## COMBINED SPECIAL MEETING/WORK SESSION AGENDA

**CITY COUNCIL COMBINED SPECIAL**
  **MEETING/WORK SESSION**
**TUESDAY**
**FEBRUARY 11, 2020**

**COUNCIL CHAMBERS**
**211 WEST ASPEN AVENUE**
**4:30 P.M. and 6:00 P.M.**

### SPECIAL MEETING

1. **Call to Order**

2. **Pledge of Allegiance and Mission Statement**

### MISSION STATEMENT

*The mission of the City of Flagstaff is to protect and enhance the quality of life for all.*

3. **ROLL CALL**

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

   MAYOR EVANS
   VICE MAYOR SHIMONI
   COUNCILMEMBER ASLAN
   COUNCILMEMBER MCCARTHY

   COUNCILMEMBER ODEGAARD
   COUNCILMEMBER SALAS
   COUNCILMEMBER WHELAN

4. **Presentation of City Manager Awards**

### RECESS

The Special Meeting of the City Council will recess into an employee reception and reconvene at 6:00 p.m.

### 6:00 P.M. MEETING

### RECONVENE

1. **Call to Order**

### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

2. **Pledge of Allegiance and Mission Statement**

**MISSION STATEMENT**

*The mission of the City of Flagstaff is to protect and enhance the quality of life for all.*

3. **ROLL CALL**

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

MAYOR EVANS
VICE MAYOR SHIMONI          COUNCILMEMBER ODEGAARD
COUNCILMEMBER ASLAN          COUNCILMEMBER SALAS
COUNCILMEMBER MCCARTHY          COUNCILMEMBER WHELAN

4. **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.*

5. **Consideration and Adoption of Resolution No. 2020-04:**  A resolution of the City Council of the City of Flagstaff, Arizona, amending the Comprehensive Parking Management Program Pay-to-Park and Permit Parking Fees, and establishing an effective date.

   **STAFF RECOMMENDED ACTION:**
   1) Read Resolution No. 2020-04 by title only
   2) City Clerk reads Resolution No. 2020-04 by title only (if approved above)
   3) Adopt Resolution No.2020-04

6. **Adjournment**

**WORK SESSION**

1. **Call to Order**

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).*

2.      **Review of Draft Agenda for the February 18, 2020 City Council Meeting**

*Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.*

3.      **State & Federal Legislative Update**

4.      **Winter Storm Event and Public Works Snow Operations**

5.      **REMOVAL of Future Agenda Item Request (F.A.I.R.):** A request by Councilmember Odegaard to remove as a F.A.I.R. item a discussion about the Land Trust Model.

6.      **Public Participation**

7.      **Informational Items To/From Mayor, Council, and City Manager; future agenda item requests**

8.      **Adjournment**

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# CITY OF FLAGSTAFF

## STAFF SUMMARY REPORT

| | |
|---|---|
| **To:** | The Honorable Mayor and Council |
| **From:** | David McIntire, Community Investment Director |
| **Date:** | 01/28/2020 |
| **Meeting Date:** | 02/11/2020 |

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**TITLE:**

<u>**Consideration and Adoption of Resolution No. 2020-04:**</u>  A resolution of the City Council of the City of Flagstaff, Arizona, amending the Comprehensive Parking Management Program Pay-to-Park and Permit Parking Fees, and establishing an effective date.

**STAFF RECOMMENDED ACTION:**

    1) Read Resolution No. 2020-04 by title only
    2) City Clerk reads Resolution No. 2020-04 by title only (if approved above)
    3) Adopt Resolution No.2020-04

**Executive Summary:**

The ParkFlag Parking Management Program (ParkFlag) has been in place for two years. Its primary tasks are to manage the limited supply of parking in the Downtown and Southside areas and to generate revenue for the creation of additional parking with a focus on ambassadorship and customer service.  The purpose behind those tasks is a vibrant and prosperous downtown and an improved residential experience in the Southside. This discussion and action item is an annual update on the program operations and a discussion of potential changes to be considered for implementation. As the City now has two years of data to work with there are a number of potential changes for the Council to consider.

**Financial Impact:**

The ParkFlag Program has exceeded revenue projections in both years of its operation. As visualized in the attached PowerPoint and Annual Report, for fiscal year 19-20 ParkFlag had revenues of $1,518,725 and expenses of $788,543.  Revenues increased by $80,000 over the first year of operation.  The 20% of revenue reserved for the creation of new parking, by ordinance, was $303,745, which brings the total for the program since inception to $509,269 as of June 30, 2019. The additional balance between revenues and expenses can be used to generate inventory or for other parking-related purposes such as the program adjustments discussed further below.

Pay-to-Park sales are by far the majority of the revenue at $1,389,997. The remainder is collected through the permit programs or as interest on the reserves. Expenses also have been below the budgeted amounts in each of the two years of operations.  The staff has been careful to manage the program economically.  Also, the program had lower staffing expenses, due to incremental program rollout, staff turnover, and longer hiring processes due to background checks.

ParkFlag revenues may only be used for parking management purposes, per City ordinance. Parking violation fines are paid to the Municipal Court and ParkFlag does not receive these funds.

The proposed adjustments to ParkFlag program will reduce annual revenues.  Possible adjustments include reducing the geographic scope of the pay-to-park area, thus providing more free, time-limited parking instead, or by reducing the hours of parking management, thus providing more periods where parking is free to the customer. Any reduction of annual revenue will result in extending the amount of time needed to collect financial reserves to provide long term parking solutions.

The proposed adjustments will also enable some operational cost savings. It is possible ParkFlag may be able to reduce the hours, or eliminate a full-time parking aide position, which currently costs $56,000 annually including full burden. Additionally, reducing the pay-to-park geography can save on costs associated with the meters and software required for enforcement.

The proposed adjustments would also require ParkFlag to incur one-time costs associated with updating signs, removing kiosks, updating software and other logistical items associated.

**Policy Impact:**
The program implements the policy that managed parking, and a revenue source to develop parking, are both a benefit to the community given the current dynamics.  This was intended to benefit both the Downtown businesses and Southside residents.  In fact, the program was developed at the request of the Downtown and the Southside. Making some of the potential adjustments will work to shift the program parameters to manage parking where and when most needed. Many of the changes outlined have been received through conversations with residents, owners and partner organizations in the affected areas. The decision regarding what level of change is best seeks to find the ideal balance between reducing the scope of the program's management and revenue while still maintaining the ability of the program to manage supply when needed, self-fund, and generate resources to be used in the development of parking.

**Connection to Council Goal, Regional Plan and/or Team Flagstaff Strategic Plan:**
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) Foster relationships and maintain economic development commitment to partners

**Has There Been Previous Council Decision on This:**
There have been numerous Council decisions that have led to the program implementation and to previous changes and amendments.

