut Street Garage prepared s part of their due diligence. The Council attorney included this document in materials submitted to the Common Council (Figure 12). The RDC recommended regularly escalating meter rates and permit rates over time to pay for the operation and debt-service of the garage. Metered rates were scheduled to increase at the rate of $0.25 every five years—at the time, garage spaces were equipped with single-space coin-operated meters. Permit rates were scheduled to increase 6.66% every three years. The RDC proposal showed the allocation of TIF monies would be offset over time by an increase from parking revenue. These increases were never sought or approved; garage lease payments have been wholly subsidized by TIF revenues since execution of the garage leases.

The pro-forma shows that for FY2016, the RDC would contribute $178,462 from the TIF to subsidize the expense of the Walnut Street Garage; the RDC contributed $233,812, $45,000 more than the RDC projected that was not offset by steady rate increases.

Specific Terms of the Walnut Street Garage

In addition to meter and permit-parking revenue in the Walnut Street Garage, the City received a share of rent from the commercial spaces. Twenty parking spaces were reserved free-of-charge to Ameritech in exchange for property located behind a City-owned lot upon which the garage was built. The developer guaranteed payments of $100,000 per year to the City, a total of $3,000,000 over the term of the lease.[39]

The cost of the Walnut Street Garage was estimated to be $5.6 million—a cost of $16,200 per space. The RDC paid down $493,678 of construction costs and financed the garage over 30 years at an interest rate of 7.1%. The City had the option to renegotiate the interest rate every five years. The developer pays $100,000 towards

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[37] https://bloomington.in.gov/media/media/application/pdf/10431.pdf

[38] https://bloomington.in.gov/media/media/application/pdf/9376.pdf

[39] 7th and Walnut Garage Operating Lease. (February, 2001).

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:49:59 AM

suggest making life easier for the reader by attaching as an appendix

Number: 2 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:49:47 AM

Number: 3 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:50:38 AM

?

Number: 4 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:50:15 AM

Number: 5 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:51:19 AM

what's the point of this information?

Number: 6 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:51:06 AM

Number: 7 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:51:36 AM

recommended

Number: 8 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:52:08 AM

recommended

Number: 9 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:52:34 AM

as a result of these rate increases.

Number: 10 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:53:13 AM

Why? Do we know?

Number: 11 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:53:03 AM

Number: 12 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:54:50 AM

This section is a bit confusing. Can we discuss the import, and clarify accordingly?

Number: 13 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:54:19 AM

the annual lease costs and shares revenue from the retail space in excess of $12 per square foot. The estimated payment for the first five-year term of the lease was $311,793.44 per annum with a total project cost of $9.85 million over the term of the lease. In 2016, payments for the Walnut Street Garage totaled $233,812.

Specific Terms of the Morton Street Garage

The City's lease with Mercury Development LLC specified a cost of $7,310,223 plus the cost of the construction loan and origination fee—for a total estimated cost of $14,031 per space. The rate was set at 250 basis points above the 5–year Treasury yield. As in the case of the Walnut Street Garage lease, the City is able to renegotiate the interest rate every five years. The developer maintains an option to lease 115 spaces of the 521 space in the garage for the adjacent residential and hotel properties.[40]

The monthly lease payments for the Morton Street Garage in FY2016 were $36,405.49 per month, totaling $436,865.88. As in the case of the Walnut Street Garage, this amount was paid by the TIF.

Re-examining Public–Private Partnerships

It's presumed that the developer of the Walnut Street Garage will earn a return in excess of $3 million over the lease term. The balance of the public benefit in a public-private partnership and the City's relationship with a developer should be carefully examined prior to entering into new agreements to build parking in the Trades District or to replace the Fourth Street Garage.

In FY2016, $662,710 of TIF dollars subsidized both garages. TIF dollars preferentially allocated to garage leases represent an opportunity cost to the community.

[40] Regester parking Garage Operating Lease. (December 11, 2003).

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:56:35 AM

to the community: these funds could be used for other city priorities if debt service could be reduced or revenues increased.

