

# Parking Advisory Committee

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

## Join Zoom Meeting

<https://us02web.zoom.us/j/84500423577?pwd=Z3VBSmxwRmViUTlraeUxoZzNvOTI2dz09>

**Meeting ID:** 845 0042 3577

**Passcode:** 457890

## Dial by your location

+1 253 215 8782

Find your local number: <https://us02web.zoom.us/j/kc5VcLoCAa>

## Members:

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

## Agenda Items:

1. Meeting Notes Review from August 6, 2020
2. Public Forum: August 20, 2020
  - a. Note review
  - b. Debrief
  - c. Schedule forum #3
3. Review Work Plan – Parking Meter Project
  - a. Overview of meter and sensor locations- Civic Smart
  - b. Overview of meter installation timeline- Civic Smart
4. Determine future meeting dates and agenda items.
5. 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  
August 6, 2020

## Meeting Notes:

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

City Administrator Ana Cortez and Sue Cragun were in attendance.

<u>Members:</u> Kayla Applebay Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Momi Palmieri VACANT POSITION
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## 1. Meeting Notes Review – July 23, 2020

All members approved the July 23, 2020 Meeting Notes.

## 2. Review Work Plan – Parking Meter Project

### a. Tasks Overdue

- Kiosks installed back to back in P1, P2, P3, P4, and West Lot; may need building permit and design review if changes are made to existing structure
- Finalize insurance requirements for all onsite subcontractors – Brad Magee
- PayByPhone and ParkMobile meetings to be scheduled – Brad Magee
- Finalize paperwork with Flowbird – Brad Magee
- Project schedule – Sri Somanchi
- Notice to proceed on hold
- Further clarification on battery warranty – Civic Smart
- Shipping location at Tom Lin’s facility – Public Works
- Citation mock up needs to be clarified prior to next meeting
- Finance Department oversees collection processes for unpaid citations

### b. Tasks Coming up next month

- Employee Parking Program: Use brochure previously approved by the committee.
  - Expand employee pilot parking program and smart card use
- Link Shuttle: Currently running with 2 shuttles every 15 minutes
- West Lot: Phase 1 grading and striping has been completed and will open on 8/7/2020

- Residential Zone Parking Program: Reviewed draft code language in detail.
  - 1<sup>st</sup> permit no charge, 2<sup>nd</sup> permit \$25, 3-4 permits \$50 each; annually
  - Temporary Permits may not be available year round; fine for fraud
  - District remains in place until removal is requested
  - Permits expire in one year, no automatic renewal
  - \$25 permit transfer fee
  - Parking survey will not be conducted during festival/event weekends
  - Language was removed from the draft code to simplify the process of implementing the Residential Zone Parking Program
- Community Outreach:
  - Regular Parking Advisory meeting on the 1<sup>st</sup> Thursday; public forums at 6:00 PM on the 3<sup>rd</sup> Thursday; monthly
  - Community Outreach on August 20, 2020 at 6:00 PM
  - PowerPoint Presentation; present information first, Q&A second
  - Address paid and timed parking meter program
  - Discuss proposed rates with community
  - Address residential zone parking; parkers will look for free parking in residential neighborhoods
  - Employee parking program; paid and unpaid locations
- Code Enforcement / Parking Job Description:
  - Job description is currently under review by the Union

### 3. Determine future meeting dates and agenda items

- Next regular meeting on September 3, 2020 at 3:00 PM
- Community Outreach / Zoom on August 20, 2020 at 6:00 PM

### 4. Adjourn

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

PAID PARKING PUBLIC FORUM  
DATE: 8/20/2020  
TIME: 6:00-7:30 P.M  
LOCATION: ZOOM

#### DISCUSSION #1- PAID METERS/ PAID LOTS

Key points presented by Councilwoman Hessburg.

- Activation date to be determined later. Due to COVID less of an option in December.
- Smart meters technology has ability to change rates and times as desired.
- Current framework will be adjusted according to feedback in public forums and actual data.
- Rate structure designed by L. Boyd who has extensive experience operating paid parking. It reflects demand for parking spaces and it is cyclical.
- Rate structure seeks to reduce chronic parkers and incentivize stall turn over.
- A grace period will be included. Actual time is yet to be determined.
- Enforcement will be included in the roll out strategy.

Community questions/comments:

1. Grace period is good.
2. Rate changes may be confusing/ parking will be paid via credit card/APP so the payment will be automatic.
3. Data driven actions should lead to better decision.
4. Meters will be covered until program is ready to start/ no payments will be accepted.
5. On demand rates are a good idea.

