

WORK SESSION AGENDA

CITY COUNCIL WORK SESSION
TUESDAY
JULY 14, 2015

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
6:00 P.M.

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.

MAYOR NABOURS
VICE MAYOR BAROTZ
COUNCILMEMBER BREWSTER
COUNCILMEMBER EVANS

COUNCILMEMBER ORAVITS
COUNCILMEMBER OVERTON
COUNCILMEMBER PUTZOVA

4. **Preliminary Review of Draft Agenda for the July 21, 2015, City Council Meeting.***

** Public comment on draft agenda items may be taken under "Review of Draft Agenda Items" later in the meeting, at the discretion of the Mayor. Citizens wishing to speak on agenda items not specifically called out by the City Council for discussion under the second Review section may submit a speaker card for their items of interest to the recording clerk.*

5. **Public Participation**

Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

6. **City of Flagstaff - Parking Management Program. (Parking management options for Council's consideration)**

7. **Utilities Rate Adjustments - Overview of the Needs Assessment.**

8. **Review of Draft Agenda Items for the July 21, 2015, City Council Meeting.***

** Public comment on draft agenda items will be taken at this time, at the discretion of the Mayor.*

9. **Public Participation**

- 10. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests.
- 11. Adjournment

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this _____ day of _____, 2015.

Elizabeth A. Burke, MMC, City Clerk

Memorandum

6.

CITY OF FLAGSTAFF

To: The Honorable Mayor and Council
From: Karl Eberhard, Comm Design & Redevelopment Mgr
Date: 06/29/2015
Meeting Date: 07/14/2015



TITLE:

City of Flagstaff - Parking Management Program. (*Parking management options for Council's consideration*)

DESIRED OUTCOME:

Provide direction to Staff as to the aspect(s) of a comprehensive parking management program that the City Council would like implemented.

EXECUTIVE SUMMARY:

The issue of the impact of student parking in residential and commercial areas became part of our community dialogue over the past ten months as leaders took a serious look at how to find solutions to numerous concerns our residents have voiced. Residential parking solutions was one of eight items within the Student Housing Action Plan that Council adopted in January. Staff has developed five possible components that comprise a holistic parking management program to address public parking across the city, not just around the university:

- Residential Parking Permits
- Additional Time Limited Parking
- Employee Parking Permits
- Meters/Kiosks
- Private/Non-city Parking Management.

Staff considered stakeholder input, the need for immediate action, the interconnectedness of parking management, a "start small and grow" program design, and cost recovery options which has shaped these all-encompassing recommendations found in the Parking Program Concepts attachment as drafted for discussion tonight. The first three components--Residential Parking Permits, Additional Time Limited Parking, and Employee Parking Permits--address stakeholder input, the need for immediate action, and the interconnectedness of parking management. Meters/Kiosks and Private/Non-city Parking Management address costs and cost recovery options, but are not deemed readily implemented.

INFORMATION:

COUNCIL GOALS SERVED:

- Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics

REGIONAL PLAN GOALS SERVED:

- Promote transportation infrastructure and services that enhance the quality of life of the communities within the region.
- Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all populations, and demographics.

Please find attached an outline of the [City of Flagstaff - Parking Management Program](#) that has more detail than described here. Much of it is implementation mechanics and details, and is repetitive. Thus the following discussion provides a clearer overview of the matters that the City Council might want to consider in parts or as a whole. This overview concludes with discussion of costs, cost recovery, and implementation.

Residential Parking Permits:

The overall theme of the outlined residential permit parking program is that property owners, on a block-by-block basis, would request parking management on their block. In response, the City would verify that there is a need (based on occupancy counts), and then implement parking controls. Parking controls would consist of making the parking on that block time-limited (2 hours for example), issuing one regular permit and one guest permit to each water meter with each permit exempting the vehicle from the parking time limits, and parking enforcement would be implemented. This program would apply to on-street parking.

As described in the attached outline, Staff recommends that at least fifty-one percent of property owners support the establishment of parking management on a block. The City Council may wish to discuss and change that percentage.

Additional Time Limited Parking:

As outlined in the plan, a greater portion of the Southside would be changed over to time limited parking (probably 2 hours) including Beaver and San Francisco Streets from Franklin Avenue northward, as well as the side streets, probably for a block to either side of Beaver and San Francisco Streets. The final configuration would be determined by Staff based on need (based on occupancy counts).

Employee Parking Permits:

This program shares much with the residential permit parking program outline, except that it would apply to parking lots (or garages) and permits would be issued to any purchaser. So, the lots would be changed to time-limited parking, permits would exempt vehicles from the time limits, and enforcement would take place. The number of permits issued would be limited, and adjusted from time to time, so that a desired level of occupancy is maintained in any given lot. At this time, this program would only be implemented at the Phoenix Avenue parking lot.

Meters/Kiosks:

As discussed below, these new parking management programs have costs associated with them, approximately \$250 per parking space per year. Charging for parking would be a mechanism to recover those costs. If added to the above components of a parking management program, fee-for-parking would be implemented at some or all controlled spaces and permits would exempt vehicles from the need to pay. Note that north Downtown already has controlled parking and Staff recommends that if implemented, charging for parking in north Downtown would be appropriate. This option allows for quite a bit of cost adjustments such as special events, holidays, times of day, and distances. City Council approval of meter locations is required and if implemented, a plan would be brought back to the City Council.

Private/Non-city Parking Management:

This option can be further explored by staff, but also is one that cannot be quickly implemented. It would require developing specifications, following purchasing rules, contracting, and other processes in order to implement. And, as the program as described herein is "start small and grow", it would be constructive to allow the program to get going and better understand the scope of services after a "settling in" period. Further, stakeholders seem uncomfortable with a private firm and the Flagstaff Downtown Business

Improvement and Revitalization District (FDBIRD) would like to (and is authorized to) perform this function. If the City Council provides direction to explore non-city management of the parking program, Staff recommends that this exploration start with and focus on the FDBIRD option.

Start Small and Grow:

Most notably, the Residential Parking Permit component and the Employee Parking Permit component lend themselves to a small start. The residential component would grow block-by-block as requested. The Employee component would grow as parking facilities are developed or acquired. The entire system can grow if meters/kiosks are added and if non-city management is added. The portions implemented now are compatible with growth and additions and should not require re-working because of growth of the system.

Implementation:

While any of the first three parts (Residential Parking Permits, Additional Time Limited Parking, and Employee Parking Permits) can be implemented as a stand alone program, recognizing the interconnectedness of parking management, it is recommended that these three options be implemented simultaneously. Another option is to follow implementation of these three with either or both of the other two optional components - Meters/Kiosks and Private/Non-city Parking Management. A third option would be to allow time for further development of the Meters/Kiosks and Private/Non-city Parking Management components and implement all of the program as a comprehensive parking management solution.

Somewhat as side notes under the heading of "implementation", please also consider the following:

With City Council direction, staff can be authorized to implement Residential Parking Permits, Additional Time Limited Parking, and Employee Parking Permits. (Future) City Council action will be required to implement Meters/Kiosks and Private/Non-city Parking Management.

It is anticipated that there will be "a rush" on residential parking permit program requests. As a result, without hiring staff to assist, there is likely to be some customer service issues primarily centered around timeliness. After a settling in period, there should be a more manageable number of requests coming in.

The permit systems are designed to be simple. See attached example permit. This simplicity allows for the rapid start. However, as a result, there may be issues such as cheating that may need to be addressed in the future. In that case, the program may need to "grow" by taking on more complicated mechanics.

The enforcement intention is similarly simple for the same reason. There are better and more efficient tools for enforcement. However, these require a certain number of controlled parking spaces before they make financial sense. So, if we start with the basics and the parking management ends up widespread, we should expect the need to "grow" the program to include different more sophisticated enforcement mechanisms.

Cost Implications:

Staffing:

Currently, the City of Flagstaff employs one civilian parking enforcement staff who is covering around 400 parking spaces. This is roughly double the number of spaces that would be appropriate. Some parking enforcement is performed by uniformed patrol officers, but as a last priority, and not at a level that would be appropriate for the parking management described herein. Staff recommends that when implementing the first three parts of the program (Residential Parking Permits, Additional Time Limited Parking, and Employee Parking Permits), that an additional civilian enforcement staff member be added to the team.

