

TRAFFIC UNIT

DATE: April 7, 2017

To: Paul S. Shafer, Chief of Police

FROM: Chris O'Neill, Traffic Unit Sergeant

SUBJECT: 2016 Parking Report



Background

Each City department has roles and responsibilities pertaining to parking matters in the City. The City Manager's Office is responsible for maintaining detailed interactive maps of public parking areas on the City's web site www.cityhpil.com as a resource for residents and visitors. Additionally, the City Manager's Office coordinates the review of any proposed modifications to the City's parking system. The Public Works Department is responsible for infrastructure which includes parking lot signage, parking lot and garage maintenance, lighting, parking permit vending machine agreements with private entities and parking meter management. The Community Development Department provides planning services for design and ensures that new developments adhere to the City Code with regard to off-street parking requirements. The Finance Department is responsible for parking permit sales, managing parking enforcement revenue and maintaining Parking Fund financial information. The Police Department is responsible for parking enforcement duties and deploying staff strategically throughout the business districts to educate the public and to solicit voluntary compliance with local and state parking regulations.

The aforementioned City departments work in partnership on related parking matters and also provide staff liaisons to the Traffic Management Committee, Transportation Commission, Ravinia Festival Neighborhood Commission, Highland Park High School Traffic and Parking Advisory Group, and Wolter's Field Advisory Group. These commissions review, advise and make recommendations to the City Council regarding the administration, provision, designation and enforcement of parking within the commercial, industrial, residential and office zoning districts of the City. These City departments conduct semi-annual meetings to discuss parking issues and to improve communication between City departments. This report is designed to provide information to assist in the discussions at staff and commission meetings.

The following is a review of available commuter, customer and employee parking options in the City and in the Central and Ravinia Business Districts.

Commuter Parking

The City provides a variety of cost effective commuter parking options near Metra commuter train stations, including off-street surface lots and on-street parking. Accessible parking is available in all Commuter and public parking lots. Commuters may park in any "C Permit" designated space with one of the following:

- Daily hang tag (\$2/day)
- C1 quarterly permit (\$60 per quarter)
- CA annual permit (\$216 per year)
- CR commuter remote permit* (\$10 per quarter)
- C&O commuter and overnight combined permit (\$25 per month)
- Utilizing parking meters (\$0.25 cents for two-hours)

*Note: CR commuter remote permits can only be used at the Western Avenue and Hyacinth Place on-street Commuter parking spaces.

The parking permits listed above are available for purchase from the Finance Department at City Hall, 1707 St. Johns Avenue. Daily hang tags are also sold at Sunset Foods (1812 Green Bay Rd.), the Police Department, and in vending machines located at the Braeside, Ravinia and Central Metra Train Stations. The Central Train Station Concessionaire, Morning Blend also sells daily hang tag permits. In addition, 12-hour meters are available at a number of commuter parking lots.

Commuter parking lots are enforced Monday through Friday, 7:00 a.m. to 5:00 p.m. Parking is free after 5:00 p.m. and on weekends. The following is the current inventory of available commuter parking options in the City.

- Ft. Sheridan West, Western Avenue at Hyacinth Place – 47 total spaces
- Central Train Station East Lot, 1710 St. Johns Avenue - 271 total spaces
- Central Train Station West Lot, 1715 First Street – 112 total spaces
- City Hall Hazel Lot, 1701 St. Johns Avenue - 75 total spaces (+ 2 Motorcycle spaces)
- 1716 First Street Lot, 1716 First Street – 21 total spaces
- Ravinia Train Station North Lot, 760 St. Johns Avenue - 73 total spaces
- Ravinia Train Station Northwest Lot, 515 Roger Williams Avenue – 17 total spaces
- Ravinia Train Station East Lot, 700 St. Johns Avenue – 46 total spaces
- Ravinia Train Station West Lot, 677 Burton Avenue -- 46 total spaces
- Braeside East Lot, 40 St. Johns Avenue – 116 total spaces
- Braeside West Lot, 51 Blackhawk Road – 31 total spaces

Total commuter parking spaces: 855

Note: Total count may include multi-use parking lot designations such as employee parking and non-public spaces.

Customer Parking

The City of Highland Park offers many quality locations to shop and dine in the Central and Ravinia Business Districts. The City welcomes patrons of these businesses with a variety of parking options including on-street parking, off-street surface lots and parking garages. Accessible parking is available on-street and in all City parking lots. Most on-street parking within the Central and Ravinia Business Districts is limited to two-hour parking Monday through Saturday, 8:00 a.m. to 7:00 p.m. Timed parking restrictions are intended to facilitate parking space turn-over and discourage business employees from parking their personal vehicles in non-designated parking areas.

