



MEMO

To: Steve Schainker

From: Corey Mellies, Fleet Director

Date: June 10, 2024

Subject: Utility Payments Drop Box

At the April 23, 2024, City Council meeting, Council referred a request for a memo confirming if the Utilities Payment Drop Box meets ADA requirements and information relating to vehicle accessibility at the pull-in parking space.

With the construction of the Steven L. Schainker Plaza the drop box was temporarily relocated to the west lot from its previous place in a pull-through lane in front of City Hall. Once the construction of the speed table, and angled parking in front of City Hall it was placed in a permanent pull-in spot. With the angled parking the City gained ten metered spaces, two handicap spaces and the designated drop box space. All the metered spaces allow for a free ten minutes of parking.

Regarding the question of ADA accessibility, the current payment drop box was not designed for ADA access as it was designed for vehicles only. Since the person is already in a vehicle there is no other accommodation to make for ADA access.

For those with disabilities, the City offers multiple other options including: 1) parking in front of City Hall and paying at the Utility Customer Service counter accessed through an ADA compliant door, 2) paying online, or 3) setting up an auto-pay account through a bank account. All these options also now allow for using credit cards for payment.

In regards to the height, the current box is constructed at a height to accommodate multiple vehicles to make payments. This can make it more difficult for vehicles that are either taller or shorter than the box's fixed height. Due to the construction of the Steven L. Schainker Plaza and the relocation of the previous drop box, the only way to eliminate concerns about the change in the drop-off location would be to locate the drop box at a different

location. One possibility is to relocate the box to the western side of the west City Hall parking lot.