

Parking Advisory Committee

City of Leavenworth
Council Chambers / Zoom Conferencing
3:00 PM - 4:30 PM
July 9, 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/86181018473?pwd=SFJUNHJpNlIOWXhhLzRETGp4QWVs2QT09>

Meeting ID: 861 8101 8473

Password: 756039

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

Members:

Kayla Applebay
Michael Bedard
Lyman/Jesse Boyd
Mia Bretz
Jean Dawson
*Anne Hessburg
Momi Palmieri

Agenda Items:

1. Meeting Notes Review from June 18, 2020
2. Review Work Plan – Parking Meter Project
3. Community Outreach Discussion – Decision to procure consultant / RFP
4. Parking Coordinator Job Description – Decision to approve
5. Paid Meters / Projekt Bayern
6. Determine future meeting dates and agenda items.
7. Adjourn

Upcoming Agenda Items:

- Cascade Medical Center Agreement
- Staffing – a job description – when to start / end advertising
- Work on Pricing options – how many categories and price for each
- Public Education/Outreach
 - a. - When? What?
- Review details Employee Parking Options Information
- Review Residential Parking Permit Plan Code Amendment
 - a. Final Review and Recommendation
- Added Capacity
 - a. Parking Structure
 - b. Shuttle Expansion
- Front Street Park Master Plan
- DOT Lot improvements (Minimum)
 - a. Costs

Parking Advisory Committee

City of Leavenworth Council Chambers
Zoom Conferencing
3:00 PM - 4:30 PM
June 18, 2020

Meeting Notes:

Chair Anne Hessburg began the meeting at 3:00 PM. All members were in attendance except Mike Bedard and Mia Bretz.

City Administrator Ana Cortez and Sue Cragun were in attendance.

Meeting Notes Review – June 4, 2020

All members approved the June 4, 2020 Meeting Notes.

1. Parking Work Plan

Ana Cortez addressed the work plan, which includes a task list, responsible party, and timeline for completion. Committee needs to determine whether to hire a consultant to roll out information and education campaign, or use another approach.

2. Parking Rate Structure

- On street parking at meters will be more expensive than surface lot parking
- Tiered rate structure; rate will increase each hour, following the initial 3 Hr. limit
- Time limit allows turnover
- Signage: Economy Parking, Long Term Parking, decals on meters
- Cap on meter pricing, regardless of time of year or festival season
- ADA stalls no fee; includes street and surface lot stalls
- Parking Citation; daily maximum price plus 20%; starts at \$50
- Early bird option; 7:00 AM – 10:00 AM, only holiday event
- Parking meter hours of operation; 9:00 AM – 6:00 PM weekday, 9:00 AM – 8:00 PM weekend

3. Review Anchor Specs from IntegriTech

IntegriTech Engineer Aaron Schmidt addressed the specifications for the parking meter anchor installation portion of the project. He addressed the work schedule; 20 days for construction, September 8 – October 1, 2020. On street work will take place on weekdays. Surface lot work will take place on weekends. P1 and P2 are first priority. Aaron Schmidt will be the Project Manager, overseeing the full project. Ana Cortez will provide communication to Public Works.

Members:

Kayla Applebay
Michael Bedard
Lyman/Jesse Boyd
Mia Bretz
Jean Dawson
*Anne Hessburg
Momi Palmieri

4. Right-of-Way Question

Will use irregular ROW for ADA parking spaces. Aaron Schmidt will provide accurate inventory of current ADA spaces.

5. Other

None.

6. Determine future meeting dates and agenda items

Discussion will include community outreach, residential parking, MOU for hospital and WSDOT, and Parking Coordinator job description. Next meeting on July 2, 2020 at 3:00 PM

7. Adjourn

Respectfully submitted,

Sue Z. Cragun
Executive Assistant
City of Leavenworth

DRAFT

DOWNTOWN PARKING METER PROJECT

Select a period to highlight at right. A legend describing the charting follows.

