

**PAC ADVISORY COMMITTEE
MEETING MINUTES
Tuesday, April 25, 2017
DRAFT ACTION ITEM**

Call to Order:

Meeting was called to order at 2:35 by Melissa Huggins.

Attending Members - Voting:

Steve Blaska, TJ Hake, Melissa Huggins, Richard Kier, Bryn West

Attending Members - Non Voting:

Council Member Beggs, Council Member Kinnear

Absent: Alicia Barbieri, Jim Hanley, Dana Harbaugh

Guests: Jonathan Mallahan and Bob Turner, City of Spokane

Staff: Heather Trautman, Juliet Sinisterra, Sherri Vernon

The agenda was amended to begin the meeting with the parking budget and review the minutes at the end of the meeting once a quorum was established.

Parking Budget:

Heather Trautman reviewed the budget in detail (handouts provided) and Jonathan Mallahan updated the Committee on the Lincoln, Maple & Ash gateways. Heather noted that the PAC information (agendas and minutes) are on the City website. In 2016-2017 Heather and her team are performing clean up of the parking system budget for the sake of transparency. Following are notable items from the discussion:

- Melissa Huggins suggested parking become a line item on the City's budget. Heather commented that if money is going toward a construction project, money is transferred out and tagged to a project. Soft costs, i.e., flower baskets, trash cans – items under \$6,000 could be a line item to track spend down of dollars. Jonathan suggested creating a program in the parking system to track the budget.
- Steve Blaska mentioned that each committee member has the municipal oversight of the budget and are responsible that it is laid out correctly to understand the details of the parking program. Heather noted that in the 2017 the budget is \$450,000. The proposed budget for 2018 will show \$250,000 transferred out. Heather will work with accounting to add a sub program to track.
- Steve Blaska suggested looking at ticket revenue for the entire city. Heather noted that the City is collecting less money in tickets. Bryn West questioned why this is happening and Heather responded that the courts are dismissing 50 percent of the tickets issued, i.e., disable placards – if they can show the placard, the ticket is dismissed.
- Heather noted that the keys to meter revenue increasing are expansion of current metered district, increase in charge for meters and/or increase permits for parking. She also noted that adding in new technology will increase operations cost in the beginning. Current technology options were reviewed and discussed.
- Heather noted that there are timing issues as she needs the PAC recommendations early May, goes to Planning Committee by June and then to City Council, develop of operations budget

follows, development of budget for 2018. Departments do not have preliminary budgets yet, however, the City is working on them. Once the priorities are provided, Heather will have the City's accounting work on projections.

- Council Member Kinnear suggested downtown streets be reviewed, i.e., Stevens for more parking downtown and considering expanding to include the University District. Heather noted that she has a map and can expand with a public process. Juliet commented that she attends the UDDA Development Committee and they agreed to provide their data and are mentioned they would like to start their own PAC.
- Parking Study – issue RFP for downtown and include rates, technology and phasing plan; Bryn West commented that the parking study would feed into the Downtown Plan Update.
- Steve Blaska questioned what items (hanging and sidewalk planters, bike racks, trash cans, etc.) are paid for by BID/DSP? TJ Hake also included who is responsible for watering and maintenance of planters and trees. Staff to determine and provide report at next meeting.

After thorough discussion and to meet Heather's deadline of May 11th, it was determined to hold a special meeting on May 3, 2017, to determine the percentage allocations for the PAC budget

Approve minutes from February:

TJ Hake made a motion to approve the minutes and Richard Kier seconded the motion. The motion passed unanimously.

Approve minutes from March:

Steve Blaska made a motion to approve the minutes and Bryn West seconded the motion. The motion passed unanimously.

Meeting adjourned at 4:03 pm.

_____ Date: _____