**Options and Alternatives:**
1) Hear the presentation and choose to direct staff to leave the program as it currently is;
2) Hear the presentation and direct staff to make selected adjustments to the program which will result in different program dynamics and pro-forma function;
3) Hear the presentation and direct staff to research the impacts of additional ideas and options for future consideration.

**Background/History:**

The ParkFlag program was developed with significant public outreach, public comment, and input from the Downtown Business Alliance (DBA), multiple business owners, and many Southside residents requesting management of parking.

ParkFlag program prioritizes ambassadorship above enforcement.  Last year ParkFlag issued 12,995 warnings and 4,308 citations. Put another way, over 75% of the time, ParkFlag issued warnings only for parking violations.  The intention is to encourage behavior change. ParkFlag has also made substantial progress towards reimbursing the City's General Fund for the original loan used for the purchase and installation of the parking kiosks.  ParkFlag also has reserved over $500,000 towards creating new parking inventory.  Thirteen residential areas have chosen to have ParkFlag manage their parking, and there have been inter-divisional efforts to identify ways to address nuisance parking behavior on the Southside beyond the general management process. We have also received numerous compliments for the staff's ambassadorship.

The program was originally developed with the intention that it would adapt to meet the shifting needs of the community. Currently, numerous businesses in the downtown feel that adjusting the program could support their prosperity as they manage changing conditions in the retail and regulatory environment. Additionally, with two years of data, it is now more clear where adjustments could help make the program best reflect the current parking occupancy conditions. With this in mind, the Staff has reviewed a variety of potential program adjustments.  Many of them are being presented as a part of this discussion, with the additional items intended to be brought forward after there is a deeper understanding of the repercussions and required process involved.

It is also exciting that two new parking areas will be provided by the Fall of the current year. The City is in the process of obtaining a license to use the parking area owned by the Foundation for Senior Living at the former St. Mary's School. These spaces will provide parking for the new City Municipal Court and also be available for the Downtown guests and employees.  A minimum of 88 spaces is anticipated.  Also, once the current courthouse is demolished, funds from ParkFlag will be used to improve the parcel and to provide a surface parking lot accessible to both Downtown and the Southside.  Both parking lots will be managed by ParkFlag and both will be temporary, but with the clear intention of integrating permanent inventory on the same parcels as a part of future development on the lots.

**Expanded Financial Considerations:**
ParkFlag is a self-funded program, is reimbursing the General Fund for the original loan amount used to for purchase and installation of parking kiosks, and saving towards the development of new parking spaces.

The possible adjustments will reduce annual revenues, as estimated below. These are unaudited amounts, exact numbers are not known.

Options:
Adjust the time that parking is managed in the downtown (some options overlap each other):

1. Adjust the start of parking management from 7 AM back to 9 AM on all days (-$47,000)
2. End parking management on Sunday - Wednesday at 5 PM instead of 7 PM (-$86,000)
3. End parking management on Thursday - Sat at 8 PM instead of 10 PM (-$31,000)
4. End parking management at 5 PM throughout the entire week (-$330,000)

Reduce the cost of employee permits:
   A.  From $45 to $20 (-$41,000)
   B.  From $45 to $10 (-$57,000)

Adjust the geography of the Pay-to-Park area by converting Elden Street, Verde Street, and the corresponding cross streets to time-limited parking (-$5,700)

We anticipate there will be one-time costs for a new cash kiosk located at Superior Court, for sign replacement to adjust the program hours, for better signage of cash kiosks from a distance, and for a marketing campaign. The fund balance has enough resources to cover these anticipated costs.

ParkFlag could implement multiple with corresponding impacts to the speed of the lockbox growth and the program reserves, but without preventing the program from self-funding base operations. There may be little leftover in some scenarios. Adjusting the hours to end at 5 PM on all evenings would not be possible if ParkFlag is to be self-funding, pay back the City, and generate reserve funds for development of parking inventory as prescribed by the ordinance.

**Community Benefits and Considerations:**

ParkFlag has been effective in achieving the general tasks of managing parking and generating revenue for creating inventory.  Continuing to provide that function will lead in the near term, and then to a greater extent in the medium term, to additional parking inventory while managing limited supply.  The benefits to the community of some combination of the proposed changes include:
- reducing the out-of-pocket expenses of employees and businesses for employee permits,
- adjusting hours to better reflect the times there is a great need for parking to be managed,
- providing a greater level of convenience for cash users at Superior Court,
- providing more free, time-limited parking, and
- providing additional parking inventory.

**Community Involvement:**

Many of the adjustments proposed have been received from either the DBA, business owners directly, vendors, or residents. The DBA has been a significant part of the assessment of the adjustments as well.  There have also been consistent outreach to Southside residents in partnership with the Southside Specific Plan process and in partnership with the Community Development Division.

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**Attachments:**     Comprehensive Parking Management Plan
Presentation on Parking Program
Administrative Guidelines
Res. 2020-04
Fee schedule adjustment to $20.00
Fee schedule adjustment to $10.00

RESOLUTION NO. 2016-01

A RESOLUTION OF THE CITY OF FLAGSTAFF, ARIZONA ADOPTING THE
*COMPREHENSIVE PARKING MANAGEMENT PROGRAM, NOVEMBER 15*

RECITALS:

WHEREAS, the City has identified issues related to parking in the downtown area, the southside area, and areas surrounding downtown and southside; and

WHEREAS, the City of Flagstaff has an interest in managing parking within the downtown area, southside area and those areas surrounding downtown and southside in order to meet the needs of the community; and

WHEREAS, the City has created a Comprehensive Parking Management Program to manage and regulate parking within the downtown area, southside area and those areas surrounding downtown and southside, which will require amendments and additions to Title 9 of the Flagstaff City Code; and

WHEREAS, the City now desires to implement the Comprehensive Parking Management Program and authorize a Parking Manager to manage and regulate parking within the downtown area, southside area and those areas surrounding downtown and southside.

ENACTMENTS:

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

SECTION 1. That attached Exhibit A, the *COMPREHENSIVE PARKING MANAGEMENT PROGRAM, NOVEMBER 2015*, is hereby adopted.

SECTION 2 That City staff is hereby authorized to take the measures and actions as outlined in the COMPREHENSIVE PARKING MANAGEMENT PROGRAM, NOVEMBER 2015 attached hereto which are necessary and appropriate to carry out the terms, provisions and intents of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 19th day of January, 2016.