NUMBER OF MONTHS TO COMPLETE TASK

Period Highlight: 18

Plan Duration Actual Start % Complete Actual (beyond plan) % Complete (beyond plan)

LEAD

1 = JANUARY, 2 = FEB AND SO ON

ACTIVITY

PLAN START

PLAN DURATION

ACTUAL START

ACTUAL DURATION

PERCENT COMPLETE

PERIODS 1 = Jan

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

PROJECT MANAGEMENT						
LEAD	ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
IT	Anchor Installation Design	5	1	5	1	95%
IT	Sensor Installation Coordination	7	1	7		0%
SUE	Temporary construction easment: Hospital Property	6	1	6		50%
Ana	Amend Parking Agreement: Hospital Property	8	1			0%
Ana	Special Use Permit review for future: Stein	7	1	7		0%
IT	Project Management - Contract docs and change orders	6	6	6		20%
IT	Interlocal Agreement with DOT re: Meters on Hwy 2	6	1	6		90%
IT	ADA parking analysis and integration of ROW issues	6	2	6		75%
DONE	Bidding: installation/ Civic Smart	1	1	1	1	100%
INSTALL PHASE						
	Phase 1: 22x meters					
CS	Step 1: underground sensors	9	1	0	0	2%
CS	Step 2: underground anchor	9	1	0	0	0%
CS	Step 3: upper poles	9	1	0	0	0%
CS	Step 4: meter housing	9	1	0	0	0%
CS	Step 5: gateway	9	1	0	0	0%
CS	Step 6: sidewalk component	9	1	0	0	0%
PW	Signage: Economy + Long Term + Fines + App					0%
PW	ADA: PAINT + SIGN + RAMPS + SPECS	9	1	0	0	44%
EMPLOYEE PARKING						
PW	West Lot (AKA DOT): Prep	7	2	0	0	12%
PW	West Lot: completion	8	1	0	0	5%
Ana	West Lot: Shuttle ??? (ask Mia; we have 2)	7	1			0%

TITLE: Code Enforcement (Parking)

Summary:

To actively support and assist the City of Leavenworth's goals related to quality of life and resident experience. Performs a variety of duties related to enforcement of City Code, including but not limited to business licenses, animals, health and safety, vehicles and traffic, street, sidewalks, public property, water and sewer, development standards, building and construction, environment, subdivisions and development.

Scope of Responsibility:

This position will be responsible for all aspect of enforcing the City of Leavenworth's Code. This position will impact the quality of life of residents and visitors. Positions in this classification may focus on one or more elements of the city's code including but not limited to those listed above. This position will report to the City Administrator or the person assigned by the City Administrator.

This classification may be focused on more than one municipal code.

Essential Functions:

1. Performs code enforcement/control as needed by special events or needs.
2. Patrols assigned area on foot and/or in a vehicle to enforce city ordinances.
3. Investigates reports and complaints regarding code violations.
4. Issues warning and citations for failure to comply with pertinent city ordinances.
5. Prepares and maintains records and reports on violations and actions including a daily log of activities.
6. Appears, testifies and presents evidence in court as required by summons and/or subpoena.
7. Promotes community relations by routinely communicating with merchants, citizens and tourists.
8. Assists other City departments at the direction of shift supervisor.
9. Adheres to safe work practices and procedures.
10. Responds to, investigates, and documents non-emergency calls for service including, but not limited to: lost/found property, minor thefts, and animal control incidents.
11. Assists the general public, provides directions and responds to questions and inquiries, relays on-site requests for assistance.
12. Reports hazardous vehicles, expired registrations, suspicious incidents and individuals, traffic accidents, and other occurrences to the police department staff.
13. Contributes to effective city operations by performing other duties as assigned.
14. Other duties as assigned.

Knowledge of:

- Equipment and tools used in enforcement activities.
- Public relations principles and techniques.
- Occupational hazards and standard safety practices.
- Comfort with software or ability to learn new technology.
- City Code.

