



CITY OF  
**LA MESA**  
JEWEL of the HILLS

# AGENDA FOR THE LA MESA COMMUNITY PARKING COMMISSION

Tuesday, March 19, 2019

City Administration Building, City Council Chambers  
8130 Allison Avenue, La Mesa

1. Call Meeting to Order at 5:30 p.m.
2. Roll Call
3. Approval of Minutes for January 15, 2019
4. Written Communications
5. Public Comment (non-agenda items)
6. Informational Items
7. OLD BUSINESS
  - a. Parking Permit System Upgrade
8. NEW BUSINESS

None
9. Additions to the Next Agenda
10. Adjournment

Materials related to an item on this agenda submitted to the La Mesa Community Parking Commission after distribution of the agenda packet are available for public inspection in the Community Development Department located at La Mesa City Hall, 8130 Allison Avenue, La Mesa, California, during normal business hours.

The City of La Mesa encourages the participation of disabled individuals in the services, activities, and programs provided by the City. Individuals with disabilities, who require reasonable accommodation in order to participate in the Parking Commission meetings, should contact the City's Americans with Disabilities Act (ADA) Coordinator, Rida Freeman, Human Resources Manager, 48 hours prior to the meeting at 619-667-1175, fax 619-667-1163, or [rfreeman@ci.la-mesa.ca.us](mailto:rfreeman@ci.la-mesa.ca.us).



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# MINUTES LA MESA COMMUNITY PARKING COMMISSION

Tuesday, January 15, 2019

## 1. CALL TO ORDER

The meeting of the La Mesa Community Parking Commission was called to order by Commissioner Shea at 5:40 p.m. in the City Council Chambers located at 8130 Allison Avenue, La Mesa, California, 91942.

## 2. ATTENDANCE

Members Attending: Commissioners Kern, McCune, and Shea

Members Absent: Baron, Giordano

Staff Attending: Chris Gonzales, Kerry Kusiak

## 3. APPROVAL OF THE MINUTES OF AUGUST 21, 2018

Commissioner Shea made a motion to approve the minutes. Commissioner Kern seconded the motion. The motion carried, 3-0, with Commissioners Kern, McCune, and Shea voting in favor and none opposed.

## 4. WRITTEN COMMUNICATIONS

None

## 5. PUBLIC COMMENT (NON-AGENDA ITEMS)

None

## 6. INFORMATIONAL ITEMS

Mr. Gonzales updated the Commission on participation in the Franchise Tax Board Interagency Intercept Program. Parking is the only City function that utilizes this program to capture unpaid fees or fines. In 2018, the program recaptured over 12% of eligible unpaid citation obligations and the 2019 cycle is currently underway. Mr. Gonzales will report back on program performance at the end of the year. He also informed the Commission that Lemon Ave., between Spring St. & 4<sup>th</sup> Street will undergo a major roadway reconstruction in early February and that during that work displaced \$60 permit holders will be allowed temporary permit parking on Palm Ave., 3<sup>rd</sup> St., and 4<sup>th</sup> St.

## **7. OLD BUSINESS**

### **a. Selection of Chair and Vice Chair**

Commissioner Kern made a motion to nominate Commissioner Shea as Chair and Commissioner McCune as Vice Chair. Commissioner Shea seconded the motion. The motion carried, 3-0, with Commissioners Kern, McCune, and Shea voting in favor and none opposed.

### **b. Parking Commission Work Plan**

Mr. Gonzales presented the updated 2019 Work Plan to the Commission. Commissioner McCune made a motion to approve the Plan. Commissioner Shea seconded the motion. The motion carried, 3-0, with Commissioners Kern, McCune, and Shea voting in favor and none opposed.

### **c. Downtown Parking Ending Fund Balance**

Mr. Gonzales reported the fund balance in the Downtown Parking Fund is projected to be \$438,000 at the end of the 2018-19 Fiscal Year.