Most City parking lots within the Central and Ravinia Business Districts are limited to two and three hour parking. Most City parking lots are enforced Monday through Friday, 8:00 a.m. to 5:00 p.m. Some City lots, including the Second Street Elm South Lot (commonly referred to as the Michael's Lot) are enforced Monday through Saturday, 8:00 a.m. to 5:00 p.m. Parking is free in most City lots after 5:00 p.m. and on Sundays. In addition, 12-hour parking meters are available in certain City parking areas for customers that have a need to park for more than two and three hours.

The following is the current inventory of available customer parking options in the Central and Ravinia Business Districts:

- Ori North Lot, 410 Park Avenue – 38 total spaces
- Ori South Lot, 435 Central Avenue – 82 total spaces
- Central Avenue E-S Lot, 420 Central Avenue – 116 total spaces
- St. Johns Avenue North Lot, 523 Central Avenue – 139 total spaces
- Library Parking Lot, 494 Laurel Avenue – 50 total spaces
- First Street Elm South Lot, 1915 First Street - 71 total spaces
- Central Business District Garage East, 1790 St. Johns Avenue - 143 total spaces
- Central Business District Garage West, 1785 First Street - 142 total spaces
- Port Clinton Square Upper & Lower Level, 601 Laurel Avenue - 447 total spaces
- Second Street Laurel South Lot, 1715 Second Street - 18 total spaces
- Second Street South Central Lot, 1750 Second Street - 47 total spaces
- Second Street South Elm Lot, 1865 Second Street - 36 spaces
- Renaissance Place Surface Lot West, 1825 Green Bay Road - 59 spaces
- Renaissance Place Surface Lot Northeast, 1910 Second Street - 30 spaces
- Renaissance Place Garage, 1825 Green Bay Road - 425 total spaces
- Second Street Elm North Lot, 1955 Second Street - 38 total spaces
- 1987 Second Street Lot, - 32 total spaces
- Water Tower North Lot, 1850 Green Bay Road - 116 total spaces
- LaSalle Place, 600 block of LaSalle Place - 22 total spaces
- Pleasant Avenue East Lot, 622 Roger Williams Avenue – 51 total spaces
- Broadview Lot, 646 Roger Williams Avenue – 28 total spaces

- Pleasant Avenue Lot, 685 Pleasant Avenue – 21 total spaces
- Jens Jensen Park Lot, 700 block of Dean Avenue -16 total spaces

Total customer city parking lot parking spaces: 2,167

In addition, there are currently an approximate total of 507 on-street parking spaces in the Central Business District and 84 on-street parking spaces in the Ravinia Business District.

Employee Parking

The City provides a variety of cost effective parking options for employees who work in the business districts. Employees that do not have private parking options are required to utilize E-permit lots for the purpose of protecting on-street storefront parking for patrons. Accessible parking is available in all E-permit lots. Parking permit requirements are enforced Monday through Saturday, 8:00 a.m. through 5:00 p.m. in all E-permit lots.

Employees may park in any "E- Permit" space with one of the following:

- E1 employee quarterly permit (\$60 per quarter)
- EA employee annual permit (\$216 per year)
- EU employee underground (\$120 per quarter-Port Clinton Garage)

Employees may park in any "RE Permit" space with one of the following:

- RE remote employee permit (\$10 per quarter)
- Utilizing parking meters (\$0.25 cents for two hours)

The previously listed parking permits are available for purchase from the Finance Department at City Hall, 1707 St. Johns Avenue.

There are currently four public parking garages in the Central Business District with the following parking designations.

- Central Business District Garage East, 1790 St. Johns Avenue. Three-hour parking, employee permit parking, overnight permit parking - 143 total spaces
- Central Business District Garage West, 1785 First Street. Three-hour parking, employee permit parking, overnight permit parking - 142 total spaces
- Port Clinton Square Upper & Lower Level, 601 Laurel Avenue. Three-hour parking, 12-hour meters and employee underground permit parking - 447 total spaces
- Renaissance Place Garage, 1825 Green Bay Road. Three-hour parking - 425 total spaces (managed by Standard Parking)

Total parking structure parking space capacity: 1,157

Note: Total count includes multi-use parking lot designations such as employee parking and non-public parking spaces. In addition, there are numerous designated Employee surface parking lots located throughout the business districts.

