



MEMORANDUM

TO: Mayor Laurel L. Prussing and Members of City Council
FROM: William R. Gray, Public Works Director
Elizabeth S. Beaty, Administrative Services Manager
DATE: September 11, 2014
RE: Validation of Parking Tickets in Lot 10A North

In response to questions and concerns raised at the Monday, September 8, 2014 Committee of the Whole meeting regarding the validation of parking tickets for those who patronize the Lincoln Square Village, the following process will be followed:

- If a patron receives a ticket, a slip of paper will be inside the envelope explaining the process for having the ticket validated.
- The patron must return to the participating Lincoln Square Village shop where they conducted business.
- The shop validates the slip using a stamp purchased by the shop.
- The patron places the slip inside the ticket envelope and returns the envelope to one of the locations listed on the envelope of the ticket.

Lincoln Square Village shops wishing to participate should contact the Finance Department to determine how the shop will be handling the validation of tickets. Staff will discuss this process with the Lincoln Square Management Office so they can notify the shops of the program.

The rate for the meters will be \$.25 per hour with a two-hour limit. Metered parking will be in effect from 8:00 a.m. to 5:00 p.m., Monday through Friday.