



Nicholas Navin  
*Parking Director*

MEMORANDUM

TO: Eileen M. Donoghue, City Manager *EMD*

FROM: Nicholas Navin, Parking Director

SUBJECT: Council Motion of 8/14/18 by Councilor Cirillo  
Request City Manager to have proper department install signage of updated parking rates replacing the old signage in the Parking Garages

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As of 8/14/18 all rate signage had been updated to communicate the new rates. From June 13<sup>th</sup> when the rates were passed to June 21<sup>st</sup> the Parking Department had ordered signs to replace the old ones, and all but the newly requested monthly rate signs were delivered and installed by the time the new rates went into effect. To supplement the lack of these monthly rate payer signs during our wait we created and installed 8 ½" x 11" monthly rate payer notices in all garage offices, and on the equipment people use to enter, exit, and pay at the garages. We also sent out a mailing of 2,800 notices to downtown residents informing of the rate increase, posted updated rate information on the front page of our department website, and we included notice in all of our bills we issued in June and July.