_____
MAYOR

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ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

City of Flagstaff

# Comprehensive Parking Management Program

Karl Eberhard, Community Design & Redevelopment Manager

*With Parking Core Planning Team:*
Josh Copley, City Manager
Jerene Watson, Deputy City Manager
Barbara Goodrich, Deputy City Manager
Heidi Hansen, Economic Vitality Director
Mark Landsiedel, Community Development Director
David McIntire, Community Investment Director
Daniel Folke, Planning Director
Rick Barrett, City Engineer
Sterling Solomon, Deputy City Attorney
Jeff Meilbeck, CEO & GM, NAIPTA
Terry Madeksza, FDBA
Richard Payne, NAU

November 2015

# INDEX

## BACKGROUND

Flagstaff desires a comprehensive public parking and parking management program that includes sufficient facilities, appropriate regulations, effective operational systems, necessary equipment, and a sustainable independent funding source. Facilities would include additional on-street parking, additional off-street parking, and a comprehensive way-finding signage program. In addition to parking facilities, multi-modal facilities such as park-n-ride lots and sufficient pedestrian, transit, and bicycle facilities are a part of the vision. Regulations would be in place to protect parking for residents and employees, to support turn-over in the commercial areas, and to promote multi-modal transportation options. At the same time, the regulations minimize negative impacts on patrons and visitors and do not discriminate against customers or types of customers, including students. The system would be operated and equipped to support the above goals in ways that are efficient and customer service oriented. This may include technological payment and enforcement tools, ambassadors, courtesy tickets, and possibly contract parking management. This comprehensive parking and management program is not subsidized.

*Defining the Problem:* The impetus of the current consideration of our parking system is spill-over parking in the Southside, notably in the residential areas. But in looking into this issue and talking with stakeholders, it becomes clear that the spill-over parking is also occurring in the Southside commercial areas, the Phoenix Avenue parking lot, and in certain areas north of the railroad tracks. Introducing parking management in the Southside would have a predictable impact of pushing the spill-over parking into other neighborhoods such as La Plaza Vieja, Townsite, and the North End. All of these potentially impacted areas are not currently managed by parking staff. The other area potentially impacted is the north Downtown, which besides (or perhaps because of) being short on parking spaces, already has a significant problem with parking turn-over. Notably, the extent of the potential new spill-over is unpredictable because it involves finding the geographic and programmatic extent of parking management that causes changes in parking and/or transportation behaviors.

*Stakeholders and Customers:* In defining the problem and then developing this recommended plan, outreach has included neighborhood groups such as the Southside Community Association and Good Neighbor Coalition, the North End Neighborhood, the La Plaza Vieja Neighborhood, the Townsite Neighborhood, the Flagstaff Downtown Business Improvement and Revitalization District (FDBIRD), and the Flagstaff Downtown Business Alliance (FDBA). Representatives of NAU, NAIPTA, and the Student Housing Working Groups also contributed. City Staff participation included representatives of the Economic Vitality Division, Police Division, Courts Division, Traffic Program, Streets Section, Legal Department, and the Planning and Development Services Section. This outreach, conducted via one-on-one meetings, presentations and discussions with organized groups, and open houses, identified residents, business patrons, visitors, employees, business and property owners, and students as customers of our parking system.

*Core Tenets:* In July of 2015, the City Council provided clear direction that the residents should not be required to pay for parking permits and that the system should be financially self-sufficient. From that starting point, a core parking planning group consisting of NAU, NAIPTA, and FDBA representatives, City staff, and the City Manager's Office established some core tenets for the development of the plan:

1. Parking is a public resource.
2. Limited resources require management.
3. People park where it's advantageous.
4. All parking is paid for … by someone.
5. No one should have an advantage over another.

*Mission:* Based on the problems identified, stakeholder input, customer understanding, and core tenets, the parking planning group developed a mission statement as follows:

**"Create a fair and balanced parking system providing the most benefit for all."**

*Meeting Needs:* Importantly, the group also recognized that while the needs of all stakeholders and customers can be considered and addressed in a comprehensive parking management plan, not all parking *desires* can be met – Inherently, some degree of inconvenience results from managing parking. Between the various categories of stakeholders, and even within the various stakeholder groups, perspectives on the necessary scope of parking management, the types of solutions, and potential implementation strategies, vary tremendously. The core planning group recognized that a plan guided by the mission, a balanced plan, would likely not meet all of the expectations of all individuals.

**RECOMMENDED PROGRAM**

The following graphic provides an at-a-glance overview of the recommended comprehensive parking management program:
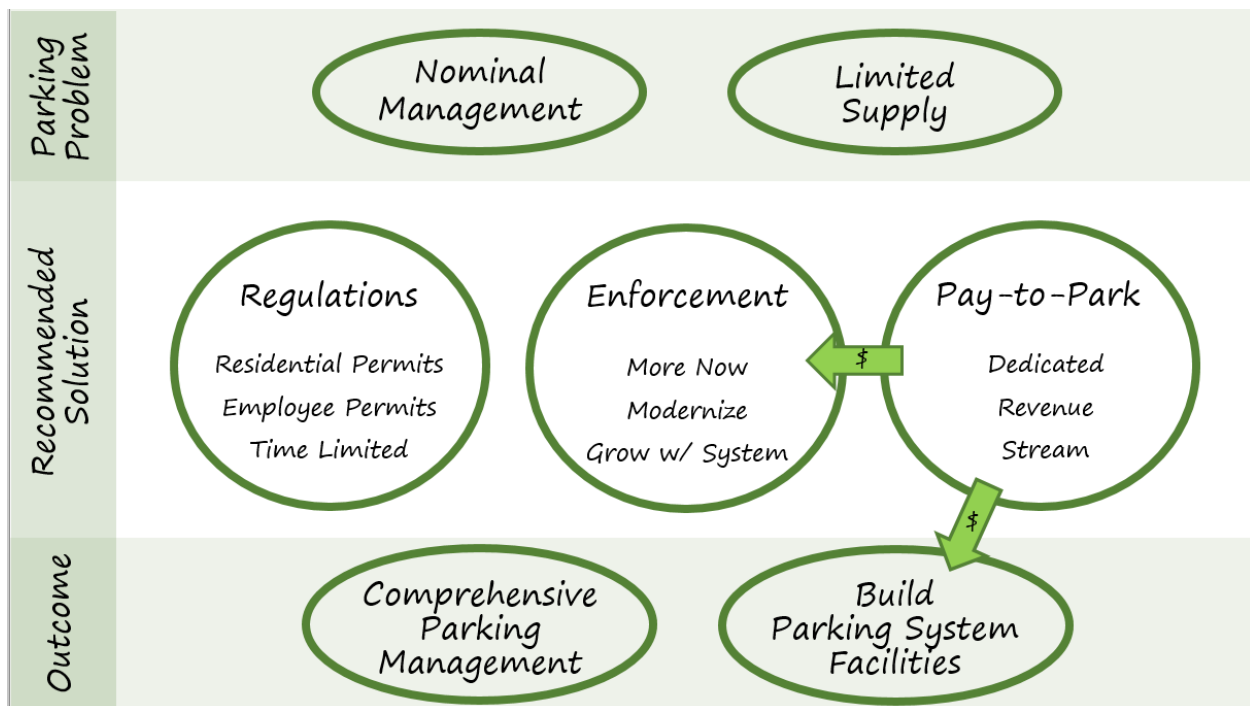


Currently, the City of Flagstaff has several thousand parking spaces in the area north of the Northern Arizona University campus, and we currently manage about 400 spaces, only in north Downtown, about half of the time, and with one parking staff member. When this assessment was compared to the vision of sufficient facilities, appropriate regulations, effective operational systems, necessary equipment, and a sustainable independent funding source, the core planning group and stakeholders alike recognized that getting to the ultimate parking management program was going to require proceeding in steps, or phases. This becomes more apparent when the immediacy of addressing spill-over parking in the Southside is compared to the necessary actions to put the ultimate parking management program in place. As well, starting with a humble parking management system combined with the urgency of getting started, suggests that the first phases should be simple strategies that can be expanded and grown into the ultimate public parking management system.

