



Department of Public Works

Jeffrey J. Mantes
Commissioner of Public Works

James P. Purko
Director of Operations

Report on the Implementation of Pilot Special Event-Parking Program

The Department of Public Works Commissioner was authorized and directed by Common Council file # 061333 to designate that certain special events participate in a pilot program relating to parking restriction associated with those events in May of 2007.

The Department responded by gathering data on the special events that had the largest impact on the central business district and other neighborhoods. A list of those events (attached) was presented to the Public Works Committee, along with a copy of a modified No Parking sign, indicating the exact time and day of the week that the parking restriction would be enforced. It was noted that the costs of producing the signs needed for the program would come out of the Parking Fund.

Report

Over 1,600 special event signs were fabricated that indicated the day of the special event, event start time, and an end time. In some cases the signs indicated an earlier start time in order for Parking Enforcement to tow cars on routes where bicycle races, parades and runs occur. The event specific signs were accompanied by plain meter hoods. Special Event Office staff modified the Special Event application form to include a box to be checked if the event required event specific signs.

The following events had event specific signs made:

- St. Patrick's Day Parade (downtown)
- Via Crucis
- Storm the Bastille (Bastille Days Run)
- Juneteenth Day Parade
- Memorial Day Parade
- Humboldt Park Bicycle race
- Labor Day Parade
- Al's Run
- Veteran's Day Parade

Additional signs were made for events when circumstances warranted.

DPW Sign Shop staff was instructed to remove the signs as soon as possible; in some cases signs were removed on the same day as the event. Parking operations staff removed meter hoods before 8:00 a.m. on the Monday following the event or the next day if the event was during the week. In some cases, when the event ended before the end of the day during the week, hoods were removed immediately.

The cost of implementing the pilot program was \$3,382, for the production of the time and day specific sign which came out of the Parking Fund. No additional costs were experienced. The Department doesn't anticipate additional future costs except for the maintenance of the signs if the pilot program becomes permanent.

During the implementation of the pilot program, Department staff requested and required that the organizations send letters to all properties on the impacted route of their event with information of the dates and time that parking restriction would be enforced. The Department also listed any street closures on the Department's website under Street Projects.

The Parking Enforcement Section reported that the routes were cleared earlier and less ticketing and towing occurred. They also stated there was a 20% drop in complaints.

The Department of Public Works does not anticipate the need to raise permit fees as a result of this pilot. A review of all special event fees occurs every two years. It is recommended that the pilot program becomes standard practice for implementing special events in the public-right-of-way.