(One FTE at a cost of \$45,000 per year).

It is recommended that as the program grows, for every 200 spaces added to the system, that an additional civilian enforcement staff member be added to the team. (One FTE at a cost of \$45,000 per annum). Initially the sales, program management, and other "back of house" duties can be accomplished using existing staff. However, as the program grows, additional staff may be needed to serve these functions.

As previously noted by the City Council, these costs can be reduced by randomizing enforcement. If enforcement occurs 80% of the time, the cost can be reduced 20% (or so). Similarly if enforcement occurs 20% of the time, the costs can be reduced by 80% (or so). However, the lower the level of service, the greater the "or so" becomes because responses to customer service concerns will increase and likely be addressed via other Staff (such as uniformed police officers).

Permits:

If we anticipate an initial order of five hundred, the total cost would be \$1,500.

Signs and other Parking Markings:

Residential Program: \$1,000 per block. If we anticipate an initial "rush" of twelve blocks, the total cost would be \$12,000.

Additional Time Limited Parking: \$1,000 per block. If we anticipate twelve blocks, the total cost would be \$12,000.

Employee Program (Phoenix Avenue lot): \$15,000 to \$20,000 Cost Recovery:

Recall that the State of Arizona keeps most of the fines for tickets and the remainder is used for collections and Court costs. Without meters/kiosks and thus looking to the cost of permits as the cost recovery method, the following table summarizes the relationship between the required City subsidy and the cost of permits:

Required Program Subsidy (per 200 spaces)		
Percent	Annual Subsidy	Annual Permit Cost
100%	\$45,000	\$0
75%	\$33,750	\$56
50%	\$22,500	\$113
25%	\$11,250	\$169
0%	\$0	\$225

Note that meters/kiosks not only have the potential to provide full cost recovery but can also generate revenues for purchase and construction of parking facilities and other expenses.

It is recommended that permits have some cost associated with them so that they "have value" for the permit holder.

To allow for special needs, hardship and residential accommodation, two classes of "free permits" are recommended to be established: One for any vehicle displaying a government issued handicap placard or license plate and another for cases of financial hardship. The terms of "financial hardship" have not yet been defined but perhaps a "piggy back" methodology as is suggested for disabled persons using the placard or license plate as the determination might be a viable option.

Flagstaff Parking Management Concept Program Design June 2015

Note: This is an outline sketch of a potential parking management program. A Residential Permit Parking Program, an Additional Time-Limited Parking Area, and an Employee Permit Parking Program are described. It is designed to be simple, affordable, quickly implemented, and expandable. While any of the three could be implemented independently, implementing all three simultaneously would provide the minimum linkage between the various aspects of parking management and avoid negative ramifications such as spill-over or loss of parking for some stakeholder groups. The cost recovery option of installing meters (kiosks) is addressed, as is an optional alternative parking management strategy.

Part 1 - RESIDENTIAL PERMIT PARKING PROGRAM (On-street)

1. Application area
 - a. On-street parking spaces
 - b. Anywhere on Block-by-block (both sides) basis
 - i. Property owner requested
 1. By petition
 2. Requires > 51%
 - ii. Occupancy thresholds (need) required and tested by City
 - iii. Not a "District"
2. Basic Program Mechanics
 - a. Time limited parking in entire area served.
 - i. Likely two-hours
 - ii. From 8:00 am to 5:00 pm
 - iii. Except Sundays and Holidays
 - b. Permits exempt permit holder from time limit.
3. Capital Improvements
 - a. Signage
 - b. Permits
 - c. Street markings
4. Simple Permit Mechanics
 - a. One Property Owner Permit per water meter (Linked to vehicle)
 - i. No residential / non-residential distinction
 - ii. No consideration of number of units
 - iii. No consideration of on-site parking
 - b. One Guest Permit per residential water meter
 - c. Temporary Contractor Permit (linked to water meter and vehicle)
5. Compliance (Enforcement)
 - a. Add staff per every 200 spaces in the program
 - b. Civilian PD staff

6. Financial Implications

- a. Expenses
 - i. Setup – New requests
 - ii. Signs - \$1,000 per block
 - iii. Permits – Minor if simple
 - 1. Exemptions (Disabled/Affordable)
 - iv. Compliance (Enforcement)
 - 1. (1) FTE or \$45,000 per year per 200 spaces
 - a. Includes PD Management
 - 2. Number needed increases with program implementation
 (Example: Southside needs (3) for whole area)
 - v. Overall Management
 - vi. Annual Maintenance
- b. Revenues
 - i. Tickets –
 - 1. State gets majority
 - 2. Remainder to Courts for Court and collection costs
 - ii. Permits -
 - 1. Permits need to have value for program effectiveness
 - a. Value per year per water meter
 - b. Set by City Council
 - 2. Used to offset program costs
- c. City subsidy required
 - i. Ongoing
 - ii. Source per City Council
 - iii. Subsidy Options:

Spaces Served:	200
Cost (1) FTE =	\$45,000

Required Program Subsidy:		
Percent:	Annual*	Permit Cost:
100%	\$45,000	\$0
75%	\$33,750	\$56
50%	\$22,500	\$113
25%	\$11,250	\$169
0%	\$0	\$225

* Multiply by the number of "200 spaces" being served.

7. See also Part 4 - GENERAL TO ALL (Below)

Part 2 – ADDITIONAL TIME-LIMITED PARKING AREA (On-street / No Permits)

1. Application area
 - a. On-street parking spaces
 - b. FDBIRD (North Downtown) – Maintain, already in place
 - c. Southside (More of Beaver and SF Streets, and side streets)
 - i. City Council
 - ii. Occupancy thresholds (need) required and tested by City
2. Basic Program Mechanics
 - a. Two-hour time limited parking in entire area served.
 - i. From 8:00 am to 5:00 pm
 - ii. Except Sundays and Holidays
3. Capital Improvements
 - a. Signage
 - b. Street markings
4. Compliance (Enforcement)
 - a. Add one FTE immediately
 - i. Current staffing is too low (almost 400 spaces)
 - ii. For a total of (2)
 - b. Civilian PD staff
9. Financial Implications
 - c. Expenses
 - i. Signs - \$1,000 per block
 - ii. Compliance (Enforcement)
 1. (2) FTE or \$90,000 per year
 - a. Includes PD Management
 2. Note that (1) FTE is existing and the other is new
 - iii. Overall Management
 - iv. Annual Maintenance
 - d. Revenues
 - i. Tickets
 1. State gets majority
 2. Remainder to Courts for Court and collection costs
 - e. City subsidy required
 - i. Ongoing
 - ii. Source per City Council
5. See also Part 4- GENERAL TO ALL (Below)

Part 3 - EMPLOYEE PERMIT PARKING PROGRAM (Off-street)

1. Application area
 - a. Off-street parking spaces - Public Parking Facilities
 - i. As determined by City Council
 - ii. Phoenix Avenue Lot Initially
2. Basic Program Mechanics
 - a. Time limited parking in entire area served.
 - i. Likely two-hours
 - ii. From 8:00 am to 5:00 pm
 - iii. Except Sundays and Holidays
 - b. Permits exempt permit holder from time limit.
3. Capital Improvements
 - a. Signage
 - b. Permits
 - c. Street markings
4. Simple Permit Mechanics
 - a. Quantity issued adjusted periodically for occupancy threshold
 - b. Cost adjusted periodically for occupancy threshold
 - c. First come, first serve
5. Compliance (Enforcement)
 - a. Add one FTE per every 200 spaces in the program
 - b. Civilian PD staff
6. Financial Implications
 - a. Expenses
 - i. Setup – New requests
 - ii. Signs - \$150 each
 - iii. Permits – Minor if simple
 1. Exemptions (Disabled/Affordable)
 - iv. Compliance (Enforcement)
 2. (1) FTE or \$45,000 per year per 200 spaces
 - a. Includes PD Management
 3. Number needed increases with program implementation
(Example: Phoenix Lot requires (1))
 - v. Overall Management
 - vi. Annual Maintenance

- b. Revenues
 - i. Tickets
 - 1. State gets majority
 - 2. Remainder to Courts for Court and collection costs
 - ii.
 - iii. Permits -
 - 4. Value per year set by City Council
 - 5. Used to offset program costs
- c. City subsidy required
 - i. Ongoing
 - ii. Source per City Council
 - iii. Subsidy Options: Same as Residential Permit Parking Program

Spaces Served:	200
Cost (1) FTE =	\$45,000

Required Program Subsidy:		
Percent:	Annual*	Permit Cost:
100%	\$45,000	\$0
75%	\$33,750	\$56
50%	\$22,500	\$113
25%	\$11,250	\$169
0%	\$0	\$225

* Multiply by the number of "200 spaces" being served.