7th Street Garage

Scenario 2 - $500,000 project paydown from Dowtown TIF

Leases @ $450/month, inc[illegible] every 2 years; meters increased $.25/ every 5 years

Feasibility Analysis

Retail leased at $14.95 net, increased 1%/year thereafter

Cash Flow Statement	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14
Parking annual lease price	*450*	*450*	*480*	*480*	*510*	*510*	*540*	*540*	*570*	*570*	*600*	*600*	*630*	*630*
Meter rate	*0.25*	*0.25*	*0.25*	*0.25*	*0.25*	*0.50*	*0.50*	*0.50*	*0.50*	*0.50*	*0.75*	*0.75*	*0.75*	*0.75*
Retail revenue sharing	17,250	18,124	19,007	19,899	20,800	21,709	22,628	23,556	24,493	25,440	26,396	27,362	28,337	29,322
Friedman - 40 leases (24/7)	18,000	18,000	19,200	19,200	20,400	20,400	21,600	21,600	22,800	22,800	24,000	24,000	25,200	25,200
Other leased spaces - 155 (12/5)	69,750	69,750	74,400	74,400	79,050	79,050	83,700	83,700	88,350	88,350	93,000	93,000	97,650	97,650
Lot Permits (Monroe Co.)-100 @ $305	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500
Metered Parking	7,500	7,500	7,500	7,500	7,500	15,000	15,000	15,000	15,000	15,000	22,500	22,500	22,500	22,500
Ameritech comp. - 20 spaces (20 yrs.)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TIF Revenue	249,429	248,555	241,822	240,930	234,179	225,770	219,001	218,073	211,286	210,339	196,033	195,067	188,242	187,257
Subtotal City-Generated	392,429	392,429	392,429	392,429	392,429	392,429	392,429	392,429	392,429	392,429	392,429	392,429	392,429	392,429
Add:														
Developer's Guaranteed Income	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Net Income	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429
Lease Expenses														
Annual lease $5.1mm @ 9.0%	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429	492,429
Income after lease payment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Additional TIF required	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total TIF required	249,429	248,555	241,822	240,930	234,179	225,770	219,001	218,073	211,286	210,339	196,033	195,067	188,242	187,257

Bonding Analysis*	Annual pmt.	NPV Interest Cost - Gross		NPV Interest Cost w/WSG Payment	
		Annual	Total	Annual	Total
30 year bond @ 5.95%	$366,584	$125,845	$1,741,538	$25,845	$357,659

* excludes bond issuance expenses and fees

Proforma_7W_LLC.xls
6/8/00
1of 2

Figure 12: RDC pro-forma for the Walnut Street Parking Garage.

Rate Increases Have Not Kept Pace with the RDC's Pro-Forma

The Common Council ratified the Walnut Street Garage lease 9-0, but later Councils have not raised rates in that garage to keep pace with the RDC's projections. (The last permit price increases were in 2010[41] for $5 and $7 to monthly 12/5 and 24/7 permits, respectively. The ordinance passed narrowly 5-4.)

As part of the 2015 parking ordinance, the Common Council introduced three hours of free parking to parkers of the City's garages and lots. By offering a "Three-Hour Free Parking", the City collects less than 25% of the maximum hourly revenue in the garages. The policy shift further contributes to the continued need for an annual subsidy of TIF money.

[41] http://bloomington.in.gov/media/media/application/pdf/7845.pdf

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Number: 1 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:57:04 AM

Number: 2 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 11:00:16 AM

We made this point earlier. Not clear it should be a header - nor is it really appropriate as the header for the section (which includes information beyond the rate increase issue).
More generally, there is information in this section that is repetitive (like the opportunity cost statement below).
Suggest discussion of how best to organize, state so as to drive the points home without repetitiveness.

Number: 3 Author: fhawkins Subject: Highlight Date: 8/15/17, 10:57:21 AM

It may be a difficult political decision to raise rates. However, the annual average cost of a garage permit is below the costs of capital recovery, and far less than the operating cost per space.[42] The RDC's pro-forma demonstrates that it did not intend to subsidize the garages at the current rate. Their projections show TIF dollars steadily declining as revenue from parking operations increases. TIF dollars that subsidize the operation of City garages represent a significant opportunity cost to the community.