#### DISCUSSION #2- RESIDENTIAL PARKING

Key points presented by Councilwoman Hessburg.

- Proposal addresses added pressure on neighborhood parking due to meters and paid lots.
- Proposed structure offers opt in option. It is not mandatory.
- 60% of users in a parking district will need to agree to opt in.
- Unpermitted vehicles may park up to 2 hours without penalty.

Community questions/Comments

1. Church goers will have time to attend services without permits.
2. Problem areas may include Commercial
3. Management of downtown parking through enforcement is imperative/ City will hire code enforcement.
4. Enforcement may also take place in residential districts.
5. Hotline will be available to report infractions.
6. Concerns with fee required to opt in.
7. Concerns with inequity for households who can't afford to buy permit or opt in.
8. Concerns with equity with districts that are larger and thus pay less per household to opt in.
9. Concerns with financial hardship.
10. Concerns about guests attending events in parking district.
11. Parking district is an opt in option. Does not require voters to approve.
12. Link shuttles should be part of paid parking roll out.

DISCUSSION #3- EMPLOYEE PARKING
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Key points presented by Councilwoman Hessburg.

- Reserved parking is available.
- Many spots throughout the City: 200-250 spots.

Community questions/comments:

1. Employee parking should start prior to 7:00 am
2. There should be no fee prior to 7 a.m. in parking lots. No fee prior to 9:00 in street meters.
3. There is more ADA parking under this program.
4. The revenues from paid parking cover costs.
5. Currently no further discounts are being offered.
6. Shuttle services will be considered.
7. Residential costs should be passed to downtown parking.
8. Advertise shuttle through LAP
9. Promotion is imperative.
10. Hire code enforcement asap

# 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: #

Plan Duration

Actual Start

% Complete

Actual (beyond plan)

% Complete (beyond plan)

LEAD

1 = JANUARY, 2 = FEB AND SO ON

ACTIVITY (RED = DISCUSSION NEXT MEETING)