7. See also Part 4 - GENERAL TO ALL (Below)

Part 4 – GENERAL TO ALL

1. Applicable to:
 - a. Residential Permit Parking Program
 - b. Additional Time-Limited Parking Area
 - c. Employee Permit Parking Program
2. Authorities
 - a. In place (no need of ordinances, etc.)
 - b. No ARS "district" required
3. Signage Mechanics
 - a. Plans by City
 - b. On-street: One per 150' (+/-), roughly (6) per block, (3) per side
 - c. Off-street: As needed
 - d. Made in City sign shop
 - e. Installed by City crews
4. Simple Permit Mechanics
 - a. Low security / low-tech
 - i. Mirror hanger
 - ii. Color designates type
 - iii. Printed expiration
 - iv. Serial numbers
 - b. Misc Permit Rules
 - i. Annual, no pro rata – One date or?
 - ii. Non-transferable
 - iii. Lost, stolen, or otherwise – becomes void, re-purchase required
 - iv. No moving credit
 - v. All other procedures – equally simple
 - c. Exemptions
 - i. Free to holders of Permanent Disabled Placard
 - ii. Affordability relief program (to be developed)
 - d. Sales
 - i. Ongoing = Water Department Counter
 - ii. Initial rush = Add lobby sales desk, misc staffing
5. Overall Program Management
 - a. Currently a part of PD – (1) FTE
 - b. Parking Office - (Immediate Staff Oversight, Interdivisional Co-ordination, Community Education, Back-of-house, Set-up Requests, Capital Projects, Permit Sales, ADA and Cost Determinations, Meter Collection, Conflict Resolution, and Maintenance)
 - c. One FTE at some point

Part 5 – METERS (KIOSKS) OPTION

1. Needs to be “future” - If immediate implementation desired
 - a. Divisive community issue
 - b. Time to purchase, setup, etc.
2. Application area
 - a. Initially
 - i. FDBIRD (North Downtown)
 - ii. Southside (Beaver and SF Streets)
 - iii. Phoenix Avenue Lot
3. Basic Program Mechanics
 - a. Replaces time limited parking portion of programs (described above)
 - i. From 10:00 am to 10:00 pm
 - ii. Except Sundays and Holidays
 - b. Permits exempt permit holder from paying for parking
 - c. Cost varied to meet occupancy threshold
4. Additional Capital Improvements
 - a. Signage
 - b. Kiosk type meters
 - i. Programmable
 1. Variable payment (Cash, tokens, credit cards, phone, etc.)
 2. Variable cost (Location, time, date, etc.)
 - ii. One per block side (two per block)
5. Additional Financial Implications
 - a. Expenses
 - i. Signs - \$150 each
 - ii. Kiosks
 1. Purchase - \$7,500 each
 2. Lease Option
 3. Install - \$2,500 each
 - iii. Collection – Initially covered by compliance (enforcement) staff
 - iv. Annual maintenance
 - b. Revenues
 - i. Average value set by City Council
 1. Average \$1 per hour recommended
 - ii. Used to offset program costs
 - c. City subsidy required: Source per City Council
 - i. Initial cost only
 - ii. Payback potential
6. Authorities: Meters require City Council approval of locations

Part 6 - CONTRACTED PROGRAM MANAGEMENT OPTION

1. Needs to be "future" - If immediate implementation desired
 - a. Purchasing rules
 - b. Lease option
 - c. IGA Revision (if FDBIRD)

2. Possibilities are
 - a. Private parking management company
 - b. FDBIRD
 - a. Can be a Parking Authority per ARS
 - b. Interest expressed

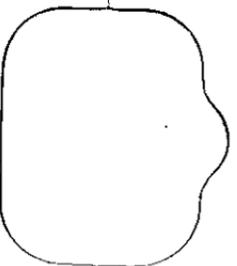
3. All or part of management of
 - a. North Downtown
 - b. Southside
 - c. Public parking facilities
 - d. Other areas within the program

4. Fee for service or using revenues generated, but may still need subsidy

Part 7 – IMPLEMENTATION

1. A Few Possible Options
 - a. Immediate Implementation Option
 - i. Direct staff to implement any or all of:
 1. Residential Permit Parking Program
 2. Additional Time-Limited Parking Area
 3. Employee Permit Parking Program
 - ii. And, bring back for future consideration any or all of:
 1. Any un-adopted programs (from above)
 2. Affordability Relief Program
 3. Meters (Kiosks)
 4. Contracted Program Management
 - b. Comprehensive Implementation Option
 - i. Direct staff to bring back for future consideration any or all of:
 1. Residential Permit Parking Program
 2. Additional Time-Limited Parking Area
 3. Employee Permit Parking Program
 4. Affordability Relief Program
 5. Meters (Kiosks)
 6. Contracted Program Management
 - c. Other?
2. Other Possible Options
 - a. Already suggested by stakeholders
 - i. Parking Ambassadors
 - ii. "OPPS" / Courtesy Tickets
 - iii. Signage / Messaging (Program Branding, Wayfinding, etc.)
 - iv. Educational Outreach
 - v. Targeted enforcement around NAU
 - b. Broaden community outreach prior to implementation
 - c. Other?
3. Expectations – Anticipate:
 - a. A "rush" for
 - a. Residential Permit Parking installations
 - b. Permits
 - b. Simplicity of design will likely require adjustments in the future
 - a. Permit fraud (Sales, Counterfeit, Guest Permit Abuse, etc.)
 - b. Unforeseen circumstances
 - c. Cost increases
 - a. Program growth
 - b. Required program adjustments
 - c. Unforeseen circumstances

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PARKING REGULATIONS

- Attach HANGER PERMIT to rear view mirror support so it is clearly visible outside of vehicle. Permit not valid if altered, copied, or lying on dash.
- Valid ONLY in areas marked 1 hour parking except with R permit, and at meters with PAINTED YELLOW POLES.
- NOT VALID DURING STREET SWEEPING TIMES.
- Not replaceable. This permit is issued one per address per year only.
- Lock your parked vehicle. The security of your permit and your vehicle is your responsibility.

PERMIT DESIGNED BY

HERMOSA BEACH RESIDENT BRITTAN DURHAM

EXP. FEB. 28, 2015

HERMOSA BEACH

2014-2015



RESIDENTIAL PARKING PERMIT

VALID IN DESIGNATED AREA. EXPIRES FEB. 28, 2015

15-5077



Parking Management

Flagstaff, Arizona

2015



Potential Parking Management Components

Presented for Consideration by the

Flagstaff City Council

July 14, 2015

Parking Management

Flagstaff, Arizona

2015



- Partners / Stakeholders
 - NAU
 - NAIPTA
 - Good Neighbor Coalition
 - FDBIRD
 - Neighborhoods (North End, Townsite, LPV)
 - Student Housing Working Groups
 - City Staff (Police, Courts, Traffic, Streets, Legal)

Parking Management

Flagstaff, Arizona

2015

- Foundational Thoughts
 - Stakeholder Input
 - Ready Implementation
 - Start Small and Grow
 - Interconnectedness of Parking
 - Cost and Cost Recovery

Parking Management

Flagstaff, Arizona

2015



- Five Potential Components Outlined
 - Residential Permit Parking Program
 - Additional Time-limited Parking
 - Employee Permit Parking Program
 - Meters / Kiosks
 - Private / Non-city Parking Management

Parking Management

Flagstaff, Arizona

2015



- Five Potential Components Outlined
 - More Detail in Outline
 - Still More Detail Needed
 - Staff Report and Presentation is an Overview

