

# Parking Advisory Committee

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City of Leavenworth  
Council Chambers / Zoom Conferencing  
3:00 PM - 4:30 PM  
July 23, 2020

## Join Zoom Meeting

<https://us02web.zoom.us/j/81010353018?pwd=ZFZ3NzIYcDdRMG9uR3NGQjY0S05LQT09>

**Meeting ID:** 810 1035 3018

**Password:** 822640

Dial by your location

+1 253 215 8782 US

Find your local number: <https://us02web.zoom.us/u/kdTsx82Jl>

## Members:

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

## Agenda Items:

1. Meeting Notes Review from July 9, 2020
2. Review Work Plan – Parking Meter Project – *Aaron Schmidt*
  - a. Tasks overdue
  - b. Tasks coming up next month
3. Determine future meeting dates and agenda items.
4. 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
- 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

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

## Meeting Notes:

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

City Administrator Ana Cortez and Sue Cragun were in attendance.

### Members:

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

## 1. Meeting Notes Review – June 18, 2020

All members approved the June 18, 2020 Meeting Notes.

## 2. Review Work Plan – Parking Meter Project

- Parking meter color will be Gun Metal Gray.
- Aaron Schmidt will address Change Order No. 2 with Civic Smart.
- Aaron Schmidt will address Right of Way issues.
- Sri Somanchi will share decals with Aaron Schmidt.
- MOU for Cascade Medical Center – in process.

## 3. Community Outreach Discussion – Decision to procure consultant / RFP

- Do not use public relations firm.
- Public education will begin with a subcommittee; need to determine date and time.
- Public Education Topic: Employee Parking & Rates.

## 4. Parking Coordinator Job Description – Decision to approve

- Begin recruitment process for Parking Coordinator position based on the Code Enforcement job description.

## 5. Paid Meters / Projekt Bayern

- Begin charging for parking when installation is complete; Roll out in September, 2020.
- Modulate with pricing.

## 6. Determine future meeting dates and agenda items

Next meeting on July 23, 2020 at 3:00 PM

## 7. Adjourn

Respectfully submitted,  
Sue Z. Cragun, Executive Assistant  
City of Leavenworth

\*CHAIRPERSON



LEAD

1 = JANUARY, 2 = FEB AND SO ON

PERCENT COMPLETE

PERIODS 1= Jan

ACTIVITY (RED = DISCUSSION NEXT MEETING)

PLAN START

PLAN DURATION

ACTUAL START

ACTUAL DURATION

PERCENT COMPLETE

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

Comte	Verra Mobility decision	7	1	7	1	100%
Ana, Comte	Rate structure finalized	6	2	6	2	75%
Ana	Amend Parking Agreement: Hospital Property	15	1	15		0%