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

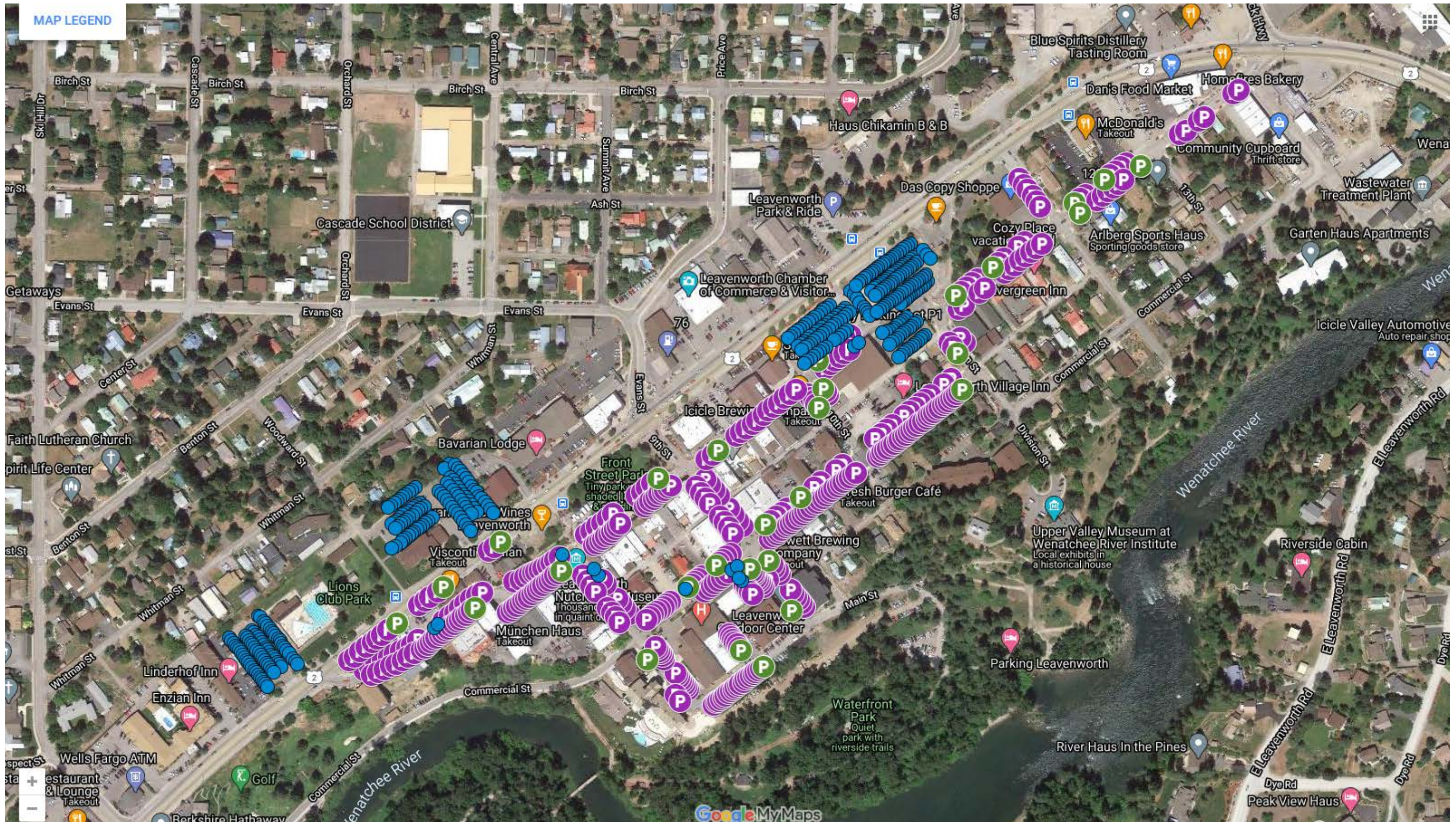
			PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	PERIODS
1	IT	Sensor installation locations tallied, recorded	1	1	7	1	100%	
2	IT	Kiosk installation locations tallied, recorded	1	1	7	1	100%	
3	IT	ADA parking analysis	1	1	7	1	100%	
4	IT	Right of Way issues resolved	1	8	7	1	100%	
5	IT	Anchor installation design, tallied, recorded	1	1	5	3	100%	
6	IT	Interlocal Agreement with DOT re: Meters on Hwy 2 goes to council - 8/25/20	1	1	6	1	90%	
7	ANA	Temporary construction easement: Hospital Property. Sent out 8/13/20	8	1	8	1	50%	
8	Comte, Legal	RFP, Contractor Selection	2	1	2	1	100%	
9	CS	Get insurance from subs that will be onsite	9	1	9		25%	
10	IT, Legal	Notice of Award - No longer required, per atty	2	1	7	0	100%	
11	CS	Retainage preference from CS?	2	1	7	1	100%	
12	CS	Project Schedule. SRI WILL SEND TO ANA TODAY 8/19/20	2	1	7	1	100%	
13	CS, IT	Subcontractor submittal and approval (LIST FROM CS FOR CITY APPROVAL). 8/19/20 - KRISTIN	2	1	7	1	100%	
14	CS	WA Prevailing Wage Intents/Affidavits. Waiting on contractor license	2	1	7	1	0%	
15	AC	Notice to Proceed which may happen before the license are ready. 8.26.20	2	1	8	1	100%	
16	Done	Project Management - Change Order #1	3	1	3	1	100%	
17	IT	Original Contract Project Cost Clarification	7	1	7	1	100%	
18	ANA	Clarification of Change Order #1	7	1	7	1	100%	
19	CS	Clarification of Battery count calc, and warranty language. 8/19/20 check co #1 for battery count. Warranty is done - 12 month warranty with option to extend. Budgeted for additional years.	7	1	7	1	100%	