Parking Management

Flagstaff, Arizona

2015



- Residential Permit Parking Program
 - Requested by Property Owners
 - Block-by-block (On-street)
 - 51%
 - Change to Time-limited Parking (2 hrs for Example)
 - Permits Issued
 - Regular / Guest Permit / Contractor
 - Permits Exempt Vehicle from Time Limits
 - Enforcement Performed

Parking Management

Flagstaff, Arizona

2015



- Additional Time-limited Parking
 - Probably 2 hrs
 - Southside
 - All of Beaver and San Francisco Streets
 - Side Streets (maybe for a block each way)
 - Enforcement Performed
 - North Downtown – In-place

Parking Management

Flagstaff, Arizona

2015



- Employee Permit Parking Program
 - Lots, Garages, and other Off-street Parking Areas
 - Start with Phoenix Avenue Lot
 - Change to Time-limited Parking (2 hrs for example)
 - Permits Issued
 - Any purchaser
 - Quantity Limited for Desired Occupancy
 - Permits Exempt Vehicle from Time Limits
 - Enforcement Performed

Parking Management

Flagstaff, Arizona

2015



- Meters / Kiosks
 - Enforcement Cost Recovery
 - Surplus Could Purchase Parking Land and Facilities
 - Apply to:
 - Downtown
 - Southside
 - Other Controlled Parking?
 - Permits Exempt Vehicles from Paying

Parking Management

Flagstaff, Arizona

2015

- Private / Non-city Parking Management
 - Contractors
 - Downtown District (FDBIRD)



Parking Management

Flagstaff, Arizona

2015



- Implementation
 - Start Small and Grow:
 - Residential on Block-by-block basis
 - Simplicity of Permits and Enforcement
 - Add Parking Lots or Garages as needed
 - Add Meters / Kiosks
 - Add Non-city Management

Parking Management

Flagstaff, Arizona

2015



- Implementation
 - Ready:
 - Residential Permit Parking,
 - Additional Time-limited Parking, and / or
 - Employee Permit Parking
 - Staff recommends all three at once.
 - And, Add (1) FTE Civilian Enforcement Staff

Parking Management

Flagstaff, Arizona

2015



- Implementation

- Needs More Work:

- Meters / Kiosks and

- Non-city Parking Management

- Possibly wait until settling-in period is over

Parking Management

Flagstaff, Arizona

2015



- Financial Implications

- Without:

- Meters / Kiosks
 - Non-city Management
 - Randomized Enforcement

- Cost: Approx. \$250 per space per year.

Parking Management

Flagstaff, Arizona

2015



- Financial Implications

- Relationship of Subsidy versus Permit Cost:

Spaces Served:	200
Cost (1) FTE =	\$45,000

Required Program Subsidy:		
Percent:	Annual*	Permit Cost:
100%	\$45,000	\$0
75%	\$33,750	\$56
50%	\$22,500	\$113
25%	\$11,250	\$169
0%	\$0	\$225

Parking Management

Flagstaff, Arizona

2015



Questions?

Karl Eberhard, AIA

Community Design and Redevelopment Manager

keberhard@flagstaffaz.gov

(928) 213-2969

Memorandum

7.

CITY OF FLAGSTAFF

To: The Honorable Mayor and Council
From: Brad Hill, Utilities Director
Co-Submitter: Ryan Roberts, Utilities Engineering Manager
Date: 06/29/2015
Meeting Date: 07/14/2015



TITLE:

Utilities Rate Adjustments - Overview of the Needs Assessment.

DESIRED OUTCOME:

No Action - Staff will provide information

EXECUTIVE SUMMARY:

In accordance with City Council's adopted Water Policies A1, A2 & A3 - Enterprise Funding and Rate Design Elements, the Utilities Division hired Willdan Financial Services to develop a financial plan and economic model for the Division's four enterprise funds; Water, Sewer, Reclaimed Water and Stormwater. The purpose for conducting a rate study is to carefully analyze and develop rates that are sufficient to fund the operation, maintenance and replacement of essential utility infrastructure (e.g., treatment plants, pipelines, reservoirs, wells and stormwater facilities) while maintaining a commitment to affordability and transparency. The objective of the rate study is to ensure the City can responsibly invest in the infrastructure needed to provide round-the-clock, safe and reliable Utilities services to ensure the public's health and economic vitality of our community today and into the future.

Staff will provide an overview for the need to consider an adjustment in Utilities rates. Specifically, staff plans to discuss the following:

1. Overview of Council Goals & Policies
2. Overview of fiscal stewardship & efficiencies implemented
3. Overview of the Master Planning and Condition Assessments of Utilities infrastructure and facilities
4. Recommended repairs and replacements that should be completed over the next 10 years
5. Next Steps

INFORMATION:

COUNCIL GOALS:

- 2) Ensure Flagstaff has a long-term water supply for current and future needs
- 3) Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics
- 7) Address key issues and processes related to the implementation of the Regional Plan
- 8) Improve effectiveness of notification, communication, and engagement with residents, neighborhoods and businesses and about City services, programs, policies, projects and developments
- 9) Foster relationships and maintain economic development commitment to partners
- 11) Ensure that we are as prepared as possible for extreme weather events

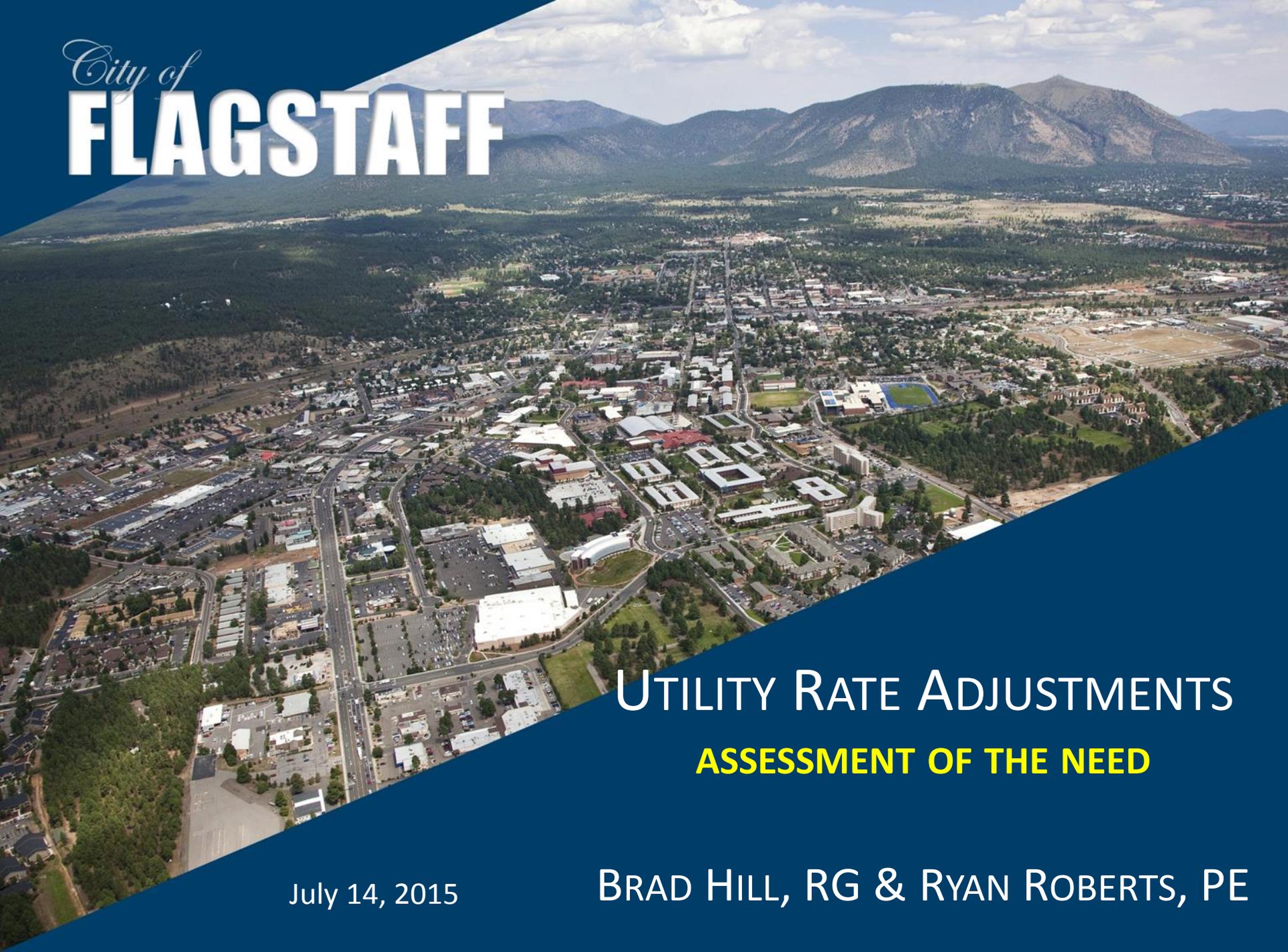
REGIONAL PLAN:

