

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	08/22/16	Open	Action	08/17/16

Subject: Delegating Authority to the General Manager/CEO to Enter Into a Contract with The City of Sacramento Parking Enforcement

## ISSUE

Whether to delegate authority to the General Manager/CEO to enter into a Parking Enforcement and Citation Management Services Agreement with the City of Sacramento.

## RECOMMENDED ACTION

- A. Adopt Resolution No. 16-08-\_\_\_\_, Delegating Authority to the General Manager/CEO to Enter Into a Parking Enforcement and Citation Management Services Agreement with the City of Sacramento; and
- B. Adopt Resolution No. 16-08-\_\_\_\_, Establishing an Additional \$5 Charge for Monthly Parking at the Cosumnes River College (CRC) Parking Facilities

## FISCAL IMPACT

RT staff anticipates minimal fiscal impact; the contract with the City of Sacramento (City) would allow the City to retain a portion of the citation fees to pay for the costs to patrol the lots and process citations. Citation processing costs will be deducted from the fees based on an agreed-upon fee schedule and City will retain 50% of the net citation fees. RT will receive the remainder. However, RT expects revenue neutrality from the Agreement due to two factors: (1) increased lot enforcement will result in higher payment compliance; and (2) a more robust citation processing system will yield greater citation payments. The draft Agreement provides that RT will not be obligated to pay City if the patrol and citation processing costs exceed revenue; however, the Agreement provides that the parties must meet within the first six months of the Agreement term to evaluate City's costs versus net payments received to determine if a different cost allocation methodology is appropriate.

## DISCUSSION

RT's Pay, Park and Ride program began in September of 2009 and covers 8 parking lots in RT's system. At all lots other than Cosumnes River College (CRC), patrons are required to pay \$1 per day. Daily parking at CRC is \$2 per day as required by RT's lease with CRC for the parking structure. Alternatively, patrons can purchase a \$15 monthly pass valid at all lots. Individuals parked in violation of the payment requirements and other posted signage/markings (disabled parking areas, red curb) are subject to citation. Due to limited staff availability, patrolling and citation issuance in these lots has not been consistent, and RT's resources to pursue collection of unpaid citations (through the Department of Motor Vehicles (DMV) holds and, potentially, collection activities) has been limited. In discussions with the City staff surrounding the Golden 1 Center opening, Staff determined that efficiencies might be achieved

Approved:

Presented:

Final 08/17/16

General Manager/CEO

Revenue Manager

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by having the City manage parking enforcement and citation processing in the RT Park, Pay and Ride lots. Through several meetings with the City Parking Enforcement staff, RT Staff learned that the City has similar contracts with the City of West Sacramento and the County of Sacramento and is open to having a similar partnership with RT.

Contracting with the City to enforce RT’s parking ordinance and collect fines from RT’s Pay, Park and Ride lots would result in more efficient use of RT’s guard staff and improved customer service. By switching over to the City’s program, RT would receive more frequent patrols of the existing lots, which would allow the guards to focus their time on safety issues at the stations. An agreement with the City would also make it much easier for patrons to pay citation fines, as the City’s system allows payment via its website, through the mail, or at the City’s office. With the installation of new fare vending machines at the Pay, Park and Ride lots, a pay-by-plate system would be implemented that allows patrons to enter their license plate number into the machine at the time of payment, yielding a better customer experience because the customer no longer needs to maintain a receipt or sticker showing proof of purchase and providing the added benefit of allowing the City to patrol using its license plate recognition software. The use of license plate recognition would also make it possible for RT to transfer the sale of monthly parking permit to the City’s website, allowing customers to set up a recurring purchase without having to wait for a permit in the mail.

RT will retain responsibility for conducting administrative adjudications for challenged or contested citations.

This program would have one exception. The CRC parking facilities cannot be covered within the agreement; therefore RT would have to issue CRC-only parking permits to the approximately 130-150 customers who park at CRC. RT entered into an Agreement with the Los Rios Community College District (LRCCD) in August 2015 to allow for the acceptance of the RT Monthly Parking Pass at the CRC, with reimbursement from RT and to the LRCCD at a rate of \$15 per estimated average daily use through August 31, 2016. The reimbursement rate will increase on September 1, 2016 to \$20 per permit used (estimated based on average daily use). RT’s Monthly Parking Pass is currently priced at \$15. The acceptance of the RT Monthly Parking Pass and the estimated average daily use of the pass are based on visual inspection of hang tags. Hang tags will no longer be required at other RT paid lots, but will continue to be necessary at CRC.

To cover the administrative costs associated with the continued issuance of a hang tag and to cover the reimbursement rate required by the LRCCD, staff recommends an additional charge of \$5 to be added to the standard RT Monthly Parking Pass for access to the CRC lot (in addition to all other RT paid lots) to cover related costs. Customers desiring the hang tag would continue to purchase it from RT, which would confirm with the City that the customer has already purchased a base monthly pass.

Staff is requesting that the Board delegate authority to the General Manger/CEO to enter into a Parking Enforcement and Citation Management Services Agreement with the City of

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Sacramento and approve an additional \$5 Monthly Pass charge for customers desiring to park at the CRC parking lot.

RESOLUTION NO. 16-08-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 22, 2016

**DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO ENTER INTO A  
PARKING ENFORCEMENT AND CITATION MANAGEMENT SERVICES  
AGREEMENT WITH THE CITY OF SACRAMENTO**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, authority is hereby delegated to the General Manager/CEO to enter into a Parking Enforcement and Citation Management Services Agreement with the City of Sacramento, whereby the City agrees to regularly patrol 7 of RT's Park, Pay and Ride lots, and issue and process citations as an agent of RT, and the parties agree to split the citation revenue, after deduction of costs, as further specified therein.

\_\_\_\_\_  
JAY SCHENIRER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

RESOLUTION NO. 16-08-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 22, 2016

**ESTABLISHING AN ADDITIONAL \$5 CHARGE FOR MONTHLY PARKING AT THE COSUMNES RIVER COLLEGE (CRC) PARKING FACILITIES DUE TO CRC PARKING FEE INCREASE**

WHEREAS, Ordinance No. 09-09-01, adopted September 14, 2009, sets out regulations for charging fees at RT Park and Ride Lots and establishes enforcement procedures for parking violations at RT facilities; and

WHEREAS, the Ordinance authorized imposition of a charge of \$1 per day at the Watt/I-80, Watt West, and Roseville Road lots; and

WHEREAS, Resolution No. 15-08-0095 expanded the included lots, set out a daily fee of \$2 for the CRC lot, and approved monthly pass of \$15; and

WHEREAS, Section 3.03 of the Ordinance permits the Board of Directors to expand the program or to modify the rates by resolution; and

WHEREAS, under the "Letter Agreement for Acceptance of RT Monthly Pass at CRC Parking Garage" effective September 1, 2016, RT is obligated to pay CRC \$20 per monthly pass used at CRC regardless of the amount charged by RT to the customer; and

WHEREAS, due to implementation of an Agreement with the City of Sacramento, RT will be eliminating monthly parking hang tags at all lots other than Cosumnes River College (CRC) and monthly passes will instead be registered by license plate number through the City of Sacramento's web-site.

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, in addition to the rates and fees set out in Ordinance 09-09-01 and Resolution No. 15-08-0095, an additional \$5 charge will apply for patrons purchasing a monthly pass to receive a separate hang tag to park at the CRC parking facilities on a monthly basis.

\_\_\_\_\_  
JAY SCHENIRER, Chair

ATTEST:  
HENRY LI, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary