

Memorandum

REPORT TO: Transportation Board

FROM: Nic Focken, Parking Manager
Ben Bailey, Neighborhood Services and Code Compliance Program Manager

SUBJECT: Amending the Parking commission by-laws for the appointment of alternates to the Administrative Review Board.

MEETING DATE: September 24, 2025

AGENDA ITEM TYPE: Resolution

RECOMMENDATION: Amend the Parking commission by-laws for the appointment of alternates to the Administrative Review Board.

STRATEGIC PLAN: 1.3 Public Agencies Collaboration: Foster successful collaboration with other public agencies and build on these successes.

BACKGROUND: The Transportation Board, acting as the Parking Commission, has established an Administrative Review Board to serve as the second level of appeal for decisions made by the Parking Department. This board is currently composed of three (3) members of the Transportation Board, with no alternates designated. This amendment adds the option to appoint up to two (2) alternates who may serve on the Administrative Review Board as needed.

UNRESOLVED ISSUES: If this amendment is not adopted, the review board will have no alternates.

ALTERNATIVES: Per the Transportation Board

FISCAL EFFECTS: None

Attachments:
[TAB Resolution ARB Alternates.pdf](#)

Report compiled on: September 16, 2025