Policy WR.2.2 Maintain and develop facilities to provide reliable, safe and cost effective water, wastewater and reclaimed water services

Policy WR.3.9 Identify adequate funding sources to pay for new resources for a long-term renewable water supply

Policy WR.4.2 Maintain, at the City level, a financially stable utility to provide reliable, high quality utility services

Attachments: PowerPoint



City of
FLAGSTAFF

UTILITY RATE ADJUSTMENTS

ASSESSMENT OF THE NEED

July 14, 2015

BRAD HILL, RG & RYAN ROBERTS, PE

Outline

Why the need to consider adjustment in Rates

- **Council Policy**
- **Purpose, Objective & Questions**
- **Utilities steps towards fiscal stewardship & efficiencies that have been implemented**

- **Assessment of Utilities infrastructure today**
- **Recommendations on repairs/replacements over next 10-years**
- **Prop 406 – Road Repair & Street Safety**

CITY COUNCIL POLICY

City Council adopted Water Policies

A1, A2 & A3 Enterprise Funding & Rate Design

Require a **formal rate study** to be conducted
every three years

to determine cost-of-service for
water & sewer services

PURPOSE

Carefully **analyze** and **develop rates** that are sufficient to **fund** the **O**peration, **M**aintenance and **R**eplacement of **essential** utility infrastructure while maintaining a commitment to **affordability** and **transparency**.

OBJECTIVE

Ensure the City can **responsibly invest** in the infrastructure needed to provide **round-the-clock, safe** and **reliable** utility services to ensure the **public's health** and **economic vitality** of our community today and into the future.

Achieve Council Goals

Goal #2 – Ensure Flagstaff has a long-term water supply for current and future needs

Goal #3 – Provide Sustainable and equitable public facilities, services and infrastructure systems in an efficient and effective manner to serve all population areas and demographics

Goal #7 – Address key issues and processes related to the implementation of the Regional Plan

Goal #11 – Ensure that we are as prepared as possible for extreme weather events

UPCOMING POLICY QUESTIONS

- What is our infrastructure investment strategy?
- Do our rates encourage water conservation?
- Who will pay for growth?
- Will reclaimed water continue to be subsidized by water?
- Other?

CLEAR & CONCISE

One of the **hardest** thing to do as staff is to **ask** the Community & City Council **for more \$\$**

Staff needs to be **clear & concise** in **quantifying the need** for additional resources and we must **demonstrate fiscal responsibility**



FISCAL STEWARDSHIP & EFFICIENCIES



Utilities Efficiency Initiatives

- **Conducting Master Plans & Condition Assessments**
 - Accurately demonstrate the problem with confidence
 - Strategically spend Utilities limited dollars
- **Starting to implement Energy efficiency within Operations**
 - Solar Panels, replacement of Blowers & Pumps
- **Eliminated 10 positions at beginning of Great Recession**
 - Rebuilding Division staff methodically
- **Leak Detection Surveys**
 - Completed >200 miles of distribution system
 - Better understand our Lost & Unaccounted For water



Energy Efficiency Initiatives

- Solar now makes up ~ 30% Wildcat Hill / ~ 27% of Rio WRP electrical needs



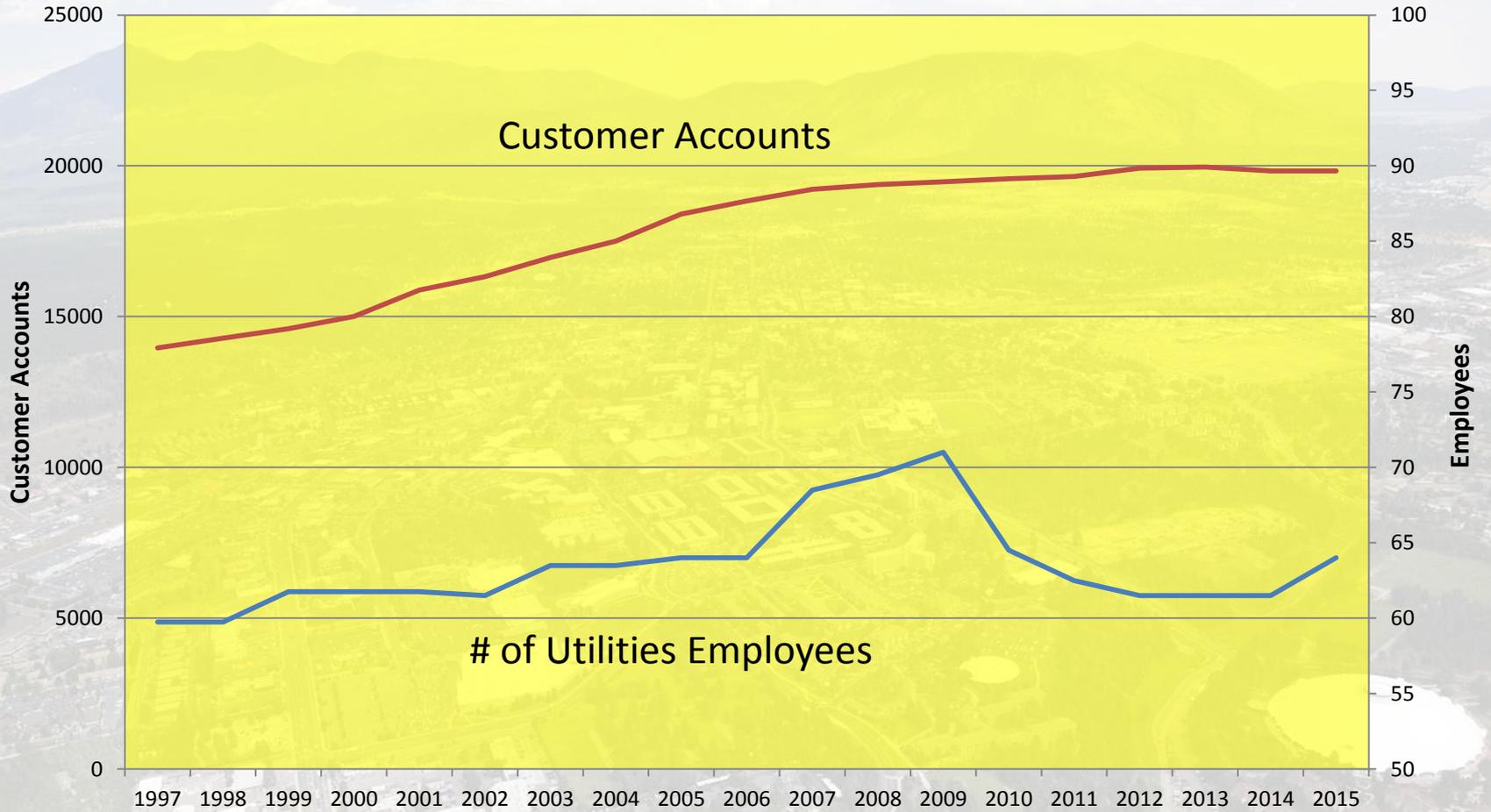
February 2015 Report – Utilities saved ~\$206,300 last year not including loan payment

- Conducted Energy Efficiency Audits – replacement with more efficient blowers & pumps (est ~\$20,000/month)