The comprehensive plan thus has been divided into three basic phases. The following graphic provides an at-a-glance overview of the phases:

| Comprehensive Parking Management | Phase 1 | Phase 2 | Future Phases |
|---|---|---|---|
| Facilities | Existing On-street Spaces<br>Existing Parking Lots<br>Add Signage / Markings<br>Southside Temp. Curbs<br>Private Lots (Wkd/Evg) | Temp. Employee Parking<br>Way-finding Signage<br>New On-street Spaces<br>Southside Missing Curbs<br>Stripe North End Spaces | New Parking Lots / Garages<br>Ped/Bike/Transit Facilities<br>Park-n-ride |
| Regulations | Residential Parking Permits<br>Employee Parking Permits<br>Time-limited Parking<br>Pay-to-park<br>Overnight Winter Parking | Adjust – Lessons Learned<br>OOPS Tickets | Promote Alt. Modes<br>Loading / Delivery |
| Operations | City Management<br>Add Staff (2 FTE)<br>Add Staff (1 per 300) | Parking Office or<br>Explore Privatization | Add Maintenance Staff |
| Equipment | Pay-to-park Kiosks<br>Hand-held Machines<br>Boots | License Plate Readers | Support Vehicles |
| Funding | Seed Money - Start-up<br>Permit Revenue<br>Pay-to-park Kiosks | | Residential Permit Revenue |

## PHASE 1

The first phase includes items that can be accomplished in the relative short-term and that lead into the following phases. It consists of four basic parts including a Residential Permit Parking Program, an Employee Permit Parking Program, additional Time-Limited Parking, and the installation of pay-to-park kiosks. Each of these parts is detailed (in outline format) in the following pages.

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

1. Areas Served – Citywide - On Block-by-block basis.

    a. Property owner requested, by petition, 51% (Number of water meters)

    b. Occupancy thresholds (need) required and tested by City

2. Program –

    a. Property owner request specifies one of the following options:

        i. Option 1 - Time limited parking in entire area served and permits exempt permit holder from time limit.

        ii. Option 2 – Open parking ½ of each side of street, and resident only (permit required) on remainder of the street.

        iii. Option 3 - Time limited parking ½ of each side of street, and resident only (permit required) on remainder of the street.

    b. Permits:

        i. One *Free* Property Owner Permit per water meter (Linked to vehicle)

            1. No residential / non-residential distinction

            2. No consideration of number of units

            3. No consideration of on-site parking

        ii. *Purchased* Guest / Contractor Permit - Woosh! Service (Online and mobile payment)

    c. Disabled Parking Provisions – Program to provide exempt parking where needed.

3. Capital Improvements –

    a. Minor (Signage, Permits, and Curb Markings).

b. Southside – Install temporary curbs where curbs are missing to prevent parking in front yards and to define legal on-street parking (Note that installing permanent curbs is proposed as a part of Phase 2).

4. Compliance (Enforcement) - Add one civilian PD staff at this time and add one civilian PD staff per every 300 spaces added to the program.

5. Financial Implications -

   a. Expenses

      i. Start-up - $155,000

      ii. First Year Operating - $60,000

      iii. Ongoing - $267,000

   b. Revenues - $69,000

PHASE 1 - Part 2 - EMPLOYEE PERMIT PARKING PROGRAM (Off-street)

1. Areas Served –

   a. Citywide - Off-street Public Parking Facilities

   b. Initially:

      i. Phoenix Avenue Parking Lot Only

      ii. Remote On-street Metered Spaces

2. Program -

   a. Pay-to-park (See Part 4) in entire area served.

   b. Permits exempt permit holder from time limit.

   c. Permits – Purchased, first come, first serve

3. <u>Capital Improvements</u> – Minor (Signage, Permits, and Curb Markings)

4. <u>Compliance (Enforcement)</u> - Add one civilian PD staff per every 300 spaces added to the program.

5. <u>Financial Implications</u> -

    a. Expenses

        i. Start-up - $23,000

        ii. First Year Operating - $6,400

        iii. Ongoing - $28,000

    b. Revenues - $56,000

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*A Note on Employee Parking*

Employees currently park on the street, either in the commercial areas or the surrounding residential areas.  The Phoenix Avenue Parking Lot was built to accommodate employees but is typically filled with spill-over parking similar to that experienced in the rest of Southside.

While this plan (If adopted) would make employee parking in the commercial areas expensive, other free on-street parking would remain available, albeit less convenient.  Notably, the plan would restore the availability of the Phoenix Avenue Parking Lot to employees and accommodate some additional employee parking in metered on-street spaces.  In a short time frame, the revenue from the pay-to-park system will provide for acquiring, leasing, additional employee parking.  Additional employee parking opportunities may include park-n-ride solutions in cooperation with the County and/or NAIPTA.  As well, FDBIRD is eligible for deeply discounted Eco-passes from NAITPA to serve employees.

<u>PHASE 1 - Part 3 – ADDITIONAL TIME-LIMITED PARKING AREA (On-street / No Permits)</u>

1. <u>Areas Served</u> – Side streets: Beaver and SF Streets

2. <u>Program</u>

    a. Time limited parking in entire area served.

    b. Per neighborhood needs (Weekdays/Weekend nights)

3. <u>Capital Improvements</u> – Minor (Signage and curb markings)

4. <u>Compliance (Enforcement)</u> - Add one civilian PD staff at this time and add one civilian PD staff per every 300 spaces added to the program.

5. <u>Financial Implications -</u>

    a. Expenses

        i. Start-up - $26,500

        ii. First Year Operating - $12,500

        iii. Ongoing - $44,000

    b. Revenues - $0

PHASE 1 - Part 4 – PAY-TO-PARK KIOSKS

1. Areas Served –

    a. FDBIRD (North Downtown)

    b. Southside (Beaver and SF Streets, and Franklin Avenue)

    c. Phoenix Avenue Lot

2. Program –

    a. Cost of parking varied by location, time of day, day of week, and special events.

    b. Woosh! Service (Online and mobile payment).