Garages & Lots Financial Performance

Revenue Shortfall of $261,000

The Garages & Lots program expense totaled 124% of program revenue, resulting in a revenue shortfall of $261,202. Financial performance of the City's Garages & Lots for FY2016 is summarized in Figure 13. The Operational Cash Flow shortage was compensated for by revenue from citations and TIF money contributed by the RDC. Program Balance was $403,302.

Key Per-Space Metrics for 2016[43]

- Total annual cost per garage space: $1,114
- Average permit revenue per space: $608

In 2016, garages were configured as pay-on-exit resulting a low number of garage citations being written by Parking Enforcement. Citations written in surface lots were recorded the same as Parking Meter violations were deposited into the General Fund.

The fund balance or cash-on-hand at the end of FY2016 was $2,241,769.23.

The following strategies would reduce the Operational Cash Flow shortfall of $261,202:

- increase hours of gated enforcement,
- increase permit costs and/or hourly parking costs,
- reduce the amount of time of free parking to less than three hours, or
- reduce staffing costs by reducing the number of active staffing hours.

[42] Walker Parking Consultants. City of Bloomington Parking Operations Plan. . December, 2012., p.32.

[43] 1,219 spaces in inventory across the three garages.

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 11:01:48 AM

This is key, and referred to above (which felt like a conclusion). Suggest moving up. Or moving the "concluding" notes above to the end of the chapter.

Number: 2 Author: fhawkins Subject: Highlight Date: 8/15/17, 11:00:59 AM

Figure 13: 2016 Garage & Lot Financial Performance.

Item	Amount	Notes
Revenue		
Revenue – Hourly Parking Garages	$ 150,040.28	
Revenue – Hourly Parking Lots	$ 74,847.01	
Revenue – Garage Permits	$ 740,856.30	
Revenue – Lot Leases	$ 109,165.07	
Revenue – Employee Parking	$ 780.00	Permit printing cost: $1,377.5
Revenue – Other Income	$ 21,003.18	
Total Revenue	**$ 1,096,691.84**	
Expense		
Staffing	$ (375,242.04)	
Operation Expense	$ (112,939.34)	
System-Related Expense	$ (812,980.33)	
General Fund Charges	$ (56,732.00)	
Total Expense	**$ (1,357,893.71)**	
Operational Cash Flow	**$ (261,201.87)**	
Other Income		
Citation Revenue	$ 1,572.00	0.92% of Hourly Revenue
Miscellaneous Income	$ 222.10	
TIF Subsidy	$ 662,709.99	
Total Other Income	**$ 664,504.09**	
Program Balance	**$ 403,302.22**	
Fund Balance as of 12/31/16	$ 2,241,769.23	

Staffing Expense

Staffing expense charged to Parking Facilities did not account for all of the employees or staffing resources committed to Garages and Lots[44]. Salaries drawn from the Parking Facilities account were paid to three employees of the Controller's office—staff whose primary focus is parking operations, and to a Parking Enforcement employee; four employees of Public Works; and a fifth who has since left the City.

Total payroll expense included benefits was $375,242 (Figure 14).

[44] The Parking Garage Manager is not listed on the detailed general ledger reports.

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 11:03:35 AM

Why is this expense listed as a note on revenue?

Number: 2 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 11:04:19 AM

Again, we've been suggesting that we're losing money, but we have $2M on hand. Confusing.

Number: 3 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 11:04:36 AM

including

Figure 14: 2016 Garages & Lots Staffing Expense.