### **d. Lighting Upgrades in the Allison & Lemon Ave. Lots**

Mr. Gonzales reported that the best first step toward upgrading lighting in the lots is to gain a firm understanding of all existing utilities, property boundaries, and other infrastructure, as well as above-ground improvements in the built environment. The firm of Snipes Dye will research and map utilities, boundaries, and above-ground improvements. Randall Lamb Engineering will use their work product as a basis for their work. Randall Lamb was the lighting contractor for the Downtown Streetscape Improvement Project, which provides them a strong understanding of the area and the downtown lighting standards and makes them well qualified for the assignment. Randall Lamb will conduct a photometric analysis, prepare lighting plans, and construction and demolition documents, as well as cost estimates to facilitate a later construction bid. The total cost of the two proposals is \$35,000, including contingency and rounding. This project will provide a better sense of the electrical capacity and how it may be accessed to facilitate the placement of electric vehicle charging stations, thereby assisting that project as well. Once the cost of labor and materials for implementing the lighting plans are prepared, the Commission will have to seek Council approval for a funding appropriation for the construction. Commissioner Kern made a motion to recommend to Council the appropriation of \$35,000 from the Downtown Parking Fund for the preparation of site surveys and lighting plans for the Allison Avenue and Lemon Avenue municipal parking lots. Commissioner McCune seconded the motion. The motion carried, 3-0, with Commissioners Kern, McCune, and Shea voting in favor and none opposed.

### **e. Parking Permit System Upgrade**

Mr. Gonzales reported that Phoenix Group, the City's citation processor, and IPS Group, the company that provides smart parking meters to the City, each provide online parking permit processing services as well. The City already has negotiated online permit processing terms and pricing with Phoenix Group, as part of their contract including citation processing services but has not yet activated the permit processing portion of their contract. IPS recently started providing citation processing and parking permit processing services and has also provided the City a proposal for permit processing. Staff has the option of evaluating both proposals or simply moving forward with Phoenix under the already negotiated terms. Mr. Gonzales noted that an annual permit option could be introduced as part of the online parking permit processing upgrade. Staff will

need additional time to report back to the Commission with costs for implementing online permit processing.

**8. NEW BUSINESS**

None

**9. ADDITIONS TO NEXT AGENDA**

None

**10. ADJOURNMENT**

The meeting was adjourned at 6:15 p.m. until February 19, 2019.



DATE: March 14, 2019  
TO: La Mesa Community Parking Commission  
FROM: Chris Gonzales, Community Development Program Coordinator *C. Gonz*  
VIA: Kerry Kusiak, Community Development Director *[Signature]*  
SUBJECT: Item 7.a - Parking Permit System Upgrade

The City is poised to enact the provisions of the contract with Phoenix Information Systems Group (Phoenix Group) pertaining to implementation of online parking permit processing. These provisions are included in the existing contract between the City of La Mesa and Phoenix Group for parking citation processing. The goal of this project is to provide customers the ability to apply and pay for parking permits online, print temporary permits and payment receipts, track their order history, and have their orders fulfilled through a third-party order fulfillment agent (Phoenix Group). This project will provide several benefits to the City's parking permit customers and also relieve City staff in several City departments of manually intensive tasks related to the processing of quarterly parking permits.

As part of this effort, the opportunity exists to provide customers with the option to purchase an annual parking permit, instead of quarterly renewal stickers. This is perceived as a benefit to ongoing, long-term customers who may prefer to transact once per year for their parking permit rather than four times per year. It may also be advisable at this time to transition from the traditional placard/sticker permit to a campus-style, bar-coded permit. This is just one of many aspects of the permit business operation that must be considered prior to implementation. Staff is seeking the Commission's input on several items, including, but not limited to, the following:

- 1) Type of permit used, going forward (placard/sticker or campus-style).
- 2) Differentiating quarterly from annual permits, depending on type of permit used.
- 3) Replacement fee for lost permits.
- 4) Prorating quarterly and annual permits.
- 5) Application form required information.
- 6) Policy for permits ordered but not received.
- 7) Policy for citations received for failure to display permit.