Parking Fees

The City of Highland Park provides a variety of cost effective and convenient customer parking options in and near the Central and Ravinia Business Districts. These include on-street parking, off-street surface parking lots and parking garages.

The following is a synopsis of related parking fees.

Customer

- Free two-hour parking on-street and in designated City parking lots
- Free three-hour parking on-street and in designated City parking lots
- Free on-street and off- street surface parking lots after 5:00 p.m. and on weekends and holidays
- 12-Hour meters (\$0.25 cents per two hours)
- The Renaissance Place Parking Garage is managed by Standard Parking. The first three-hours are free, after three hours there is a nominal parking fee

By ordinance, hourly parking and permit restrictions are not enforced during the following holidays:

- New Year's Day
- Memorial Day
- July Fourth
- Labor Day
- Thanksgiving
- Christmas

Privately Leased Parking Lots

In an effort to provide additional parking options for customers, employees and citizens in certain areas within the Central Business District, the City leases private parking lots from private entities each year. The following is a current list of privately leased parking lots:

1. Immaculate Conception Church
770 Deerfield Road. Lease agreement allows for the rental of 65 parking spaces which are designated for Commuter, Employee and Remote Employee permit parking. City cost, \$20 per quarter for each space used.
2. Highland Park Presbyterian Church
330 Laurel Avenue. Lease agreement allows for the use of 16 parking spaces along the west side of the western half of the parking lot which are designated Remote Employee permit parking. City cost, \$20 per quarter for each space used.

3. Lake Forest Bank & Trust Company
1987 Second Street. Lease agreement allows for the use of 32 parking spaces in the parking lot which are designated as three-hour parking, Employee, Student and Overnight permit parking.
4. Lake Forest Bank & Trust Company (Contact President Sandra McCraren). 1716 First Street. Lease agreement allows for the use of 21 parking spaces in the parking lot which are designated as two-hour parking, Commuter and Employee, permit parking.

The City cost for leasing the 1987 Second Street and 1716 First Street parking lots are calculated using a “Daily Rate” per Parking Space Schedule. The 2017 Daily Rate was set at \$2.22.

2016:	2015 Daily Rate + 3%
2017:	2016 Daily Rate + 3%
2018:	2017 Daily Rate + 3%

Short and Long Term Planning

The City has historically been responsive to parking demands and trends. As such, City staff conducts short and long-term planning to accommodate changes in parking needs. The following is an overview of current short and long-term plans pertaining to improving parking options within the City.

Short-term Plans

During the 2017 year, Finance, Public Works and Police Department staff will continue to review options for modernizing parking infrastructure. This includes modern pay stations and parking meter replacement/upgrade options. The Police Department will also review options for license plate recognition systems which allow enforcement staff to efficiently and more accurately address timed parking and permit parking restrictions. During the second quarter of 2017, CSO staff will obtain two Ford Escape parking enforcement vehicles which can support mobile data terminals (MDTs). MDTs will be added to these vehicles as funding allows. MDTs greatly increase CSO parking enforcement efficiency and productivity.

City staff will continue to identify potential locations in City parking lots and parking garages for electric vehicle charging stations. Currently, the Port Clinton Parking Garage has a two-position electric vehicle-only charging station installed in front of the Port Clinton Police Department sub-station. The private property parking lot at Walgreens, 655 Elm Place, currently has one electric vehicle charging station. The private parking lot at Jimmy Johns, 132 Skokie Valley Road also has a two-position electric vehicle charging station installed. Tesla electric vehicles located at 1200 Old Skokie Road have “supercharging” electric vehicle stations for their customer’s Tesla electric vehicles.

Public Works inspected the condition of City parking lots in 2016 to determine which parking lots will be placed on a five-year capital improvement list. The review also included options for “green alternative” infrastructure improvements. Public Works will conduct parking lot maintenance during the 2017 year which includes patching, signage improvements and restriping.

During the 2016 year, Public Works increased “Do Not Back into Stalls” signage in numerous City parking lots. This has assisted in educating motorists of the ordinance, improving compliance and reduced the associated parking enforcement in this particular area.

Long-term Planning

Parking Supply Enhancement Options

During a March 2011 Intra-City Parking Commission meeting, the City Manager reviewed three options for parking lot and garage development as recommended in the 2006 Rich Central District Parking Supply Study. The following locations were identified as areas in which potential parking structures could be constructed if needed to meet parking demand and proper funding was allocated.