Staffing - Garages & Lots	Amount	Subtotal
452-26-260000-51110 Salaries and Wages - Regular	$ 212,644.58	
452-26-260000-51130 Salaries and Wages- Overtime	$ 2,205.00	
452-26-260000-51210 FICA	$ 15,420.72	
452-26-260000-51220 PERF	$ 28,521.66	
452-26-260000-51230 Health and Life Insurance	$ 92,911.00	
452-26-260000-52430 Uniforms and Tools	$ 1,878.87	
452-26-260000-53420 Worker's Comp & Risk	$ 15,937.00	
452-26-260000-53210 Telephone	$ 5,723.21	**$ 375,242.04**

Operational Expense

The City incurs significant costs from processing credit cards across the entire system. Costs include the monthly rental fee of credit card processing terminals, a per-swipe charge, and inter-change fees — a percentage of the transaction amount. The City's garages accepted credit cards for monthly-permit fees and for parking time purchased at the pay-on-foot and pay-on-exit terminals.

Significant Savings through ACH Payment Processing

The City would save a significant amount of fees by transitioning the processing of monthly permit subscriptions from credit card payments to ACH (automatic clearing house) payments. This issue was beyond the purview of the Parking Commission and was referred to the City's Office of Innovation.

Figure 15: 2016 Garages & Lots Operational Expense.

Operational Expense – Garages & Lots	Amount	Subtotal
452-26-260000-52110 Office Supplies	$ 1,493.99	
452-26-260000-52210 Institutional Supplies	$ 1,015.10	
452-26-260000-52310 Building Materials and Supplies	$ 3,202.51	
452-26-260000-53410 Liability / Casualty Premiums	$ 8,103.00	
452-26-260000-53510 Electrical Services	$ 64,167.58	
452-26-260000-53530 Water and Sewer	$ 786.53	
452-26-260000-53830 Bank Charges	$ 30,043.50	
452-26-260000-53940 Temporary Contractual Employee	$ 4,055.00	
452-26-260000-53990 Other Services and Charges	$ 72.13	**$ 112,939.34**

This page contains no comments

System-Related Expense

$662,710 in TIF Money Paid Garage Lease Payments

TIF monies subsidized the garages at the expense of other projects in the TIF district. In FY2016, $662,710 of TIF money was used to pay lease installments on the Walnut Street and Morton Street Garages.

Monthly Lease Payments:

- $18,759.98 per month paid by the City to 7th & Walnut LLC to service debt on the Walnut Street Garage
- $36,405.49 per month paid by the City to Mercury Development, LLC to service debt on the Morton garage

Figure 16 details payments made to key vendors that support the City's Garages and Lots.

Figure 16: Parking Facilities payments by Vendor –System Related Expenses, 2016.

Vendor	Amount Paid	Vendor Notes
Evens Time, INC	$ 60,530.74	provides services essential for garage enforcement including time clocks, gate arms and ticket– machines
Otis Elevator Company	$ 47,264.92	includes annual maintenance agreements and repairs and maintenance of elevators in all three Garages.
The Toledo Ticket Co	$ 9,742.16	prints tickets used by the POF and POE garage equipment .
Cassady Electrical Contractors	$ 9,633.16	performs repair and maintenance on behalf of the City.
Koorsen Fire & Security, INC	$ 3,166.48	provides fire protection and inspection service–a service that may be performed by the City Fire Department.

In FY2016, $812,980 was spent on system-related expenses, supporting garages and lots. Figure 17 details expenses by account code.

Figure 17: 2106 Garages & Lots System Related Expense.

System Related Expenses – Garages & Lots	Amount	Subtotal
452-26-260000-52420 Other Supplies	$ 18,085.59	
452-26-260000-52340 Other Repairs and Maintenance	$ 4,506.32	
452-26-260000-53610 Building Repairs	$ 51,727.48	
452-26-260000-53630 Machinery and Equipment Repairs	$ 20,474.79	
452-26-260000-53640 Hardware and Software Maintenance	$ 54,976.16	
452-26-260000-53650 Other Repairs	$ 500.00	
452-26-260000-53840 Lease Payments	$ 662,709.99	**$ 812,980.33**

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Number: 1 Author: fhawkins Subject: Sticky Note Date: 8/15/17, 10:15:12 PM

Given the lack of informative detail here, I'm not convinced of the value of including this.