3. Capital Improvements –

    a. Minor (Signage and curb markings)

    b. Kiosk type meters

        i. Small footprint, one per block face (two per block), solar/battery power

        ii. Pay by Plate

        iii. Payment

            1. Card, Online, Mobile, and Merchant Coupons

            2. *Cashless* – No bills, no coins

            3. Networked – Pay anywhere

        iv. Messaging (Instructions, Events, Closures, etc.)

        v. Multi-lingual

        vi. System changes and expansions, including courtesy tickets

    c. Internet Back-of-house - Collections

4. Compliance (Enforcement) – Existing and new (included above) staff

    5.  <u>Financial Implications -</u>

        a.  Expenses

            i.  Start-up - $0 (Lease-to-own)

           ii.  First Year Operating - $57,000

          iii.  Ongoing - $252,000

        b.  Revenues - $937,000

METERED ON-STREET PARKING

TIME-LIMITED ON-STREET PARKING

METERED PARKING LOT

TIME-LIMITED PARKING LOT

EMPLOYEE PERMIT PARKING
(PHOENIX AVENUE PARKING LOT)

RESIDENTIAL PERMIT PARKING DISTRICT / ZONE

1 SOUTHSIDE

2 LA PLAZA VIEJA

3 TOWNSITE

4 NORTH END

5 CHERRY HILL

6 BRANNEN / SAWMILL
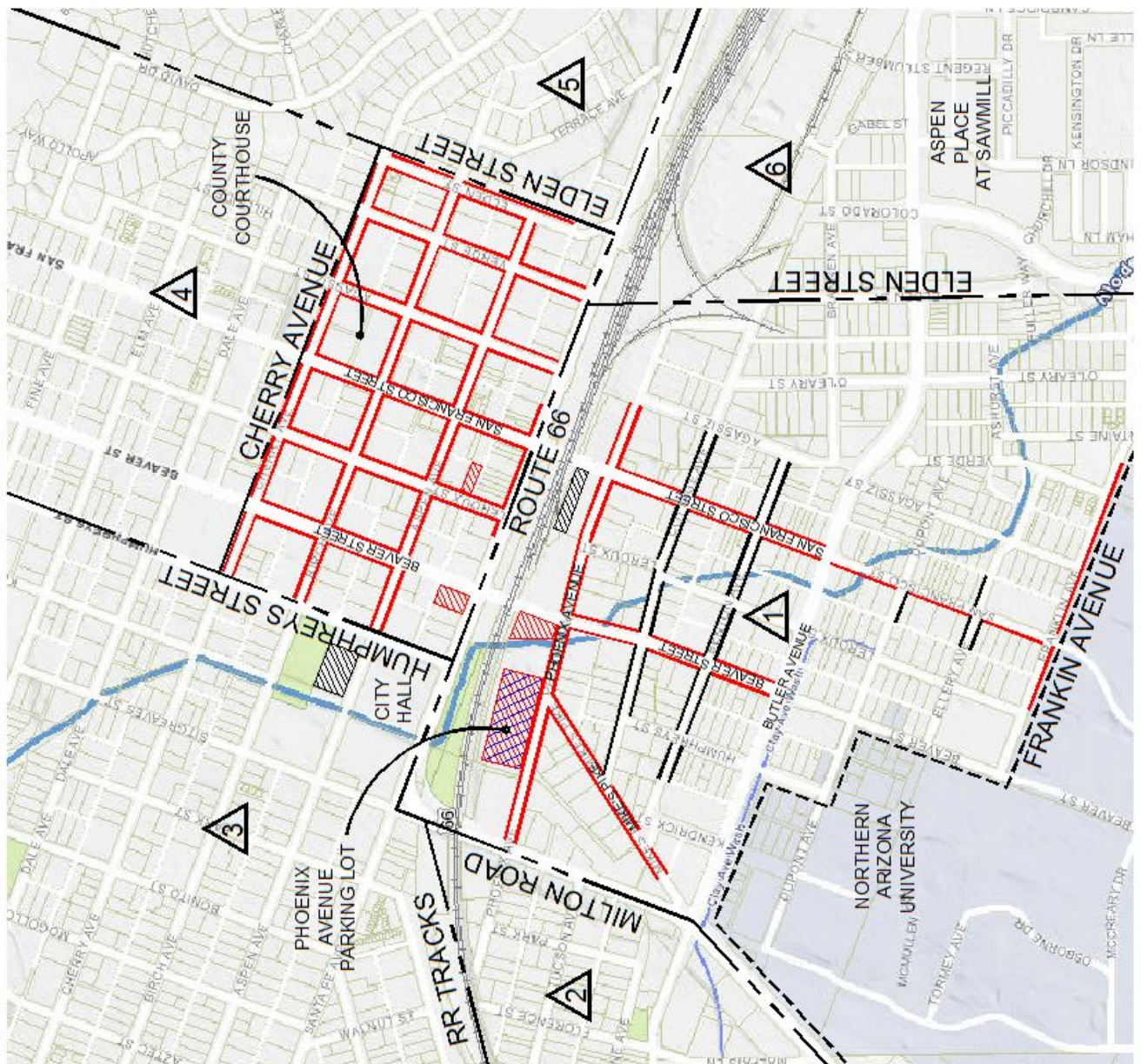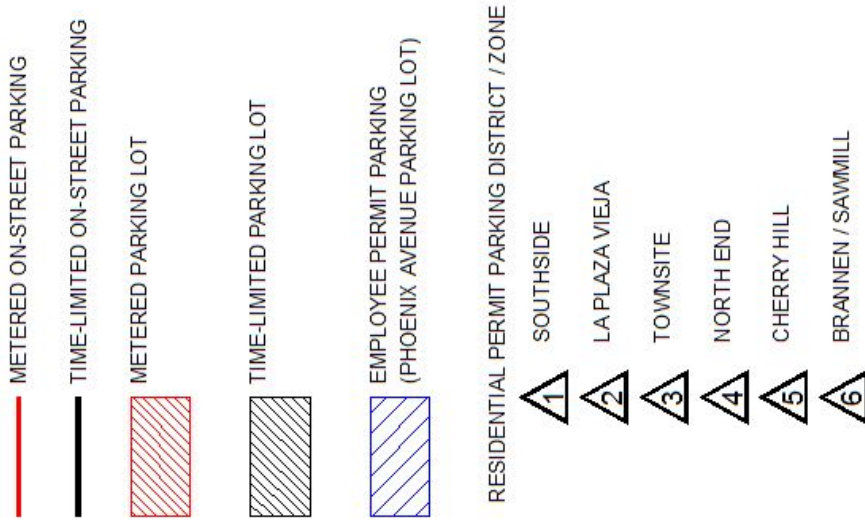
PHASE 1 – IMPLEMENTATION

Upon City Council direction to proceed, staff anticipates a three step implementation process with some portions being put in place in as little as three months and other portions taking as long as a year.

