

# Parking Advisory Committee

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City of Leavenworth Council Chambers  
3:00 PM - 4:30 PM  
January 8, 2020

## Meeting Notes:

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

### 1. Meeting Notes Review – December 5, 2019

All members approved the December 5, 2019 meeting notes.

### 2. Parking Equipment and Management RFP

- a. **Discussion with CivicSmart Representatives:** Mr. Mike Nickolaus, President and CEO of CivicSmart began with a PowerPoint presentation to address the proposed Parking Equipment and Management Proposal. He provided a brief background of how the company began and noted that over 1,500 cities on five continents use their Smart Parking Meters, sensors, and handhelds. He went on to explain the various uses for the Liberty Next Gen Smart Meter, meter housing, vehicle detection sensors, AutoISSUE handheld enforcement system, ParkMobile and PayByPhone mobile payment apps, T2 and Flowbird kiosks, Parking Enterprise Management System, and optional local support with Reef Parking. He addressed the benefits of Smart Parking with regard to motorists being able to find vacant spaces, granting free time, setting meter rates based on demand, and improving enforcement operations. Discussions included the following:

- Parking apps and how those work with GPS to find your location.
- Decals on meters direct user to the correct app.
- Meters have rechargeable battery with 5-year warranty; tap and go has a larger power consumption.
- Sensor is a true time of flight radar that runs off of a small amount of power; is accurate and knows the shape of the vehicle.
- Sensor installation, battery life, and replacement.
- Per transaction fees are paid by the user.
- Typical ongoing required maintenance.
- City will need to determine the following:
  - Preferred type of mobile app and kiosk.
  - What functions will the City perform or contract; enforcement, maintenance, payment reconciliation.

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Sharon Waters</p>
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- b. **Recommendation by PAC:** The Parking Advisory Committee recommends that the City Council approve the Request for Proposal with CivicSmart. This topic will be discussed by the City Council at the January 14, 2020 Study Session meeting.

### 3. DOT Property

- a. **Future plans for use and design:** Aaron Schmidt, P.E. has been asked to put together a package of parking lot improvements in the low, mid, and high range.
- b. **Discussion with Aaron Schmidt on Planned Improvements:** IntegriTech Engineer Mr. Aaron Schmidt introduced himself to the group and asked for suggestions for improvements at the DOT parking lot. Committee members would like the minimum parking improvements completed prior to the implementation of the paid parking program. Suggestions included the following:
  - Payment Kiosk for paid parking lot
  - Lighting
  - Restrooms
  - Marked spaces with curb stops
  - RV Parking
  - Portable Restrooms under a covered structure

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

- a. **On Street Parking Implementation**
  - i. Develop details of On-street parking program – times and rates
- b. **Added Capacity**
  - i. Parking Structure
  - ii. Shuttle Expansion
- c. **Front Street Park Master Plan**
- d. **Develop details Employee Parking Options**
- e. **Residential Parking Permit Plan**
- f. **DOT Lot improvements (Minimum)**
  - i. Costs

The next meeting will take place on January 21, 2020 at 8:00 AM. The next regular meeting will be held on February 6, 2020 at 3:00 PM.

Respectfully submitted,

Sue Z. Cragun  
Executive Assistant  
City of Leavenworth