Rio WRP Blower - 1993

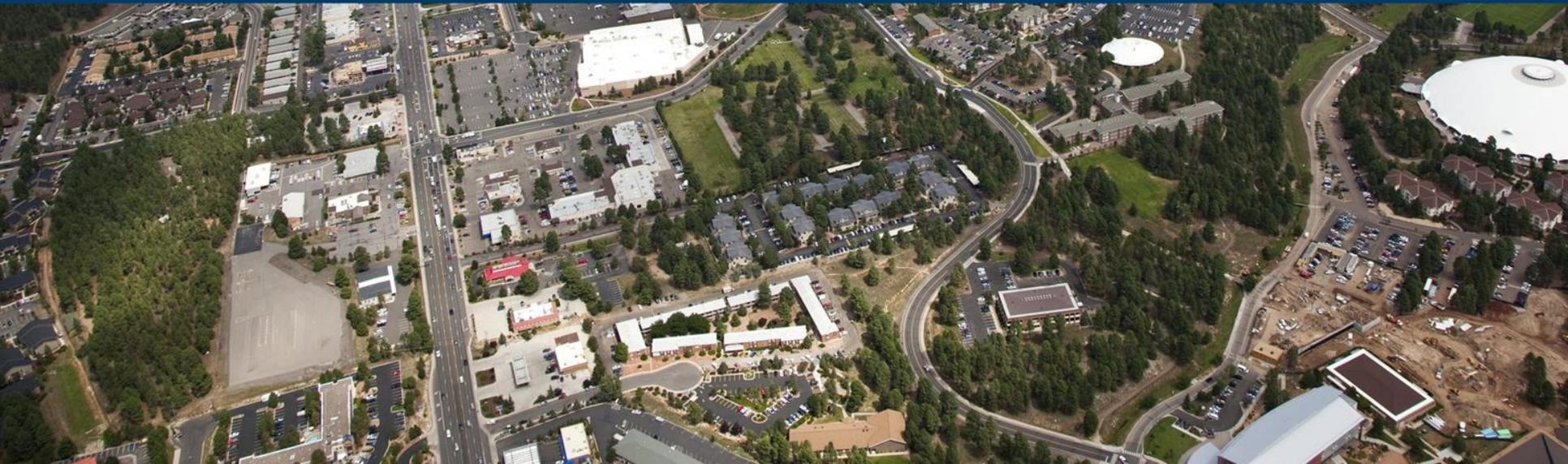


Staffing Reductions





INFRASTRUCTURE ASSESSMENT



Infrastructure Assessment - Statewide

EVERY DAY EVERY CITIZEN USES INFRASTRUCTURE

2015

REPORT CARD FOR Arizona's Infrastructure

ASCE
AMERICAN SOCIETY OF CIVIL ENGINEERS

www.infrastructurereportcard.org/arizona

ASCE
AMERICAN SOCIETY OF CIVIL ENGINEERS

2015

REPORT CARD FOR Arizona's Infrastructure

ARIZONA'S INFRASTRUCTURE G.P.A. **C**

Infrastructure is all of the systems built to make our lives better and our economy more efficient. Roads, water pipes, dams, railways and much more make up the modern infrastructure you use every day.

Generations of Arizonans built today's expansive infrastructure, and our leaders are responsible for keeping it working for us today and keeping up with a growing population that uses more

ROADS	D+
DRINKING WATER	C-
DAMS	C-
WASTEWATER	C
LEVEES	C-

Northern Arizona's Locally Owned Newspaper

FBN

Flagstaff Business News

Also serving Sedona, Williams and Winslow | www.flagstaffbusinessnews.com

SPECIAL HEALTHCARE SECTION INSIDE

Inside:

- Twin Arrows Aims for Growth p.3
- Forester Searching for Resilient Pine Genes p.4
- Community Profile: Kevin Henrie Keeps Northland Clean p.8



Engineers Grade Arizona's Dams, Bridges, Transportation, Water Systems: C GPA

Report Card Assigns a B to Bridges and a D+ to Roads

By Bonnie Stevens, FBN

Whether we are heading our toady, driving to work or taking a flight, Arizonans rely on the state's infrastructure every day. However, the Arizona Section of the American Society of Civil Engineers (ASCE) says Arizona's bridges, dams, transportation and water systems are suffering from age,

weather and increased use. One of the biggest challenges, the group says, is a lack of funding to keep up with maintenance and future demands of a growing state.

After a two-year assessment, the ASCE Arizona Section is delivering the Report Card for Arizona's Infrastructure, listing grades in nine categories. Mark Lamer, P.E., an ASCE member and civil engineering professor at Northern Arizona University, says many of the grades are low Cs and could easily become Ds if the necessary steps toward maintenance and improvement are not taken.

"Infrastructure is the foundation of our economy," said Lamer. "Currently, our conditions are pretty good, certainly better than the national average, but it won't be long before we'll need to address these issues to continue to thrive in a state and enjoy the quality of life that we want for ourselves and future generations."

Bridges: B

Arizona has more than 8,000 bridges and overall, they have been given a B. Brent Berchers,

Continued on page 23 >>

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Matt Bryndenthal
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RE/MAX
REAL PROPERTIES

State of our Infrastructure - Flagstaff

Master Planning

- Policies-Council
- Water Resources
- Water System-NCS Engineers
- Sewer System-Brown & Caldwell
- SCADA-SW Automation

Infrastructure Assessment

- Hire Professional Experts
- Identify capital needs

Rate Study

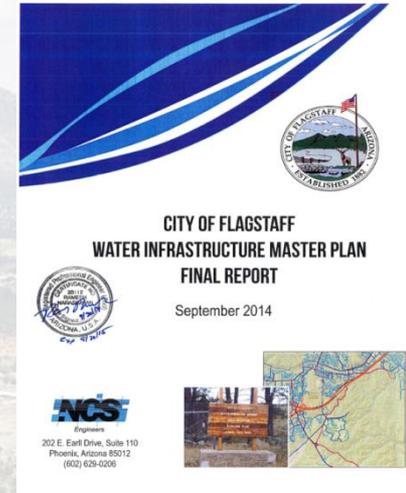
- Cost of Service
- Fair and equitable
- Financial Experts