During this time, the public outreach process will continue.  Outreach to date has included neighborhood and stakeholder groups and focused on overall concerns, ideas for solutions, and seeking general consensus on the concept plan described herein.  Moving forward we will still continue to seek neighborhood and stakeholder group input on the details, but a major focus of this outreach will be customer oriented.  Residents, business patrons, visitors, employees, business and property owners, and students will need to be informed of the coming implementation of the new parking policy and the details that they will need to know in order to effectively utilize the new parking opportunities.

The three anticipated implementation steps are as follows:

1. *Final Details and Procedures.*  First, working with the various stakeholders, staff will document detailed and final regulations and procedures related to program and permit mechanics, petitions, cost of permits, and similar intricate matters.  As previously presented, these will have an overall theme of simplicity and low-cost implementation.  This work will be finalized in conjunction with the City Attorney's Office to determine the best format and mechanisms for implementation.  Some items do not require ordinances while others require codification.  In that case, appropriate ordinances would be brought back to the City Council for consideration.

   Depending mostly on the codification needs, this step may take three to six months.

2. *Permit Parking and Time-limited Parking.*  With the final details and procedures developed, implementing the Residential Permit Parking Program, the Employee Permit Parking Program, and the additional Time-Limited Parking areas will proceed quickly.  Knowing that blocks will have to organize and complete petitions, and also anticipating an initial "rush" of requests for residential parking control, Residential Permit Parking Program may take three or more months.  The Employee Permit Parking Program and additional Time-Limited Parking portions will take less than a month after documenting the program details.

And, once pay-to-park kiosks are installed, we should anticipate a shift in parking habits that are likely to expand spill-over parking into surrounding areas. We should therefore anticipate a second "rush" of requests for residential parking control.

3. *Pay-to-park Kiosks.* The process of installing pay-to-park kiosks will start immediately but will require more time to implement. It involves determining the exact installation locations of approximately ninety meters based on sidewalks space, the direction of travel of parkers, solar access and many other factors. The manufacturer will assist us with this work. The City can, with City Council support, lease these units based on a national purchasing agreement. While this will greatly speed up the procurement process, there are still various time-consuming needs associated with the purchase. And, the installation of meters, specifically the locations, requires City Council approval. We anticipate that this step will take six to twelve months.

Phase one, described above, implements parking policies and practices that can be readily achieved and at relatively lesser cost. The following phases would address items that have a higher cost and require the funding generated by implementing phase one. Phase two addresses follow-up items, lesser capital investments, and a re-evaluation of the management structure. Phase three addresses significant capital investments that will require years of saving the necessary funding.

<u>PHASE 2</u>

The first part of the second phase includes matters of follow up after implementing the first phase. Phase one includes some fundamental changes to our parking system and policies and that being the case, we anticipate that there may be lessons learned and a need of minor adjustments accordingly. These may be as minor as changing the permit design, adding staff, or adding cash acceptance to the pay-to-park kiosks. We may also find that accelerating items planned for later phases is appropriate. We believe that significant changes will not be necessary as the issues have been thoroughly considered, but such a need is not impossible.

The second part of this phase includes items of notable capital investment that require funding, budgeting, planning, and procurement. These include installing missing curbs and other features of the street in areas like the Southside where there are a number of streets that need this attention. This part would include the development and installation of a comprehensive way-finding signage program that instructs patrons and visitors as to where and how to park in the commercial areas. Less costly, there remain opportunities to add parking spaces by re-striping streets, some of which have transportation impacts. In the second phase, the development of additional employee parking would be a priority.

We believe that phase one can be implemented using our existing management structure and staff. However, very soon the management of the parking will grow including such things as customer service associated with the pay-to-park kiosks, potentially extensive residential parking controls, and planning large capital projects such as parking facilities. And as the system grows, considering the creation of a separate "parking office" will be an appropriate discussion as a part of phase two. If the City Council so desires, we can also discuss out-sourcing the parking operations.

<u>PHASE 3</u>

The third phase is a future phase, or several phases, that include building larger capital investments such as parking lots and/or garages, designing and installing multi-modal facilities, and technological upgrades such as license plate readers.

**THE ROLE OF THE PAY-TO-PARK STRATEGY**

The pay-to-park strategy immediately serves at least four roles.

1. _Changes Behavior._ If parking controls are introduced only in the Southside, we anticipate that the spill-over parking occurring there will migrate to the surrounding areas. In that case, the problem is only relocated and changes to parking and/or transportation behaviors do not occur.

2. _Pays for Itself._ The income derived from the pay-to-park system can fund the start-up and operations of the program. This includes the costs of operating the pay-to-park system and the residential and employee permit parking programs. A key to the successful management of parking is enforcement and as described herein, this parking management plan, if implemented, would increase our enforcement efforts from one staff member covering roughly four hundred parking spaces to six staff members covering roughly seventeen hundred parking spaces.

3. _Generates Revenue to Build Facilities._ Solving the long-term parking issue requires the addition of new parking facilities. Although some needs are as simple, such as completing the installation of missing curbs in the Southside, others are ambitious, such as building new parking structures. The pay-to-park system as described herein produces revenue that is proposed to be used for that purpose (Phase 3).

4. _Creates Capacity._ In the short-term, charging for parking will create turn-over of parking spaces, thus increasing the availability of existing parking inventory. And, by passing some of those costs on to the direct beneficiary, such as we do when we charge passengers $1.25 to ride the City bus, we are using quasi – market mechanisms to provide and manage public services. Reducing the parking subsidy[1] puts other modes such as bicycle, walking and transit on a more level and more honest playing field with the private automobile. This approach will also move people to other modes and further increase the availability of existing parking inventory.

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[1] 1. As established, parking is not free: Parking has a cost and parking has a value. Someone pays for it and someone benefits from it.

Notably, all stakeholders seem to agree that it is important to formally dedicate the revenues to parking management (including operations), parking development, and alternative transportation and to prohibit their use for other purposes.  A portion of the dedicated funds being further dedicated solely to the construction of parking in north Downtown is also desired.

## OTHER STAKEHOLDER INPUT

This plan was developed with considerable public outreach and input from no less than eleven diverse stakeholder groups and with a variety of customers in mind.  Most input received was incorporated into the plan and is not otherwise addressed in the plan document.