- Block 8- Second Street South Central Lot (commonly known as the former Ace Hardware lot)
- Block 14- First Street Elm South and St. Johns Avenue North Lots (east and west of train tracks north of Central Avenue)
- Block 16- Central Avenue East-South Lot (commonly known as the Trinity Lot)

Staff believes these lots are still appropriate options. An additional location for a potential parking structure is the First Street Elm South Lot property and the adjacent on-street parking bay. Another potential location for a parking structure is the West Ravinia Train Station parking lot.

Parking Permit Sales

Listed below is a summary table depicting a five-year comparison of primary parking permits issued by the City:

2016 Parking Permits Issued by the City of Highland Park
(2012-2015 results included for comparison purposes)

Calendar Year	2012	2013	2014	2015	2016	Difference
Commuter – Quarterly Permit	1,073	1,115	819	864	905	+4.74%
Commuter – Annual Permit	475	487	512	494	480	-2.83%
Employee – Quarterly Permit	1,769	1,475	1438	1560	1622	+3.97%
Employee – Annual Permit	285	298	272	283	292	+3.18%
Remote Employee Permit	459	320	417	300	261	-13%

Overnight – Surface Lot	668	583	758	1158	1191	+2.84%
Overnight - Garage	24	30	34	98	94	-4.08%
Combined Commuter-Overnight Permit	N/A	N/A	N/A	28*	281	+903%
Total	4,753	4,308	4,250	4,757	5,126	+7.75

Combined Commuter/Overnight Parking Permit

During the 2015 year, residents utilizing the North Ravinia Train Lot for daytime and overnight parking requested relief from the numerous parking restrictions/parking permit requirements in the lot. The North Ravinia Train Lot is a highly utilized lot and is designated three-hour parking, Commuter permit parking, Overnight permit parking and an alternate side snow control parking requirement. In response, the City created a combined Commuter and Overnight parking permit which can be used in the North Ravinia Train Lot. This new permit is also available at a reduced cost for residents displaying an economic hardship. In addition, Public Works reduced the snow control restriction hours to assist with accommodating resident parking needs. The combined Commuter and Overnight parking permit became available for sale in September of 2015. A total of 281 of these new parking permits were sold in 2016.

Analysis

Commuter quarterly permit sales increased slightly during the 2016 year while the Commuter annual permit sales decreased slightly. Employee quarterly and annual permit sales also increased slightly during the 2016 year. This may be due to Police Department parking permit and overtime enforcement efforts during the 2016 year.

The decrease in remote employee permits issued for the IC Church lot, McGovern Street and Laurel Avenue parking areas during the 2016 year may be attributed to the distance of the lots outside of the Central Business District. Demand for overnight parking in designated City surface lots has increased in 2016. This may be due to an increase in reverse commuter parking needs and overnight snow ordinance education and enforcement efforts. There was only a decrease of four (4) garage overnight parking permit sales in 2016. Overall, City parking permit sales increased +7.75% in 2016.

Police Department – Traffic Unit

In 2016, the Highland Park Police Department Traffic Unit was staffed by three (3) full-time and three (3) part-time CSOs. These employees are responsible for enforcing parking restrictions and parking permit requirements for both on-street public parking lot parking in the Central Business District, the Ravinia Business District and the Highland Park commuter parking lots. In addition, one (1) full-time Animal Control Officer also performed parking enforcement duties in a limited capacity during the year.

In addition to their primary parking enforcement duties, CSOs perform a wide variety of City-wide services, which include vehicle lock-outs, school crossing guard fill-in assignments, traffic and pedestrian counts, building maintenance, citizen and non-violent suspect fingerprinting, evidence processing, creating photo line-up arrangements, assisting in employment interview panels, child safety seat inspections, taxi cab inspections and licensing, prisoner meal and laundry duties, mandatory city courier duties, city bank bag deposits, participating in defensive tactics, rapid deployment & Taser scenario training and assisting the Patrol Division with disabled motorist, accident scene and special event traffic control assignments.

2016 Parking Enforcement Statistics

Listed below is a summary table depicting a five-year comparison regarding the *most common* parking citations issued by the Police Department's Traffic Unit.