10-Year Infrastructure Assessment Flagstaff Water System



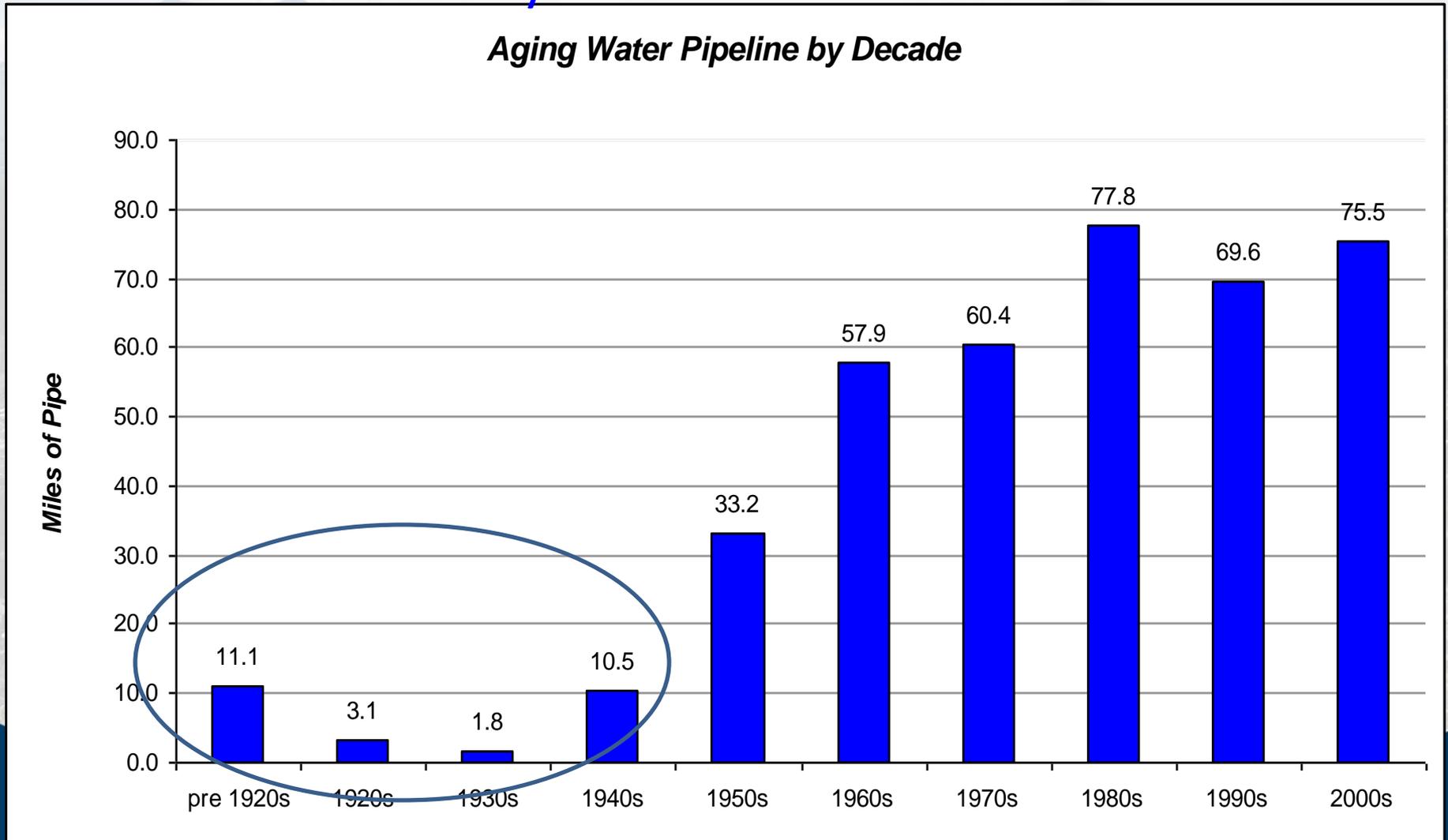
\$94M
\$23M RGR
Total \$117M



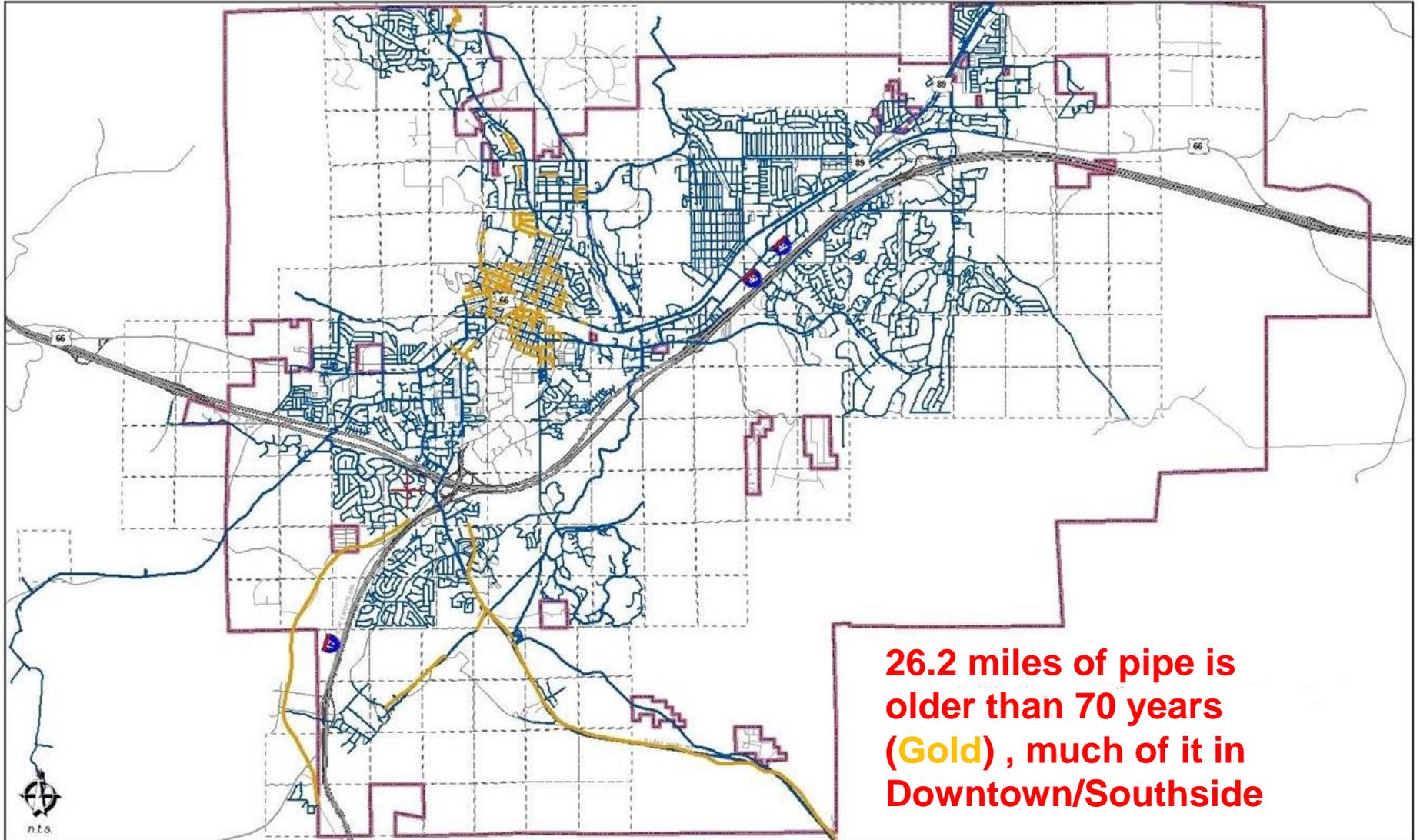
NCS Engineering – Recommendation
~ \$11.7M/year over next 10 – years
Staff *reduced* engineer’s recommendation
to \$9.35M/year

Aging Water Infrastructure Flagstaff Water System

~26.5 Miles over 70 yrs old



Aging Water Infrastructure Flagstaff Water System

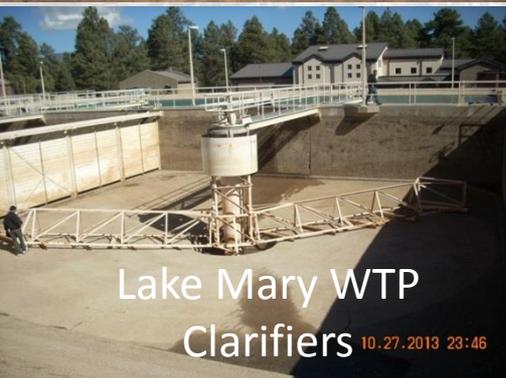


10-Year Infrastructure Recommendations Flagstaff Water System

- Aging Waterline replacement (\$34.5M)
- Transmission line (\$5.275M)
- Water meter replacements (\$4.8M)
 - Lost & Unaccounted for water
- Additional water supply wells (\$15M)
 - drought protection, growth
- Lake Mary WTP sedimentary basin & sludge lagoons maintenance (\$6.3M)
- Red Gap planning and design (\$23M)
- Water reservoir rehabilitation (\$4.7M)



