



CITY OF IOWA CITY COUNCIL ACTION REPORT

November 3, 2025

Ordinance amending Title 9, entitled “Motor Vehicles and Traffic,” Chapter 5, entitled “Parking Meter Zones and Parking Lots,” Section 6, entitled “Penalties; Parking Tickets,” to provide for an updated and streamlined process to appeal parking tickets and Chapter 9, entitled “Towing and Impoundment Procedures,” Section 4, entitled “Impoundment for Accumulated Parking Violations,” to increase the amount of accumulated parking fines that result in adding a vehicle to the impound list from \$50.00 to \$150.00. (First Consideration)

Prepared By:	Curtis Brenton, Operations Supervisor
Reviewed By:	Darian Nagle-Gamm, Director of Transportation Services Jennifer Schwickerath, Assistant City Attorney
Fiscal Impact:	N/A
Staff Recommendation:	Approval
Commission Recommendations:	N/A
Attachments:	Ordinance

Executive Summary:

The proposed ordinance amendments are intended to update and streamline the process for the administrative review of parking violations. It is anticipated that the changes will increase the efficiency of the process.

The proposal would decrease the time window for a customer to request administrative review from the City from 20 days to 7 days. Reviews of violations that cite one or more reasons published on the City's website will be conducted by Transportation Services staff, typically a customer service representative under management oversight. All other reviews will be handled by the City Manager or their designee, typically a Transportation Services supervisor.

The proposal would introduce a 10-day window for customers unsuccessful in the City administrative review to appeal the matter in magistrate court as a simple misdemeanor.

The proposal includes raising the threshold for unpaid parking tickets and ramp fees that result in a vehicle being added to the impound list from \$50.00 to \$150.00. Additionally, vehicle unlock fees would be removed, as these fees are no longer assessed.

Background / Analysis:

There is a significant backlog with the current process for administrative review of parking tickets, and it is anticipated that these changes will provide for a more efficient, staff and customer friendly process.

The current process in 9-5-6 requires a three member panel to include the parking supervisor, a member of the police department, and one other City staff member to conduct the administrative review. Changing the process to allow for one Parking Department staff member to conduct the administrative review would improve response times to customers and decrease staff time.

The administrative review of parking tickets submitted with the following explanations would be reviewed by Transportation Services Staff.

- Lack of knowledge of parking regulations
- Other vehicles were parked improperly and were not cited
- Customer has never been cited before for similar offenses
- Only parked illegally for a short period of time
- Commercial vehicle with no signage shown
- Class/appointment ran late
- Ride share or delivery vehicle (e.g. Uber or DoorDash)
- Inability to pay the amount of the citation issued
- Inclement weather
- Operation of vehicle by another person
- Untimely (administrative review requested after 7 days from the issuance of the ticket)

The administrative review of parking tickets submitted with an explanation not listed above would be reviewed by the City Manager or the City Manager's designee.

Information on how to request an administrative review of a parking ticket would continue to be provided on the parking ticket and customers can request an administrative review through the online portal on the City's website or on a form downloaded from the City's website or picked up at the Parking Office.