2016 Parking Enforcement Citations Issued by the Traffic Unit (CSOs) (2012-2015 results included for comparison purposes)

Calendar Year	2012	2013	2014	2015	2016	Difference
City Sticker	247	566	355	314	303	-3.50%
Permit Parking	487	638	501	462	367	-20.562%
Prohibited Parking	460	673	515	875	889	+1.6%
Truck Loading Zone	337	244	244	327	218	-33.33%
Expired Meter	150	576	576	579	335	-42.14%
Overtime Zone	1,664	1545	1545	896	698	-22.09%
Accessible Parking	56	71	71	39	48	+23.07%
Double Parking	22	38	38	77	52	-32.46%
Customer Only Parking	10	19	19	15	3	-80%
Other Violations (\$25)	34	N/A*	N/A*	39	4	-89.74%
Incremental Fine (\$60)	140	103	103	61	65	+6.55%
Incremental Fine (\$120)	6	19	19	4	1	-75%
No Parking 2:00 am -6:00 am & Snow Ordinance and Snow Control	51	26	26	30	25	-16.66%
Total	3,664	4,518	4,012	3,718	3008	-19.096%

*Note: In first quarter 2014, basic parking citation fines increased from \$20 to 25.

Listed below is a summary table depicting a five-year comparison regarding the *most common* parking citations issued by the Police Department's Patrol Division.

2016 Parking Enforcement Citations Issued by the Patrol Division (2012-2015 results included for comparison purposes)

Calendar Year	2012	2013	2014	2015	2016	Difference
City Sticker	1,060	605	618	569	451	-20.73%
Permit Parking	259	144	177	207	165	-20.28%
Prohibited Parking	198	154	149	166	188	+13.25%
Truck Loading Zone	5	4	7	0	5	+500%
Expired Meter	133	50	39	48	13	-72.91%
Overtime Zone	48	12	16	10	11	+1.10%

Accessible Parking	81	49	38	21	26	+23.80%
Double Parking	0	4	0	5	3	-40%
Customer Only Parking	0	0	0	0	0	0%
Other Violations (\$25*)	84	86	N/A*	212	15	-92%
No Parking 2:00 am -6:00 am & Snow Ordinance and Snow Control	583	473	253	228	409	+79.38
Total	2,451	1,581	1,297	1,466	1286	+12.27

*Note: In first quarter 2014, basic parking citation fines increased from \$20 to \$25.

Listed below is a summary table depicting a five year comparison regarding the total number of the **most common** parking citations issued by **both** the Traffic Unit and the Patrol Division.

Calendar Year	2012	2013	2014	2015	2016	Difference
City Sticker	1,307	1,171	973	883	754	-14.60%
Permit Parking	746	782	678	669	532	-20.47%
Prohibited Parking	658	827	664	1041	1077	+3.45%
Truck Loading Zone	517	341	251	327	223	-31.80%
Expired Meter	624	200	615	627	348	-44.49%
Overtime Zone	1,920	1,676	1561	906	709	-21.74%
Accessible Parking	107	105	109	60	74	+23.33%
Double Parking	9	26	38	82	55	-32.92%
Customer Only Parking	31	10	19	15	3	-80%
Other Violations (\$25)	131	120	N/A*	251	19	-92.43%
No Parking 2:00am -6:00am & Snow Ordinance	642	524	279	258	434	+68.21%
Ravinia East Permit (Est 2008)	85	170	95	59	38	-35.59%
Ravinia West Permit (Est 2008)	119	177	205	109	40	-63.30%
Incremental Fine (\$60)	101	140	103	61	65	+6.55%
Incremental Fine (\$120)	13	6	19	4	1	-75%
TOTALS	7,010	6,275	5,609	5,094	3,672	-27.91%

*Note: In first quarter 2014, basic parking citation fines increased from \$20 to \$25.

Analysis

In an effort to increase on-street customer parking in the Central Business District (CBD), the Intra-City Parking Commission and City Council elected to eliminate the Truck Loading Zone in front of 625 Central Avenue in May of 2011. Truck loading zone is primarily conducted by CSOs. Truck loading zone enforcement has generally declined over the years as CSOs are being utilized on a City-wide basis which has reduced their patrol and enforcement time in the CBD.

There has been a 20.47% decrease in overall enforcement of permit parking violations in 2016. The decrease may be attributed to an overall 7.75% increase in overall parking permit sales in 2016. Commuter Quarterly, Employee Quarterly, Employee Annual, Overnight Surface Lot and Combined Commuter-Overnight parking permit sales increased respectfully in 2016. In addition, patrol staff monitoring of parking permit requirements may have improved compliance.

The 21.74% decrease in the overtime violation enforcement during the 2016 year may be attributed to increased and expanding CSO City-wide ancillary duties (evidence processing, creating photo-line ups, courier duties, vehicle lock-out, traffic control, two-hour HPHS drop-off & pickup assignment, disabled motorists, City-wide parking complaints, car seat installation checks, school crossing guard fill-ins, interview panel fill-in, (etc.) requests. These ancillary duties require blocks of time that disrupt timed parking enforcement cycles and Central and Ravinia Business District patrol patterns and opportunities. In addition, full-time CSO staff spent considerable time training new CSO part-time and full-time CSO staff during 2016.

