

Parking Advisory Committee

City of Leavenworth Council Chambers
Zoom Conferencing
3:00 PM - 4:00 PM
May 21, 2020

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Momi Palmieri</p>
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Meeting Notes:

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

1. Meeting Notes Review – May 7, 2020

All members approved the May 7, 2020 Meeting Notes.

2. Where we are – review and update

a. Civic Smart Brad Magee – Cost estimate for post installation

Mr. Brad Magee addressed the cost estimate for the Parking Meter Anchor System installation provided by Advanced Parking Systems, LLC at a cost of \$39,765. He confirmed that the estimate includes WA State Prevailing Wage and will use Plans & Specifications as provided by Mr. Aaron Schmidt of IntegriTech. Mr. Magee said that Advanced Parking Systems is an established business and has worked several projects with Civic Smart. Committee members compared the cost to the higher IntegriTech estimate of approximately \$60,000. Mayor Florea addressed the “special market conditions” requirements of the Contractor, as noted by the City’s Attorney. Staff will work on the contractor verification process, should the Committee choose to move forward with Advanced Parking Systems, LLC for the post installation portion of the project.

b. IntegriTech Aaron Schmidt – Update on permit processes

Mr. Aaron Schmidt addressed the permit process that he is working on with WSDOT regarding the use of parking meters along Highway 2; WSDOT will draft the agreement for the City to sign. He also addressed the need for a temporary construction easement with Cascade Medical Center (CMC) for the installation of parking meters; the shared parking agreement between the City and CMC will also need to be amended.

Mr. Schmidt addressed several locations where the installation of a parking meter would not allow for the necessary ADA access and asked for suggestions from the Committee. There was discussion of relocating ADA stalls in order to accommodate ADA requirements for meter installation.

3. Rate & Revenue Plan for Paid Parking – Lyman Boyd

Committee Member Lyman Boyd addressed the Rate & Revenue Plan for paid parking. He provided a calendar for the year 2020, which was sorted by daily use; high demand, regular weekend, regular weekday, low demand weekday, and no fee days. Members discussed the calendar, proposed rates, and changing rates once there is enough data to determine an ongoing rate structure. There was also discussion of different rates for side streets, more affordable rates for surface lots, and flat rates. There will be further discussion at the next meeting.

4. What next? New timing discussion

Committee members would like to have the installation take place downtown while most businesses are closed, due to COVID-19, and prior to July/August. All members agreed to use Advanced Parking Systems, LLC for post installation. Mr. Schmidt noted that the Plans & Specifications will need final approval prior to moving forward.

5. Other

None.

6. Determine future meeting dates and agenda items

The next regular meeting will be held on June 7, 2020 from 3:00 PM – 4:30 PM. Discussion items will include parking rates and fees for downtown parking and surface lots.

7. Adjourn

Respectfully submitted,

Sue Z. Cragun
Executive Assistant
City of Leavenworth