Ability to:

- Patrol city streets and issue citations in a manner that promotes positive interaction with merchants, citizens and visitors.
- Establish and maintain cooperative work relationships with those contacted in the course of work including City staff and the general public.
- Learn and retain applicable state and city laws, ordinances, codes and regulations.
- Operate motor vehicles in a safe manner.
- Respond to requests and inquiries from the general public.
- Work effectively in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Any combination of education and experience equivalent to an AA, (Four year degree preferred), experience in a customer service related field desirable. Ability to learn related software and telephone apps.

Training:

Additional specialized training may be provided.

License or Certificate

Possession of an appropriate valid Washington driver's license.

Background Check

Ability to pass a police background check.

Working Conditions:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines. The noise level in the work environment is usually moderate.

Special Requirements:

- Possession of a valid Washington State Driver's License (or ability to obtain) and a driving record free of significant moving violations.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

The City of Leavenworth is an equal opportunity employer.

**CITY OF LEAVENWORTH
JOB DESCRIPTION**

TITLE: Parking Enforcement Officer and Technician

POSITION SUMMARY:

To actively support and assist the City of Leavenworth to maintain traffic control in the City. Performs a variety of duties including directing vehicle and pedestrian traffic, enforces City parking ordinances and parking related state statutes; coordinates assigned activities with other city departments and outside agencies and performs related work as required. Will hold no arrest powers.

Parking Essential Functions:

1. Performs traffic and pedestrian control in designated area, at special events, and other areas of the city.
2. Patrols assigned area on foot and/or in a vehicle to enforce parking and related traffic ordinances.
3. Investigates reports and complaints regarding parking violations.
4. Issues warning and citations for failure to comply with pertinent parking ordinances.
5. Prepares and maintains records and reports on violations and actions including a daily log of activities.
6. Appears, testifies and presents evidence in court as required by summons and/or subpoena.
7. Promotes community relations by routinely communicating with merchants, citizens and tourists.
8. Assists other City departments at the direction of shift supervisor.
9. Adheres to safe work practices and procedures.
10. Responds to, investigates, and documents non-emergency calls for service including, but not limited to: lost/found property, minor thefts, and animal control incidents.
11. Assists the general public, provides directions and responds to questions and inquiries, relays on-site requests for assistance.
12. Reports hazardous vehicles, expired registrations, suspicious incidents and individuals, traffic accidents, and other occurrences to the police department staff.
13. Contributes to effective city operations by performing other duties as assigned.
14. Other duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Equipment and tools used in parking enforcement.
- Public relations principles and techniques.
- Occupational hazards and standard safety practices.
- Comfort with parking software or ability to learn.

Ability to:

- Patrol city streets and issue citations in a manner that promotes positive interaction with merchants, citizens and visitors.
- Establish and maintain cooperative work relationships with those contacted in the course of work including City staff and the general public.
- Learn and retain applicable state and city laws, ordinances, codes and regulations.
- Operate motor vehicles in a safe manner.
- Respond to requests and inquiries from the general public.
- Work effectively in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Any combination of education and experience equivalent to a high school diploma or general education degree (GED), experience in a customer service related field desirable. Ability to learn parking related software and telephone apps.

Training:

Additional specialized training may be provided.

License or Certificate

Possession of an appropriate valid Washington driver's license.

Background Check

Ability to pass a police background check.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical Requirements:

- Ability to perform moderate physical work and to lift and carry up to 25 pounds regularly and occasionally 50 pounds.
- Ability to stand, climb, kneel, twist, ride, pinch, pick, reach, grab, walk, sit, bend, crawl, push, pull, and perform a variety of similar body movements.
- Possess hand/eye/foot coordination adequate to use personal protective devices, office equipment and computer, and operate an automobile and bicycle.
- Ability to see and read instructions, codes, regulations, ownership documents and characters on a computer screen and to observe parking violations.
- Ability to work in a variety of weather conditions.
- Ability to stand, walk, bend or squat for long periods of time.
- Develop, implement, and administer goals, objectives and procedures.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned

duties and responsibilities.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines. The noise level in the work environment is usually moderate.

Environmental Conditions:

Possible exposure to traffic noise, blowing dust, vehicle fumes and inclement weather

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

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