

Parking Advisory Committee

City of Leavenworth Council Chambers
2:00 PM - 3:30 PM
February 26, 2020

Meeting Notes:

Chair Anne Hessburg began the meeting at 2:00 PM. All members were in attendance except Jesse Boyd; CivicSmart Representatives Brad Magee and Mike Nickolaus were on the phone; Mayor Carl Florea and City Administrator Joel Walinski were present.

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Sharon Waters</p>

1. Meeting Notes Review – February 6, 2020 Public Meeting Notes

All members approved the February 6, 2020 Public Meeting Notes.

2. CivicSmart/Duncan Parking Implementation

- a. **Contract:** The Contract was approved by the Council and the City has received the signed contract; L & I requirements need to be completed.

i. Kiosk Decision type and warranty –

- Decision on multiple mobile payment apps, ParkMobile and PayByPhone. No conflict in having both apps available for use.
- Two (2) different types of kiosks, 10 qty.; upgraded T2 system, to include a 5-year warranty = \$110K. Flowbird is the largest pay station in the world, 5-year warranty = \$75K. CivicSmart works with both companies.
- T2 Kiosk: currently using these units in surface lots; only difference is cosmetic and price; technology the same. T2 solar units don't work well, due to weather, and take a while to wake up. Newer models don't have the same problems as older. Current T2 is 2G versus 4G in the newer models.
- There is currently no wiring at the DOT lot, will need to address.
- Go back to the vendor to update pricing in order to make a decision. May want to upgrade current equipment.
- Warranty is more expensive for the T2.
- Can upgrade the software to 4G (4 current units) and purchase 6 additional units. 2G is unsupported at the end of the year.
- Need new pricing by 3/5/2020 meeting: Flowbird / 10 new units; T2 / 6 new units and 4 upgrades, plus warranty.
- Need to determine choice of decals.

ii. Addition of meters and sensors (40 Spaces CMC)

- Cascade Medical Center (CMC) has 40 spaces used for hospital & staff parking during business hours (8:00 AM – 5:00 PM). Weekend and after-hours parking is for use by the public. CMC would like the City to add

those 40 spaces to this contract and then develop a Memorandum of Understanding (MOU) to include the management of those spaces in the overall project.

- City would pay for the meters and sensors, provide enforcement on weekends. Weekends generate revenue for the City.
- Discussion: may be a lot of additional enforcement for only 40 spaces, may want to add later. Don't want unmetered spaces left for anyone to park. Better to have the whole system under the control of the City. Can separate the revenue in the reporting. The smart cards can be programmed to those 40 spaces. Employees will need smart cards. ParkMobile virtual permits, may be another option to use license plate.
- CivicSmart will amend the contract to include additional meters and 40 sensors. Additional meters; 4 single-space, 18 dual space units.
- Purchase additional sensors for pool and City Hall lot to monitor the timed parking.

b. **RFP for meter post installations:** Request for Proposal (RFP) to hire contractor to install meter posts.

i. **Specification development:** CivicSmart will provide specifications for installation in asphalt and concrete. Will need specs for pavers. Poles will have sleeves for easier replacement in case of damage. Installation should take two (2) weeks. IntegriTech Engineer Aaron Schmidt will draft RFP.

c. **Tentative Schedule:**

- Contract received, place order, typically 10 – 12 weeks for delivery prior to installation. Coronavirus may play into the lead time.
- Project management documents to the City next week.
- Determine numbers of sensors, enforcement days, rates, holidays, meter housing color, etc.
- Handhelds managed by a different team, will determine schedule, purchase ticket stock, determine process; special 3rd party processing can be coordinated. Will send materials to City next week.
- CivicSmart Representative Brad Magee will be Project Manager. Parking Advisory Committee will remain engaged. Mayor Carl Florea will be contact person.
- Installation will occur early in the day, may move into a 3rd week, weather, etc., permitting. Work crews will provide notice to the businesses while working on a particular block.
- Designate point person for contact as the project is wrapping up.

d. **Staffing**

- Job Description for Parking Enforcement employee, hire, and start work. Employee needs to be on board when the equipment is being installed, in the next 2 – 2 1/2 months. Committee would like to hire local. CivicSmart will provide job description

- Option: contract with REEF Parking (formerly Republic Parking) – get information. Would want to have REEF employee working alongside with the installation.
- Option: can hire full time tech and part time clerical person to send tickets. Possibly one full time and one part time.
- City to budget for personnel, maintenance, enforcement, ticket processing, etc.

3. Public Education/Outreach

- a. Address pricing scenarios with the public at the next Public Open House. Committee will begin working on the details at the next meeting.

4. Review details Employee Parking Options Information: No discussion

5. Review Residential Parking Permit Plan Code Amendment: No Discussion

- a. Final Review and Recommendation

6. Determine future meeting dates and agenda items.

- a. Added Capacity
 - i. Parking Structure
 - ii. Shuttle Expansion
- b. Front Street Park Master Plan
- c. DOT Lot improvements (Minimum)
 - i. Costs

The next regular meeting will be held on March 5, 2020 at 3:00 PM.

Respectfully submitted,

Sue Z. Cragun
 Executive Assistant
 City of Leavenworth