

**PAC ADVISORY COMMITTEE
MEETING NOTES**

Tuesday, February 23, 2021

Call to Order

The meeting was called to order at 2:37 by Committee Chair Alicia Barbieri

Attending Members: Alicia Barbieri, Melissa Huggins, Richard Kier, CM Lori Kinnear, Carl Otterstrom, Andrew Rolwes

Absent: Dana Harbaugh, CM Stratton, Bryn West

Staff & Guests: Toby Hatley, Kris Becker, Jesten Ray, Matt Williams, Ted McDermott, Kim Orlob, Shauna Harshman, Tonya Wallace

Standing Items, Updates and Reports

Kris Becker's PowerPoint presentation covered:

- **Staffing and Operations** - Three parking enforcement officers will be retiring at the end of February leaving them short staffed into the beginning of April. They will adjust by shifting resourced from the neighborhoods to the downtown to eliminate service complaints.
- **The 10-Minute Curbside Pick-Up Zones** - will continue for any who ask for it. Meter heads will be painted yellow to match the signage and they will be located at the first and last stall of the city blocks. The signs will be made of a sturdier material and will specify when the hours of the zone are in effect (not 24/7). This program has been received overwhelmingly positive by the businesses.
- **Revenue** - Projecting revenue is a difficult task so there will not be any projections made at this time. January showed a 50.3% decrease overall over the same period in 2020. Meter and citation revenues were down 40% over the same period. There will be no meter increases at this time.
- **Spokane Municipal Code Update** - The code package was presented to the PAC September 2020 and is intended to streamline, simplify language for the public and the City/Court Staff, optimize parking enforcement, and is a "future-proof code".
 - Move all parking fees & fines to a fee schedule which will be reviewed annually by Parking Manager and City Council
 - Define framework for Paid Parking Zone rates: *85% occupancy (industry best practice)*
No meter rate increases are proposed at this time
- **Parking violation rate options:**
 - *\$30 paid parking violations / \$45 all other violations*
 - *\$30 paid parking violations / \$65 for safety related violations such as blocking a fire hydrant or a no-parking zone / \$45 all other violations*
 - *\$30 paid parking violations / \$45 all other violations – Graduated escalation for repeat offenders within one calendar year. (Repeat offenders may be difficult to track in the system. Legal will provide direction when it comes to enforcement of the RCW to SMC to clear up who has legal authority to perform certain duties)*

- Timeline for the approval process:
 - Council Study Session – August 2020
 - PAC – September 2020
 - Urban Experience – December 2020
 - Urban Experience – March 2021?
 - Council Approval in March 2021
- Future Code Amendments include PAC section
 - Relocate from Title 7 (finance) to Title 4 (boards and commissions)
 - Include language that is consistent with all of the other City boards and commissions (staff support, OPMA, etc.)
 - Diversify membership (include representation from U-District, neighborhoods, ...) and include more flexible language for membership

Paid Parking Equipment Comparisons

Single/Dual Space Meters McKay	Kiosks/Pay Stations Flowbird
Benefits: <ul style="list-style-type: none"> • Convenience and ease of use • Effective for dense commercial areas • Reduced footprint with dual space meters • Decals and meter information instead of signage • Visual indicators for foot enforcement patrol • Reduced collections • Increased visibility of enforcement personnel 	Benefits: <ul style="list-style-type: none"> • Payment and virtual permit status monitored with LPR • Increase in mobile payment • Less time and frequency for collections • Reduced maintenance • Eliminates “piggy-back” on remaining parking time • Less infrastructure
Considerations: <ul style="list-style-type: none"> • More infrastructure than pay stations • Minimal reduction in collection time • Space-based 	Considerations: <ul style="list-style-type: none"> • Distance • Signage impacts • Out-of-order status impacts

- Recommended Plan for Spokane
 - Single / Dual space meters in immediate highest turnover area in downtown (2-hour zone)
 - Patrolled by foot
 - Visual indicator for payment and out-of-order
 - Mobile payments pushed to meters
 - High turnover
 - Pay stations in all other paid parking zone areas
 - Patrolled by LPR
 - Pay-by-plate payments and permits
 - How will the LPR units be used in Spokane?
 - LPR units will patrol **ALL** areas of the downtown
 - Digital time markings will be shared between LPR units and handheld devices and vice-versa
 - LPR hits will be sent to handheld devices
 - LPR units will be used to collect occupancy data which will inform on future meter rate increases

During the March 11 meeting, decisions will be made as to where single/dual space meters vs. kiosks will likely be used. There will be more parking devices but with technology, they will not require more time to monitor and maintain.

The downside of kiosks is they require people to walk to them to pay. Also, one kiosk replaces 8-10 meters, however they are more expensive to install. Mobile payments and apps will help with convenience.

- Paid Parking Equipment (Citation software is constantly hosted as part of the purchase)
 - AIMS software and supplies- ~\$200k/year
 - LPR equipment - ~\$115k for equipment (3 vehicles), \$5k annually for backend software
 - Dual Space Meters 475 at \$800 each = \$380,000
 - Kiosks 310 at \$6,226 each = \$1,930,060
 - Annual costs for meters/kiosks = \$235,000
 - Additional costs for signage, implementation staff, etc.
 - Capital costs ~ \$2,425,000
 - Annual costs ~ \$440,000

Kris gave a brief overview of the Parking Study Implementation Plan containing details of how and when all the elements will come together. This Plan is attached to these notes.

Return to Downtown: Kris then touched on the ways to encourage visitors to come back to downtown. These include the 10-minute zones and business use of courtesy notices combined with increased patrols, Small Business Saturdays Promotions with a \$1 off, and promoting #SupportSpokane with a potential partnership with the DSP. We do not want parking to be an impediment to coming back to downtown.

PAC Vacancies: Andrew Rolwes addressed the PAC vacancies. There are three vacancies which may be filled with BID Board members. The process entails putting the nominees for consideration and endorsement first by the Mayor, who will then send her recommendation to the City Council for their approval. Andrew and Alicia will work together to secure the three nominees from the BID Board.

Review of Parking Funded Projects to Date: Andrew screen shared the 2020 Budget Allocations of where funds were to be spent in 2020. Of the big budgeted items in 2020, the only item funded was the Maple / Ash gateway. Andrew noted the percentage of parking revenue that is allocated toward the beautification of downtown such as street tree lighting, holiday displays, the completed featured gateways, 140 self-watering planters, etc., would not be possible without parking revenue, and is a good reminder of the good things that have been accomplished.

Timeline for New Equipment Purchase: There was discussion over the urgency and timeline involve to get the contract for the new parking equipment to the City Council for approval as soon as possible. This investment is urgent and the money needs to be in place to purchase the software so it can be implemented in June. Andrew will work with Alicia to put together a list of questions to ask the PAC by Friday, March 5th in order to have all the information prepared to go to Council by March 15th.

2021 Priorities: The list of priorities for 2021 is not yet prepared as the parking revenue status is not projected due to the lasting effects Covid-19 is having on downtown. One item noted is people are working part time from home, and part time from their offices, which may bring about the need for

parking space sharing and the request for more passes produced because of this request. There will need to be a way to monitor usage so garage space is not being mismanaged.

Meeting adjourned at 3:47 PM.