Due to the on-going Highland Park High School (HPHS) daily two-hour CSO drop-off and pickup assignments during the school year, Prohibited parking enforcement increased 3.45% during the 2016 year. The Police Department and District #113 have conducted numerous education efforts during the 2015-2016-2017 school years to communicate safe HPHS on-site locations for student drop-off and pick-ups.

Police staff assigned to Ravinia Festival events continued patrols of the east and west Ravinia Festival parking permit neighborhoods during the 2016 Ravinia Festival season (June 1 through September 15 each year). The appropriate parking permits are required in this area between 3 p.m. and 11 p.m.. Police staff actively patrolled these neighborhoods to address and deter illegal overflow parking and parking permit misuse. In 2015, fines for this violation increased from \$50 to \$100 as an additional deterrent. In addition, Public Works posted the \$100 fine amounts on related signage. As a result, violations and enforcement of the east Ravinia permit decreased 35.59% and violations and enforcement of the west Ravinia permit decreased 63.30% in 2016.

On January 1, 2014, parking fines for general parking violations were increased from \$20 to \$25. Parking fines for fire hydrant and fire lane violations increased from \$20 to \$50.

Currently, incremental fines are as follows within a 365-day period:

- 1-4 Citations a Year: Base Fine of \$25
- 5-9 Citations a Year: Base Fine of \$60
- 10+ Citations a Year: Base Fine of \$120

Incremental fine eligibility is primarily identified by CSOs who use programed hand-held ticket writing computers. Patrol officers do not have access to information pertaining to incremental fine eligible vehicles.

In 2016, \$60 incremental fines enforcement increased 6.55% and \$120 incremental fines enforcement decreased 75%.

CBD on Street Parking Regulation (Customer-Only Parking)

The City Code restricts CBD employees and employers from utilizing on-street parking in the CBD (and in certain designated City parking lots listed below) between 9:00 a.m. and 8:00 p.m. while they are performing services or responsibilities as part of their employment with a CBD employer. The intent of this regulation is to preserve the availability of convenient parking for shoppers. When CSO’s observe a violation for a **new** business, the Police Department sends a warning notice letter to the employer of the violator. If parking violations continue, a letter and/or citation to appear for an Administrative Hearing can be issued to the employer.

CBD On-Street Parking Regulation

Calendar Year	2012	2013	2014	2015	2016	Difference
(Customer- Only) Parking Letters Sent	16	42	19	3	2	-33.33%

Customer- only on-street parking violations require that a CBD employee be seen parking their vehicle or that an employee’s parked vehicle be identified by an officer. The employee needs to actually be seen conducting business in the CBD and not frequenting another business. The customer-only parking ordinance was established in February 2006 to replace the evasive parking ordinance which was then eliminated. Customer-only parking warning letters decreased 33.33% and enforcement decreased 80% in 2016. This is attributed to reduced opportunities for CSO staff in the CBD to observe violations.

Customer-Only restricted City parking lots include:

1. The Second Street South Elm Lot (1865 Second Street)
2. The Second Street South Central Lot (1910 Second Street)
3. The East Renaissance Place Surface Lot (1910 Second Street)
4. The West Renaissance Place Surface Lot (1825 Green Bay Road)

Park District Parking Regulations

In early 2009, the Park District of Highland Park incorporated changes pertaining to parking requirements and related parking violation penalties at lakefront parks and beaches. The Park District requires that any vehicle parking at Central, Moraine, Millard and Rosewood Park/Beach, display a City of Highland Park vehicle sticker. Parking at Park Avenue Beach during restricted times requires that a Park Avenue Beach decal be displayed on a vehicle. Resident and non-resident beach parking decals are available for purchase at West Ridge Center or the Hidden Creek Aqua Park during the year. The

following parking enforcement results were obtained during the summer months when attendance at lakefront parks and beaches increase substantially.

The following is a summary table depicting a five-year comparison regarding the total number of Park District parking citations issued by Police Department staff. Enforcement of this violation is primarily conducted by seasonally hired Community Policing Assistants.

Park District Permit Violations Citations						
	2012	2013	2014	2015	2016	Difference
May	129	50	3	0	4	+400%
June	251	170	33	55	148	+169%
July	209	233	56	143	137	-4.19%
August	164	177	49	153	65	-57.51%
September	82	63	6	74	52	-29.72%
Total	835	693	147	425	406	-4.47%

Park District of Highland Park parking permit citations are set at \$75 and are adjudicated in Traffic Court in Park City, Illinois.