New Local Wells



Lake Mary WTP
Clarifiers 10.27.2013 23:46



10-Year Infrastructure Assessment Flagstaff Wastewater System

Sewer Mains

\$21.7M

Interceptors

\$11.6M

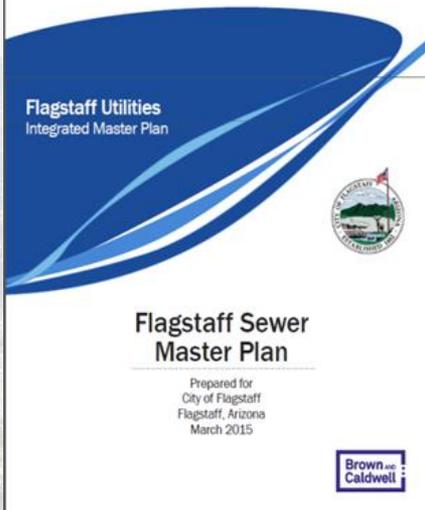
\$59.7M Total

Manholes

\$4.5M

Treatment

\$21.9M



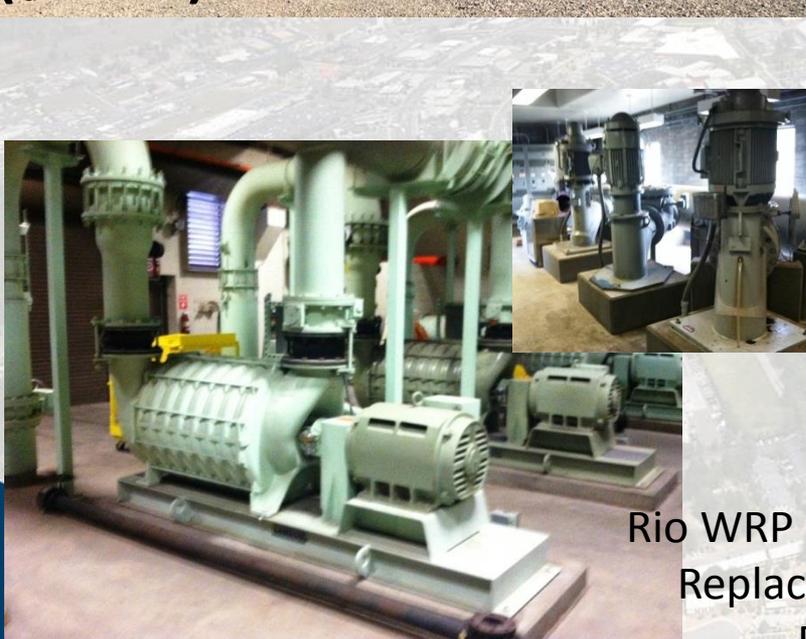
Brown & Caldwell Engineering – Recommendation

~ \$5.9M/year over next 10 – years

Staff *reduced* engineer’s recommendation

to \$4.3M/year

10-Year Infrastructure Assessment Flagstaff Wastewater System



Rio WRP Blower and Pump
Replacements-Energy
Efficiency

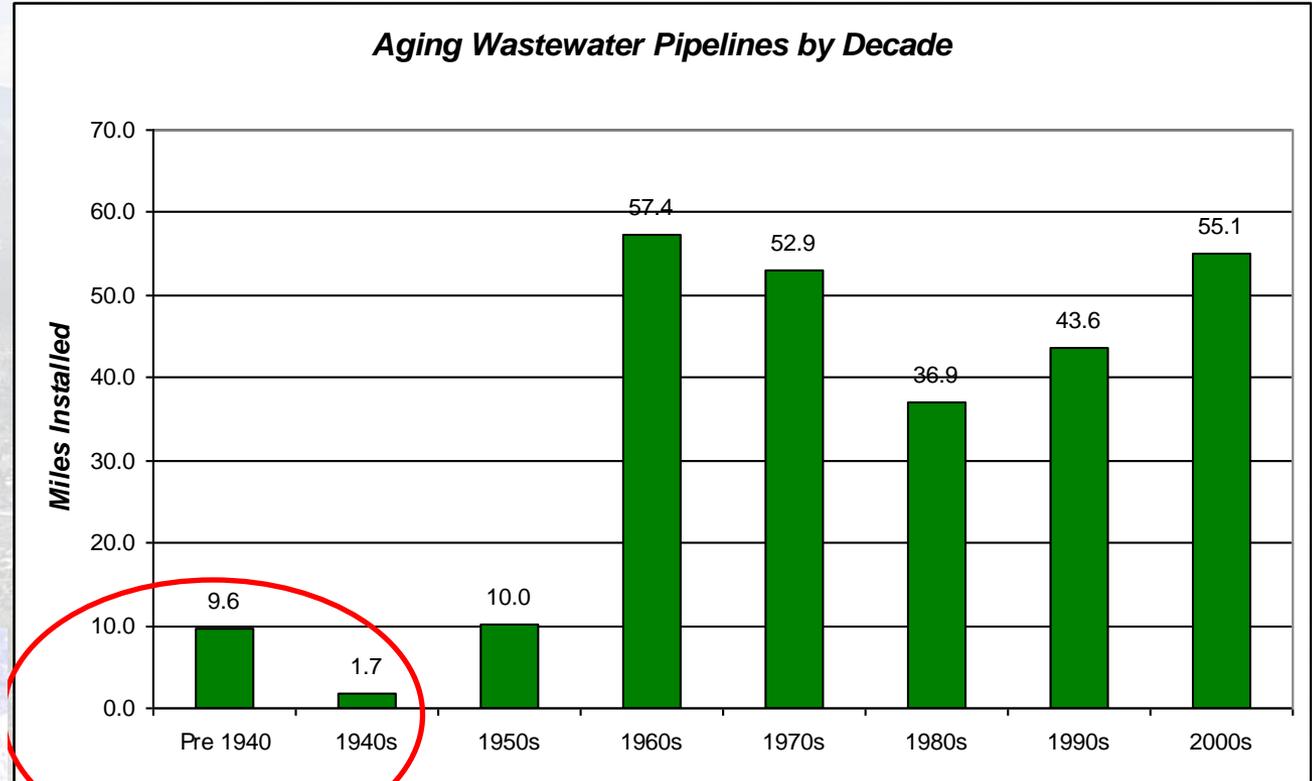


Digester – Solids Handling
Wildcat Hill

Aging Sewer Infrastructure Flagstaff Sewer System



7,800 manholes: 914 recommended to be replaced or rehabilitated (\$4.5M)



~11 Miles of sewer line is at the end of its useful life (\$14M)

10-Year Infrastructure Recommendations

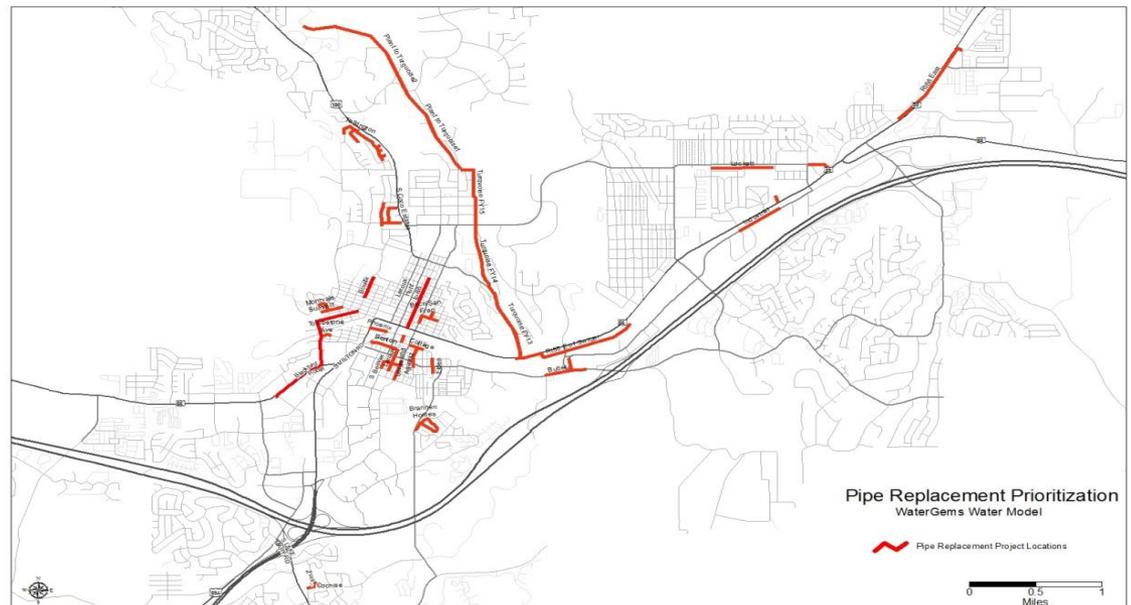
Prop 406 Road Repair and Street Safety is an ~\$20M investment in water & sewer infrastructure

However Prop 406 is driven by condition of street not the underlying water, sewer or stormwater utilities. Helps but does not solve all utility replacement needs

Prop 406 \neq Pipeline replacement priorities

Not all utility infrastructure is under a street

RR&SS is replacing 3.5 miles of 26.5 miles of waterlines needed to be replaced in next 10 years



Next Steps

- Water Commission Reviews Willdan Report – July 16th
 - Consider the Options – vote on recommendations
- Willdan Report to be put on Utilities Website/City Clerk
- City Council will receive a hard copy
- Staff to begin Stakeholder Outreach
- Stormwater Utility at future date



QUESTIONS