**INSTALL PHASE**

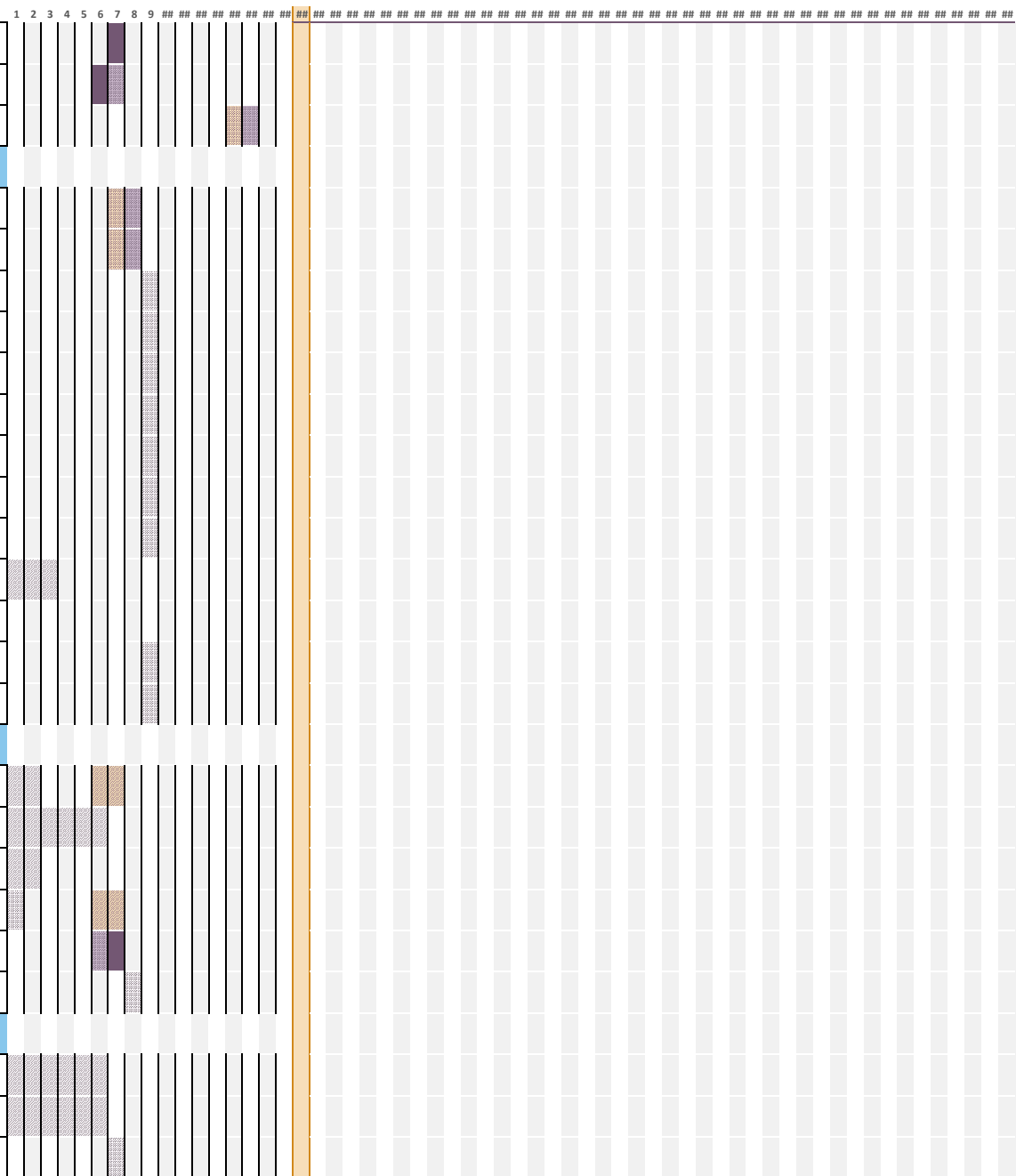
PW	Paint stall dividers on Hwy 2	8	1	8		0%
PW	Paint new ADA stalls	8	1	8		0%
CS	Phase 1: 198 dual + 28 single = 226 meters = 424 paying on-street stalls	9	1			0%
CS	Step 1: 805 underground sensors, lots and on-street	9	1			0%
CS	Step 2: underground anchor	9	1			0%
CS	Step 3: upper poles	9	1			0%
CS	Step 4: meter housing	9	1			0%
CS	Step 5: gateways	9	1			0%
CS	Step 6: 4 kiosks	9	1			0%
PW	Kiosk Location Prep Work?	1	3	??		0%
CS	Phase 2: 6 kiosks					
PW	Signage: Economy + Long Term + Fines + App	9	1			0%
PW	ADA: Paint, Signs, Ramps, Specs	9	1			0%

**EMPLOYEE PARKING**

Ana	IDENTIFY CREDITS TO BE HONORED FOR BUSINESSES THAT PAID FOR PARKING PRIOR TO METER ROLL OUT	1	2	7		0%
Comte	Develop employee parking plan	1	6	??		0%
Comte, ComDev	Prepare code amendments	1	2	??		0%
Ana	West Lot: Shuttle ??? (ask Mia; we have 2)	1	1	7		0%
PW	West Lot (AKA DOT): Prep	6	2	7		12%
PW	West Lot: completion	8	1			5%

**RESIDENTIAL PARKING**

Comte	Committee provides policy framework for revised code: what, where, how, how much	1	6	??		0%
Comte	Community engagement/dialogue	1	6	??		0%
Legal	Legal drafts code revisions: 10.8	7	1			5%



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	ACTIVITY (RED = DISCUSSION NEXT MEETING)	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	PERIODS															
							1= Jan	2= Feb	3= Mar	4= Apr	5= May	6= Jun	7= Jul	8= Aug	9= Sep	10= Oct	11= Nov	12= Dec				
Comte	New code is presented to Council + adoption	8	1			5%																
Comte	Community education and outreach	8	1			0%																
<b>CAPACITY BUILD UP</b>																						
Ana	Rename lots	2	1	7		0%																
Ana	Job Description	6	2	7		25%																
Ana	Recruit	7				0%																
Ana	Hire	8				0%																
Ana	Train and on-board	9	0	0	0	5%																
<b>EDUCATE</b>						5%																
Sub comte	Communications Plan presented to Committee: Rates + Hours + residential parking + parking inventory	8	2	0	0	5%																
Sub comte	Communications plan presented to council	7	1	0	0	5%																
Sub comte	Focused discussion with residents	8	6	0	0	5%																
Sub comte	Focused discussion with merchants	8	6	0	0	5%																
Sub comte	Focused discussion with interest groups	8	6	0	0	5%																
Sub comte	Soft roll out???	?	0	0	0	5%																
	PARKING METER ROLL OUT: Oktoberfest or Xmas	12	6	0	0	5%																