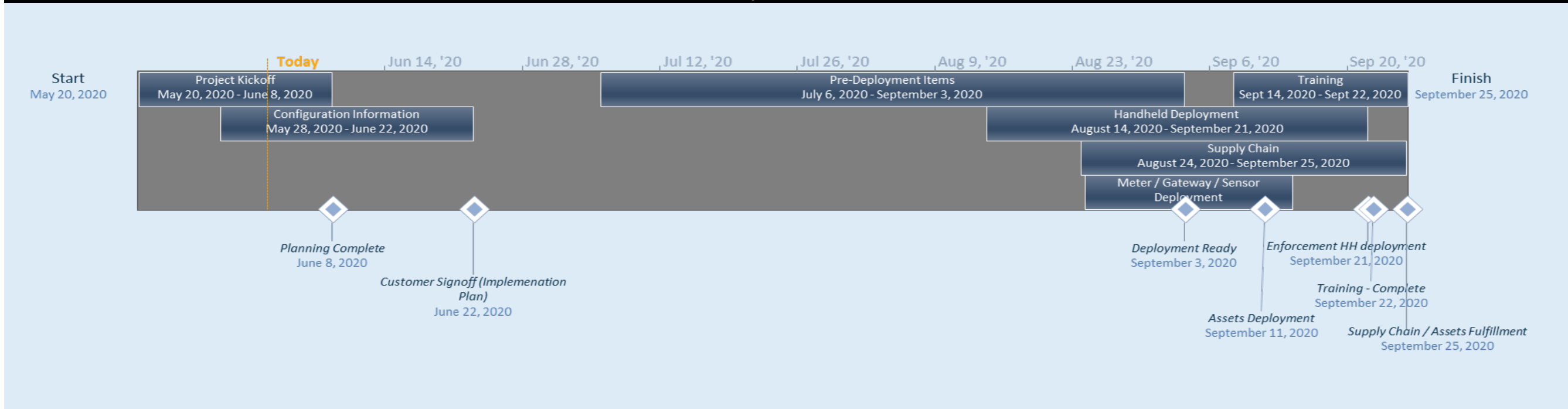






<https://www.google.com/maps/d/edit?mid=1UrlXDJx99aECip-z0cXJMjooEKf-8aeZ&usp=sharing>

**Project Timeline**



**Summary tasks - High level**

WBS	Task Name	Duration	Start	Finish	Predecessors	Resource Names
<b>1</b>	<b>Project Kickoff</b>	<b>108 hrs</b>	<b>20-May-20</b>	<b>8-Jun-20</b>		
<b>1.1</b>	<b>Outline the Project Scope and Plan</b>	<b>48 hrs</b>	<b>20-May-20</b>	<b>27-May-20</b>		David
<b>1.1.1</b>	<b>Project Kick off Discussion</b>	<b>64 hrs</b>	<b>27-May-20</b>	<b>5-Jun-20</b>		David
1.1.1.1	Meter Housing	10 hrs	27-May-20	28-May-20		
1.1.1.2	SSM Meter, Sensors & Gateway	10 hrs	28-May-20	29-May-20		4
1.1.1.3	Enforcement Handhelds	10 hrs	29-May-20	1-Jun-20		5
1.1.1.4	Flowbird Meters	10 hrs	1-Jun-20	2-Jun-20		6
1.1.1.5	PEMS system	10 hrs	3-Jun-20	4-Jun-20		7
1.1.1.6	ParkMobile PBC Integration	10 hrs	4-Jun-20	5-Jun-20		8
1.2	Acceptance of plan by customer	8 hrs	5-Jun-20	8-Jun-20		9 Customer
1.3	Resource Planning and Assignment	60 hrs	27-May-20	5-Jun-20	4SS	David
1.4	Planning Complete	0 hrs	8-Jun-20	8-Jun-20		10
<b>2</b>	<b>Configuration Information</b>	<b>142 hrs</b>	<b>28-May-20</b>	<b>22-Jun-20</b>		
2.1	Meter / Sensor / Gateway configuration documents	72 hrs	28-May-20	3-Aug-20	5SS	David
2.2	Enforcement configuration documents	40 hrs	28-May-20	20-Aug-20	5SS	Kirk
2.3	PEMS Assets Map	20 hrs	29-May-20	3-Aug-20	6SS	David
2.4	Customer signoff - Gateway plan	8 hrs	3-Jun-20	1-Sep-20		16 Customer
2.5	Customer signoff - Enforcement ticketing proof	8 hrs	18-Jun-20	1-Sep-20		Customer
2.6	Customer Sign off - Flowbird implementation	8 hrs	18-Jun-20	1-Sep-20	18SS	Customer
2.7	Implementation start date - Review	8 hrs	18-Jun-20	1-Sep-20	18SS	David
2.8	Customer Sign off Implementation Plan	16 hrs	19-Jun-20	1-Sep-20		20 Customer
2.9	Customer Signoff (Implementation Plan)	0 hrs	22-Jun-20	22-Jun-20		21
<b>3</b>	<b>Supply Chain</b>	<b>200 hrs</b>	<b>24-Aug-20</b>	<b>25-Sep-20</b>		
3.1	CS Meter	40 hrs	24-Aug-20	9-Sep-20	45SS	David
3.2	CS Sensor Delivery	40 hrs	24-Aug-20	9-Sep-20	45SS	David