While they have been considered and conceptualized, for brevity and clarity, most procedural details have not been documented at this time.  With City Council direction to proceed, the operational details will be further developed and finalized prior to implementation.  Many of these details are important for success.  For example, the northern part of Southside needs controls at different times of day and different days of the week than needed in the southern part.  Also, consideration needs to be given to special circumstances such as the disabled or the elderly if resident parking occurs on only one side of street.

# ATTACHMENT 1 - PRO FORMA

| Basis Data: | | | | Notes: |
|---|---|---|---|---|
| | Total (Est.) | Emp. Permits | Metered Spaces | |
| **Inventory of Pay-to-park Spaces:** | | | | |
| On-street | | | | |
| North Downtown | 392 | 0 | 392 | 2009 Parking Study Data |
| Southside | 223 | 0 | 223 | 2009 Parking Study Data |
| Off-street | | | | |
| Leroux Parking Lot | 8 | 0 | 8 | 2009 Parking Study Data |
| Beaver Street Parking Lot | 22 | 10 | 12 | 2009 Parking Study Data |
| Phoenix Avenue Lot | 148 | 70 | 78 | 2009 Parking Study Data |
| Total: | 793 | 80 | 713 | |
| | | | | |
| **Inventory of Time-limited Spaces:** | | | | |
| Southside | 154 | | | |

| | | | | |
|---|---|---|---|---|
| **Inventory of Resident Parking Spaces:** | | | | |
| | Total (Est.) | Control Sought Percent | Count | Guess (Control Sought - Based on Expected Impacts) |
| Zone 1 - Southside | 234 | 90% | 211 | 2009 Parking Study Data - Less Above |
| Zone 2 - La Plaza Vieja | 290 | 50% | 145 | (Rough - 7.25 Spaces per Block Face) |
| Zone 3 - Townsite | 928 | 25% | 232 | (Rough - 7.25 Spaces per Block Face) |
| Zone 4 - North End | 667 | 25% | 167 | (Rough - 7.25 Spaces per Block Face) |
| Zone 5 - Cherry Hill | | | 0 | (Not a part, but Reserved) |
| Zone 6 - Sawmill | | | 0 | (Not a part, but Reserved) |
| Total: | 2119 | | 754 | |
| | | | | |
| **Total Spaces in Area:** | 3066 | | | |
| **Total Spaces under Management:** | | | 1701 | |

# ATTACHMENT 1 - PRO FORMA

| Income Projections: | | Notes: |
|---|---:|---|
| **Guest Permit Income:** | | |
| Occupancy Rate: | 5% | |
| Daily Cost: | $5.00 | Proposed |
| Annual Program Income: | $68,834 | |
| | | |
| **Employee Permit Income:** | | |
| Occupancy Rate: | 90% | Guess (Based on Bldg Pro Forma) |
| Permit Cost: | | |
| Daily | $3.00 | Proposed |
| Monthly | $65 | |
| Annually | $780 | |
| Annual Program Income: | $56,160 | |
| | | |
| **Meter Income:** | | |
| Occupancy Rate: | 15% | 2009 Parking Study Recommendation |
| Average Hourly Cost: | $1.00 | 2009 Parking Study Recommendation |
| Annual Program Income: | $936,882 | |
| | | |
| **Total Annual Income:** | $1,061,876 | |

# ATTACHMENT 1 - PRO FORMA

| Start-up Expense Projections: | | | | Notes: |
|---|---|---|---|---|
| | QTY | Unit Cost | | |
| **Capital Expenses:** | | | | |
| Residential Permit Parking Program: | | | | |
| Signage: | 104 | $1,250 | $130,060 | per Block Face |
| Permits: | 754 | $5 | $3,772 | Each |
| Temporary Curbs: | | | $20,000 | |
| Total: | | | $153,832 | |
| | | | | |
| Employee Permit Parking Program: | | | | |
| Signage: | 18 | $1,250 | $22,500 | per Block Face |
| Permits: | 80 | $5 | $400 | Each |
| Total: | | | $22,900 | |
| | | | | |
| Time-limited Parking | | | | |
| Signage: | 21 | $1,250 | $26,552 | per Block Face |
| Total: | | | $26,552 | |
| | | | | |
| Pay-to-park Kiosks | | | | |
| Kiosks | 88 | $9,000 | Lease | per Block Face plus (3) for Parking Lot |
| Total: | | | $0 | |
| | | | | |
| Compliance Equipment: | | | | |
| Cell Phones, Printers, | | | | |
| Uniforms, Etc.: | 6 | $1,500 | $9,000 | (1) per 300 Spaces |
| Total: | | | $9,000 | |
| | | | | |
| Sub-total Capital Expenses: | | | $212,284 | |
| | | | | |
| **First Year Operating Expenses:** | | | | |
| Compliance Staff: | | | | |
| On-street Staff: | 3 | $45,000 | $135,000 | Currently (1) Existing FTE |
| Total: | | | $135,000 | |
| | | | | |
| Sub-total First Year Operating Expenses: | | | $135,000 | |
| | | | | |
| **Total Start-up Expenses:** | | | $347,284 | |

# ATTACHMENT 1 - PRO FORMA

| Ongoing Expense Projections: | | | | Notes: |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| **Annual Expenses:** | | | | |
| Compliance Staff: | | | | (1) per 300 Spaces |
| On-street Staff: | 6 | $45,000 | $270,000 | Currently (1) Existing FTE |
| Management Staff: | 1 | $65,000 | $65,000 | |
| Kiosk Purchase/Lease Payment: | 12 | $10,000 | $120,000 | |
| Kiosk Internet Back-of-house | 12 | $4,000 | $48,000 | |
| Maintenance: | | 2.50% | $19,761 | |
| Program Capital Reserve: | | 10.00% | $79,044.83 | |
| Total: | | | $601,806 | |
| | | | | |
| **Available to Construct Parking:** | | | $460,070 | |

# ATTACHMENT 1 - PRO FORMA

| Options: | | | Notes: |
|---|---|---|---|
| | Revised Numbers | Change | |
| **1. Omit Southside Meters:** | | | |
| Total Start-up Expenses: | $347,284 | $0 | |
| Annual Expenses: | $533,372 | -$68,434 | |
| Annual Income: | $768,854 | -$293,022 | |
| Available to Construct Parking: | $235,483 | -$224,588 | |
| | | | |
| **2. Meters on One Side of Street Only:** | | | |
| Total Start-up Expenses: | $347,284 | $0 | |
| Annual Expenses: | $492,556 | -$109,250 | |
| Annual Income: | $1,061,876 | $0 | |
| Available to Construct Parking: | $569,320 | $109,250 | |
| | | | |
| **3. Both Option 1 and 2:** | | | |
| Total Start-up Expenses: | $347,284 | $0 | |
| Annual Expenses: | $458,186 | -$143,620 | |
| Annual Income: | $768,854 | -$293,022 | |
| Available to Construct Parking: | $310,669 | -$149,402 | |

COMMUNITY

DEVELOPMENT

MEMORANDUM

**Date: November 12, 2015**

**To: Karl Eberhard, Community Design and Redevelopment Manager**
**From: Sara Dechter, AICP, Comprehensive Planning Manager**

**Subject: Regional Plan Analysis of the Proposed Comprehensive Parking Management Program**

The Communtiy Investment staff is proposing a Comprehensive Parking Management Program for the Southside and surrounding residential and commercial areas that has goals of sufficient facilities, appropriate regulations, effective operational systems, necessary equipment and a sustainable independent funding source. The Flagstaff Regional Plan 2030 (Regional Plan) calls for a downtown parking strategy in Policy 12.2 and a residential parking permit system in Policy 12.11. The proposed strategy attempts to balance and reconcile the needs of the community in achieving both of these policies.