Parking Citation Resolution Options

Persons issued citations for parking violations have the following options:

1. Pay the citation in person at City Hall, the Fire Department (on Central), the Police Department or on-line (<https://tppayment.cityhpil.com/>).
2. Request an Administrative Hearing or Traffic Court date to dispute the parking citation.

Current Police Department policy (see Addendum A) refers citizens with parking citation disputes to Administrative Hearing or Traffic Court. However, the Police Department will consider voiding a parking citation at the police level under the following criteria:

1. There was a corroborated medical emergency or issue
2. There was a corroborated mechanical issue that led to the parking citation being issued (i.e. disabled vehicle, windshield replacement, defective meter, etc.)
3. The parking citation was issued in error by the officer

Elected City Officials, City of Highland Park staff and Park District of Highland Park staff are respectfully reminded to refer citizens with parking citation disputes, to the aforementioned Police Department policy and options for parking citation resolution. Adhering to this policy ensures consistency, increases staff efficiency and facilitates proper due process.

Revenue

Parking enforcement revenue is the total amount of parking enforcement fines and penalties received by the City for parking citations. This does not include additional court costs and court fees.

Fiscal Year	2012	2013	2014	2015	2016 Unaudited
Total	\$247,998	\$244,770	\$222,304	\$211,379	\$206,618

All parking enforcement revenue is deposited into the Parking Fund. This fund is a reserve account that the City maintains for parking related improvements and parking initiatives throughout the City. The table below illustrates the Parking Fund balance for the last five years. Please note a final total for 2015 is pending.

Fiscal Year	Ending 12/31/12	Ending 12/31/13	Ending 12/31/14	Ending 12/31/15	Ending 12/31/16 Unaudited
Unrestricted Net Position	\$1,021,137	\$1,070,346	\$1,092,986	\$1,091,013	\$653,501
Total Net Position	\$4,479,697	\$4,309,153	\$4,103,113	\$4,101,140	\$3,460,200

Immobilization

Background

Vehicle immobilization began in January of 2006. Initially when the vehicle immobilization program began, there were a substantial number of eligible vehicles and owners that were identified. A large percentage of these vehicles parked on City streets and in parking lots were immobilized and fines were collected from vehicle owners. After the first year (2006) of immobilizations (which are highly visible), the number of immobilization eligible vehicles declined. In late 2009, staff discovered that since the current vehicle immobilization ordinance is *vehicle specific* and not *owner specific*, as in other municipalities, vehicle immobilization opportunities may have decreased, as vehicle owners no longer owned many of the vehicles that had accumulated more than five parking citations that were more than 90 days old.

During the January 2010 Intra-City Parking Commission (ICPC) meeting, staff presented a recommendation to amend the current vehicle immobilization ordinance to allow for the immobilization of *any vehicle* registered to a person that had accumulated 5 or more unpaid parking citations that were over 90 days old, as opposed to only a *specific vehicle* meeting the same criteria. Accordingly, a recommendation to amend the City's ordinance was approved by the Commission in January 2010, and subsequently by the City Council in April, 2010.

The Traffic Unit maintains a vehicle immobilization eligibility list that is updated on a regular basis. This list helps to assist in identifying and locating immobilization eligible vehicles and their owners. The table below outlines vehicle immobilizations for 2012 through 2016.

Calendar Year	2012	2013	2014	2015	2016	Difference
Vehicle Immobilizations	28	20	13	7	6	-14.28%
Fines & Penalties Recovered	\$14,991	\$10,549	\$5,699.29	\$4,806.70	\$3,175.35	-33.93%

Trends

Police Department staff continued to receive concerns from school staff, parents and motorists in reference to illegal parking and traffic congestion at or near schools during student drop-off and pick-up times during the 2016 school year. Police Department parking enforcement staff continued to respond to these concerns during the year and have conducted parking enforcement patrols at Highland Park High School, Elm Place School, Indian Trail School, Braeside School, Edgewood School, Northwood School, Lincoln School, Ravinia School, Wayne Thomas School and Red Oak School during drop-off and pick-up times. Due to on-going parking and traffic congestion challenges during drop-off and pick-up times, Highland Park High School continued to fund a two-CSO parking enforcement detail during drop-off and pick-up times for the 2016 and 2017 school year.

