

**PAC ADVISORY COMMITTEE  
MEETING MINUTES**  
*Tuesday, November 28, 2017-Draft*

**Call to Order:**

Meeting was called to order at 2:35 by Alicia Barbieri.

**Attending Members**

Alicia Barbieri (left at 2:51, returned at 3:18), Timie Dolan, here for Melissa Huggins (left at 3:40), TJ Hake (left at 3:51), Council Member Kinnear, Council Member Beggs (arrived at 2:48), Dana Harbaugh, Bryn West, Steve Blaska

**Absent:** Richard Kier

**Staff:** Heather Trautman, Juliet Sinisterra, Andrew Rolwes, Michele Beebe

**Guest:** Rodger Walkins, Toby Hatley

**Minutes:** Alicia Barbieri made a motion to approve the minutes. Steve Blaska approved and TJ Hake seconded the motion. The motion passed unanimously.

**December meeting cancellation:** It was decided to cancel December's meeting. Heather Trautman requested a motion to approve. TJ Hake approve the motion and Bryn West seconded the motion. The motion passed unanimously.

**New Business & Updates:**

Steve Blaska is retiring and it was noted that Rodger Walkins is taking his place at work, however, Karl Otterstrom will take Steve's place on the PAC Board. Alicia thanked him for his service.

**Update from Heather Trautman:** PAC applications-they are on the Mayor's desk and Heather is following up. The Parking Strategy Plan will not commence until 2018. The City is getting very close to a final contract for the parking app. The City should have one by the beginning of the year. It will enable the City to go paperless in regards to parking management.

**Meter Amnesty/Time Stay Preliminary Analysis:** The City of Spokane analyzed meters for a four month period. There were over 480 tickets issued during that four-week period. Tuesday was the highest average for issuing tickets, Wednesday was the 2nd highest and Friday was the 3rd highest. The majority was employees. Heather will bring back to the PAC the next report on meter amnesty. CM Beggs is wondering if we can get an update every other month. Steve Blaska asked if there is an incentive to use the city passport app versus getting a ticket. We should push information out to employers about the city passport app.

Chairperson Alicia Barbieri need to leave meeting and VC Dana Harbaugh took over the meeting. Alicia returned at 3:18.

**Wayfinding Proposal for 2018** – Juliet Sinisterra reported that there is the potential for more partners. She will be presenting to the PFD Board in December. Juliet presented the Wayfinding RFQ for review and requested that the DSP move forward with issuing the RFQ for the Wayfinding Implementation Plan. Juliet clarified her previous request to apply the \$25,000 in 2018 from the previously allotted carryover to Wayfinding for 2019.

Alicia Barbieri made a motion to grant Juliet permission to move RFQ forward and the 10% allotment for wayfinding to 2018 and not to carryover to 2019. Dana Harbaugh motioned to approve and Bryn West seconded. The motion passed unanimously.

***As requested following is a summary of PAC 6-Year Capital Allocations from 2018 discussions:***

#### May Special PAC Meeting

The PAC approved the following standard allocations for the 6-Year Capital Plan:

- 50% Gateway/Special Projects
- 20% Urban Forestry (i.e., planters, street trees, grates)
- 20% Art/Holiday Lighting
- 10% Wayfinding

Bryn West motioned to approve allocations and Dana Harbaugh seconded the motion. The motion passed unanimously.

The special projects category was further defined as follows:

- Light Poles – enhancements/upgrades to new construction not retrofitting
- Gateways – major vehicular, pedestrian, cyclist – entrances into the City
- Investing in pilot programs as approved by the PAC

PAC to define how investments will support upcoming construction at future meetings.

#### July PAC Meeting

Juliet Sinisterra Presented a more detailed schedule for capital investments for 2018. After discussion the following was decided on for 2018 only:

- \$6,000 – water reservoir inserts for existing black curbside planters
- \$30,000 – street trees grate formwork (three districts – financial center, entertainment/arts and convention center)
- \$15,000 new integrated water reservoir curbside planters for the downtown
- \$15,000 concrete tree wells, removal and tree grate replacement
- \$25,000 west end public art piece for CSO24
- \$25,000 for holiday lighting for downtown

For a total of \$116,000 with an advance of \$134,000 to 2019. Because of the condition of the downtown street trees and lack of management, the PAC recommended that additional dollars go to street trees in 2018 above the 10% allotment (10% for street trees and 10% for curbside planters, see below). Because there were no needs for Wayfinding in 2018, the PAC recommended that that be including in \$134,000 advance to 2019.

#### August PAC Meeting

PAC voted on May 3<sup>rd</sup> to allocate 10% of net parking revenue (\$25,000 for 2018) to street tree project and Public Works now planned to match that. In July the PAC, further detailed where the tree

investments were to go, not understanding the Public Works match that was in place. Public Works proposal includes: tree replacement where trees are dead, tree fill in where trees are missing, tree maintenance, water line repair, and street grate replacement in accordance with the new designs.

Alicia Barbieri made a motion for 2018 to amend the funds allocated on July 25th of \$30,000 for street grates forms and \$15,000 for replacement of concrete ground covers to approve \$25,000 (10%) for street tree maintenance and upgrades, and any remaining dollars to be carried over to 2019 for Special Projects. Steve Blaska seconded the motion.

Steve Blaska made a motion to approve 2018-2023 proposal to clarify the motion from May 3, that it is 20% a year, 10% to curbside planters and 10% for Street Trees Maintenance Fund per year. Richard Kier seconded the motion.

Unanimously approved. No objections.

Revised Breakdown as amended from July 25:

\$25,000 – Curbside Planters

\$25,000 – Downtown Street Trees Maintenance and Upgrades to match ROW Maintenance program

\$25,000 - west end public art piece for CSO24

\$25,000 - holiday lighting for downtown

\$150,000 remaining to be carried over for Special Projects in 2019

No carryover for Wayfinding (10% allocation typically per year)

### October PAC Meeting

Juliet reported that she had met with Amy Mullerleile, Bob Turner and Louis Meuler regarding next steps around Wayfinding implementation. Since March of 2017, the City has been internally evaluating wayfinding ROW requirements, approval processes and standards for downtown signage. City staff at that time recommended that the next steps in moving forward with implementation would be a detailed type, size and location study. Juliet would like to request a re-visit of this topic for funding in 2018, since all Wayfinding funds were deferred until 2019 due to lack of forward movement.

### November PAC Meeting

Motion from Juliet to allocate \$25,000 of the \$125,000 for Wayfinding. Steve Blaska motioned to approve based on PAC approval of Wayfinding RFQ. Bryn seconded.

### Hot Topics for 2018

Chairperson Alicia Barbieri asked to set the stage for 2018 agenda priorities and tasks for the PAC:

- 2019 Capital Allocation
- Regular DT Park Strategy Plan Updates
- Pass Through Charge (credit card fees at meters)
- Citation Schedule review
- Quarterly Reports from Heather on Parking Fund
- Downtown Wide Investment Strategy
- Downtown Parking Revenue Analysis
- Downtown Spokane Plan updates

- Reconsider 3 hour meters
- Look at loading zones

Meeting Adjourned at 4:02

Meeting adjourned at 4:04pm.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_