**PARKING LOT RATE STRUCTURE: NO OVERNIGHT PARKING ALLOWED. \$50/FINE**

DEMAND	HRLY RATE	MAX PER DAY	PER MONTH COST	HRS OF OP	CITATION	PARKING LOT
A	\$ 3.00	\$ 30.00		7:00 A.M - 3:00 A.M.	\$ 50.00	High Demand: Holiday, Festival, Prime Weekend
EARLY BIRD A	\$ 3.00	\$ 25.00		ENTER BEFORE 10 A.M.	\$ 50.00	High Demand: Holiday, Festival, Prime Weekend
B	\$ 1.75	\$ 17.50		7:00 A.M - 3:00 A.M.	\$ 50.00	Regular Weekend
C	\$ 1.25	\$ 12.50		7:00 A.M - 3:00 A.M.	\$ 50.00	Regular Weekday
D	\$ 1.00	\$ 10.00		7:00 A.M - 3:00 A.M.	\$ 50.00	Low Demand Weekday
E	\$ -	\$ -				No Fee
CMC	\$ -	\$ -	\$ 30.00	REG HOUR 8-5		8-5 FOR CMC ONLY
RV PARKING		\$ 30.00		7:00 A.M - 3:00 A.M.	\$ 50.00	WEST LOT

**STREET METER STRUCTURE**

DEMAND	HRLY RATE	MAX PER DAY: 3 HRS	PER MONTH COST	HRS OF OP	CITATION	PARKING LOT
A	\$ 3.50	\$ 10.50		9:00 A.M.- 8:00 P.M	\$ 50.00	High Demand: Holiday, Festival, Prime Weekend
B	\$ 3.00	\$ 9.00		9:00 A.M.- 8:00 P.M	\$ 50.00	Regular Weekend
C	\$ 2.50	\$ 7.50		9:00 A.M.- 6:00 P.M	\$ 50.00	Regular Weekday
D	\$ 2.00	\$ 6.00		9:00 A.M.- 6:00 P.M	\$ 50.00	Low Demand Weekday
E	\$ 1.50	\$ 4.50		9:00 A.M.- 6:00 P.M	\$ 50.00	No Fee?
CMC			\$ -	REG HOURS 8-5		8-5 FOR CMC ONLY

## CODE ENFORCEMENT OFFICER FOR PARKING AND DEVELOPMENT SERVICES

Thursday-Monday Position.

SALARY \$4,631-\$5,063/month



### WE SEEK AN INDIVIDUAL THAT WILL:

Actively support and assist the City of Leavenworth with traffic control and development enforcement services. This position performs a variety of code enforcement duties with a main focus on directing vehicle and pedestrian traffic, enforcing City parking ordinances and parking related state statutes; coordinating assigned activities with other city departments and outside agencies and performing related work as required. Will hold no arrest powers.

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### WHY WORK FOR THE CITY OF LEAVENWORTH?

The City of Leavenworth is a small town with a mid-size city dynamic. As a destination, Leavenworth comes alive Thursday through Mondays. This position is ideal for a person interested in land use, planning, code enforcement, public relations, conflict resolution and community building. This position is also ideal for a person interested in being out and about, interacting with the public and outdoors. Furthermore, the City seeks a person interested in growing professionally in an energetic city where he/she/they can learn multiple elements of municipal government and be part of a tight knit city team that values professional development and mentoring. ***The City of Leavenworth is an equal opportunity employer and it actively seeks individuals who bring different perspectives and unique personal stories.***

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## **PARKING CODE ENFORCEMENT DUTIES**

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.

Interpret municipal code.

## **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.

FIRST REVIEW OF APPLICATIONS WILL BE ON 8/17/20. OPEN UNTIL FILLED. SUBMIT RESUME AND SUPPLEMENTAL INFORMATION TO [ACORTEZ@CITYOFLEAVENWORTH.COM](mailto:ACORTEZ@CITYOFLEAVENWORTH.COM) SUBJECT: JOB APPLICATION

SUPPLEMENTAL INFORMATION: (please limit each response to no more than half a page, font size 12- total number of pages for all three

- 1- Why are you interested in enforcing parking regulations in Leavenworth?
- 2- Why are you interested in working for local government?
- 3- Why should we hire you? Are there gaps in employment and/or other explanations you wish to provide?

Any combination of education and experience that demonstrates knowledge with municipal code or similar framework in the private sector or academia will be accepted. Ability to learn related software is a must - evidence of familiarity with land use, GIS, parking software OR any other similar software/app is desired. Possession of an appropriate valid driver's license is a must.

Selected candidates will be subject to a background check.

Individuals with criminal records will be considered and will not be excluded from employment.