In 2014, the City increased Highland Park High School (HPS) Student parking permit parking capacity to 40 spaces in the St. Johns Avenue North Lot due to demand. This parking permit provides an opportunity for high school students to purchase parking permits for the St. Johns Avenue North Lot and the 1987 Second Street parking lot. The 1987 Second Street Lot currently has up to 30 Student parking permit spaces. In 2014, the City increased Student parking permit locations and spaces due to a substantial loss of onsite student parking spaces at Highland Park High School due to construction in the north student parking lot. Additional Student parking permit parking areas include the east side of First Street between McDonalds and the Shell Gas Station and the Moraine Park Lot. These parking areas are in close proximity to HPS. The Student parking permit was created to reduce occasions in which HPS students impact other area city parking lots while school is in session. During the 2016 year, a total of 91 Student parking permits were sold. This is an 85.71% increase from 49 Student parking permits which were sold in 2015. Student parking permits cost \$125 per semester and are available through the Finance Department. To be eligible for a Student parking permit, applicants must supply a copy of their driver's license, vehicle registration, proof of vehicle insurance and an "Alive at 25" certificate of completion. Alive at 25 is a National Safety Council program supported by the College of Lake County and School District #113. This voluntary highly interactive driver educational program is available for minors and young adults 16 to 24

years of age to improve their driving skills and take responsibility for their driving behavior. To register by telephone, call 847-543-2185.

Residents and staff report that many private property owners near Highland Park High School sell or lease parking to Highland Park High School Students for parking on their properties.

Summary of Accomplishments

During the fourth quarter of the 2015 year, Public Works began installation of upgraded Duncan Electronic parking meters in all City parking lots, Western Avenue, and Laurel Avenue parking metered spaces. These new parking meters are more reliable, less prone to jams and require an occasional battery replacement to maintain power to parking meter electronics. These parking meters only take quarters for payment. Installation of these upgraded electronic parking meters was completed in March of 2016.

During the 2016, the Ravinia Train Station North Lot was reconstructed with a number of improvements. This highly utilized parking lot received new asphalt and striping. There are 70 parking spaces and three accessible parking spaces in this lot. In addition, the Robert McClory Bike Path (Green Bay Trail) was re-positioned onto the west side parkway of St. Johns Avenue to separate vehicle, bicycle and pedestrian traffic within the Ravinia Train Station North Lot to increase safety.

During the 2016 year, the City Hall Hazel Lot was re-constructed with a number of improvements. Vehicle parking increased from 68 parking spaces to 75 parking spaces. Two marked motorcycle-only parking spaces were added in the south west portion of the parking lot. Improved LED light fixtures were installed, pedestrian enhancements added, landscaping improved, new striping installed and the parking stall surfaces are pervious to improve water drainage.

City staff has conducted an extensive on-going review of available parking in the business districts and Highland Park Train Station commuter parking lots. Signage in City parking lots has been improved to reflect parking lot designations as appropriate. This parking data has been incorporated into detailed GIS maps which are available to inform citizens via the City of Highland Park website at www.cityhpil.com. The Highland Park CBD Public/Private Economic Alliance (www.downtownhp.com) has also worked with City staff to create and distribute detailed parking maps to the public. City staff will continue to review City parking areas, work with other entities to advertise available public parking, and update the City web site as changes to parking lot designations are implemented.

Parking Citation Appeal Procedure

Parking citations are issued by trained and experienced police staff in accordance with established City code. The City code pertaining to parking ordinances can be viewed online at <http://www.cityhpil.com/DocumentCenter/Home/View/444>

The Police Department will only review parking citation appeal letters if the following circumstances apply:

- There was a corroborated medical emergency or issue
- There was a corroborated mechanical issue that led to the parking citation being issued (i.e. disabled vehicle, windshield replacement, defective meter, etc.)
- The parking citation was issued in error by the officer

All other parking citation appeals will be referred to court upon request, for proper adjudication.

Parking citation appeals are referred to an Administrative Hearing date, which will be held in Highland Park at City Hall (1707 St. Johns Avenue) or a Lake County Municipal Traffic Court Date, which will be held in Park City. Citizens found guilty of parking violations after an Administrative Hearing or Traffic Court may be assessed additional court fees.

Requests for an Administrative Hearing or Traffic Court date need to be submitted in writing to: City of Highland Park Police Department, Traffic Section, 1677 Old Deerfield Road, Highland Park, Illinois, 60035. Once a Hearing or Court date has been assigned, payment can no longer be accepted until the matter is adjudicated.

Subsequently, the matter must be settled by the Administrative Hearing or Court system.

Information on available City parking options is available on-line at

<http://www.cityhpil.com/Index.aspx?NID=2>.