3.3	Gateway Delivery	40 hrs	24-Aug-20	9-Sep-20	45SS	David
3.4	Housing/LNG Domes Delivery	40 hrs	24-Aug-20	9-Sep-20	45SS	David
3.5	SIM / Battery / Chargers Delivery/Audit Card/Collection Card/Decals	40 hrs	24-Aug-20	9-Sep-20	45SS	David
3.6	Enforcement Handheld Delivery	40 hrs	21-Sep-20	25-Sep-20		Kirk
3.7	Citation Paper Delivery	40 hrs	21-Sep-20	25-Sep-20		Kirk
3.8	Flowbird Meters Delivery	40 hrs	24-Aug-20	28-Aug-20		David
3.9	ParkMobile Brochure Review & Set up	40 hrs	24-Aug-20	28-Aug-20		David
3.1	PayByPhone Brochure Review Set up					
3.11	Supply Chain / Assets Fulfillment	0 hrs	25-Sep-20	25-Sep-20	30	
<b>4</b>	<b>Pre-Deployment Items</b>	<b>346 hrs</b>	<b>6-Jul-20</b>	<b>15-Sep-20</b>		
4.1	Load Meter Inventory in PEMS	44 hrs	6-Jul-20	15-Aug-20		Complete
4.2	Occupancy Map URL	44 hrs	6-Jul-20	1-Sep-20	35SS	Customer
4.3	Map Assets to PEMS	44 hrs	6-Jul-20	15-Aug-20	35SS	Complete
4.4	ParkMobile API Integration	40 hrs	13-Jul-20	15-Sep-20	35	
4.5	Flowbird API Integration	40 hrs	13-Jul-20	15-Sep-20	35	
4.6	Enforcement Last Second Check integration	40 hrs	20-Jul-20	27-Sep-20	39	
4.7	PayByPhone API Integration		13-Jul-20	15-Sep-20		
4.8	Sensor block deployment plan approved	84 hrs	6-Jul-20	1-Sep-20	35SS	David
4.9	Review Enforcement HH Configurations	150 hrs	20-Jul-20	15-Sep-20	41	
4.1	Set up Heartland payment gateway	150 hrs	20-Jul-20	1-Sep-20	41	
4.11	Review Commissioning and Sign off Process	8 hrs	1-Sep-20	15-Sep-20	43FS+1 day	
4.12	Batteries Charged	64 hrs	8-Sep-20	15-Sep-20	42FS+6 days	
4.13	Deployment Ready	0 hrs	3-Sep-20	3-Sep-20	45	
<b>5</b>	<b>Meter / Gateway / Sensor Deployment</b>	<b>120 hrs</b>	<b>24-Aug-20</b>	<b>30-Oct-20</b>		
5.1	Install gateways	32 hrs	14-Sep-20	15-Sep-20		David
5.2	Core Drilling	40 hrs	14-Sep-20	15-Sep-20	45SS	David
5.3	Install housings and Meters ( 50 a day)	40 hrs	14-Sep-20	21-Sep-20	45SS	David
5.4	Install sensors ( 60 a day)	80 hrs	14-Sep-20	30-Sep-20	50	David
5.5	Install Flowbird meters	80 hrs	14-Sep-20	30-Sep-20	45SS	Flowbird
5.6	Commissioning and Sign off	34 hrs	30-Sep-20	30-Oct-20	52	David
	CivicSmart Meters					
	Flowbird Kiosks					
	PayByPhone					
	ParkMobile					
5.7	Assets Deployment	0 hrs	11-Sep-20	11-Sep-20	53	
<b>6</b>	<b>Handheld Deployment</b>	<b>214 hrs</b>	<b>14-Aug-20</b>	<b>21-Oct-20</b>		
6.1	Test HH enforcement HH	8 hrs	21-Sep-20	30-Sep-20	42	Kirk
6.2	Revise software based on client feedback	132 hrs	30-Sep-20	15-Oct-20	42FS+5 days	Kirk
6.3	Obtain customer software approval	8 hrs	30-Sep-20	15-Oct-20	57	Kirk
6.4	Finalize software install package	34 hrs	15-Oct-20	16-Oct-20	57	Kirk
6.5	Review Support and Issue Tracking Plan	8 hrs	15-Oct-20	21-Oct-20	59	Kirk
6.6	Enforcement HH deployment	0 hrs	21-Sep-20	21-Sep-20	60	
<b>7</b>	<b>Training</b>	<b>48 hrs</b>	<b>14-Sep-20</b>	<b>22-Oct-20</b>		
7.1	Meter / Sensor / Gateway training	8 hrs	14-Sep-20	21-Sep-20	59SS	David
7.2	Hand-held training	8 hrs	21-Sep-20	15-Oct-20	69FS+2 days	Kirk
7.3	PEMS training	8 hrs	21-Sep-20	21-Sep-20	59SS	David
7.4	Snow Plow Management training	8 hrs	21-Sep-20	21-Sep-20	59SS	David