**Origins of parking policies in the Regional Plan:** The availability of parking was a frequent topic in the discussions that led up to the Public Hearings for the Regional Plan. In the first public hearing draft only Policy LU.12.2, 12.3 and 12.6, and T.3.4 were included that directly related to parking. Then Vice-Mayor Evans noted the lack of policies related to parking issues impacting the urban residential areas and the item was added to the list of possible changes to be considered as part of the Council retreat about the Regional Plan. Policy LU.12.11 was created at that meeting and made available for public review on December 17, 2013. The policy was part of public comment at the adoption hearing, and the City Council added a phrase about

"considering the needs of residents, public events and enterprises in and around the impacted areas" as a result.

**Regional Plan Consistency Analysis:** The Comprehensive Parking Management Program, as proposed, is consistent with the five main parking policies of the Regional Plan (LU.12.2, 12.3, 12.6, and 12.11 and T.3.4). It addresses the elements of on and off-street parking, public lots and garages, shared parking lots for employees working downtown, and increases enforcement. Balancing all the needs of the residents, events and businesses in this area is not a task with a "right" answer. There are many ways the goals could be achieved that would be consistent with the regional plan. The task of determining consistency is based on the balance of interests between the general public (who absorbs some of the costs), the residents (who want to maintain their neighborhood character and quality of life), the businesses (that want to grow and provide employment), and the events (that generate tourism and support a vibrant downtown). In addition, the strategy of using public funding to initiate a self-sufficient funding mechanism is in line with the reinvestment goals (LU.1).

On-street parking is a part of Complete Streets design principles (T.1.2) because it creates a transition from the pedestrian environment and the road. It is an essential element of urban commercial districts and neighborhoods (T.1.3). An example of how this works is the parking on the north side of route 66. Without the row of on street parking, the speed and volume of traffic on route 66 would negatively impact the comfort of pedestrians and the foot traffic to businesses along that route. Parking is part of the public right of way that serves multiple community purposes. As a public facility, Goal PF.2 is an important consideration in the strategy's plan consistency. The phasing of the program and the period of adaptive management is intended to ensure that the system is working towards sustainable and equitable use of public facilities that are efficient and effective. It will also give staff a chance to evaluate how the system is serving all populations equitably. Some of the alternative strategies proposed but not carried forward failed this test of Plan consistency, because they disproportionately favored one interest group over others in allocation of a public resource.

Promoting multimodal transportation is about moving people rather than vehicles. It is about creating a balanced, multimodal, regional transportation system (T.1.1) that makes the best use of existing infrastructure (T.1.7), with convenient transfer from one mode to another (T.1.4), promotes environmental sensibility (T.3), safety (T.2), economic development, and enhances quality of life for all users (T.4). It isn't about the supply of parking but rather the way that the existing parking supply is managed. Parking is not free, the city or owning entity has to pay for parking to be built, maintained, and managed. One parking space in a parking garage averages $30,000 – that's more than the cost of a fully built out bus shelter. A single bus shelter can serve dozens if not hundreds of patrons in a single day and a reserved parking space can only

serve one. Allowing one group (beit the general public, residents, businesses, or events) an unlimited use of the public asset while prohibiting other groups from using that same asset does not create an environment that supports multimodal transporation and it creates costs that limit funding for multimodal projects.

Parking is not explicitly addressed as an element of the Neighborhood, Housing and Urban Conservation goals and policies. However, the proposed parking strategy supports the preservation of neighborhood character in that it increases enforcement, which can preserve the character of streets and neighborhoods. One of the problems currently seen in neighborhoods,especially streets without curb, gutter, and sidewalks, is cars parking beyond the right of way in ways that impact pedestrian and bicycle access and damage private property. A residential parking permit program would also allow residents the ability to have exceptions to the 2 hour parking limits. The strategy gives property owners a fair and public process to petition the City for involvement in the program but also the freedom to not participate. This empowers the neighborhood residents and property owners to determine needs in a manner consisten with their values and quality of life in a way that an threshold-based program could not.

In summary, I have found that the proposed Comprehensive Parking Management Program is consistent with the Flagstaff Regional Plan 2030 goals and policies. It is consistent with or helps to implement policies in the Growth and Land Use, Transportation and Public Facilities chapters and there are no policies with which it conflicts.

## Regional Plan Goals and Policies Cited in this Memo

Goal LU.1. Invest in existing neighborhoods and activity centers for the purpose of developing complete, and connected places.

Goal LU.12. Accommodate pedestrians, bicyclists, transit riders, and private cars to supplement downtown's status as the best-served and most accessible location in the region.

Policy LU.12.2. Create a downtown parking strategy plan that continues to utilize and improve upon on-street parking, public parking lots and garages, and shared private parking spaces, with clear signage for wayfinding and to inform the public of all parking options.

Policy LU.12.3. Locate public and private parking facilities, lots, and garages carefully, screening parking from streets, squares, and plazas.

Policy LU.12.6. Revise parking regulations to encourage shared parking between various uses within existing structures.

Policy LU.12.11. Develop a residential parking program to address the impacts of on-sreet parking on public streets in the downtown and surrounding areas, while considering the needs of residents, public events, and enterprises in and around the impacted areas.

Policy T.1.1. Integrate a balanced, multimodal, regional transportation system.

Policy T.1.2.Apply Complete Street Guidelines to accommodate all appropriate modes of travel in transportation improvement projects.

Policy T.1.3.Transportation systems are consistent with the place type and needs of people.

Policy T.1.4. Provide a continuous transportation system with convenient transfer from one mode to another.

Policy T.1.7. Coordinate transportation and other public infrastructure investments efficiently to achieve land use and economic goals.

Goal T.2. Improve transportation safety and efficiency for all modes.

Goal T.3. Provide transportation infrastructure that is conducive to conservation, preservation, and development goals to avoid, minimize, or mitigate impacts on the natural and built environment.

Policy T.3.4.Actively manage parking, including cost and supply, to support land use, transportation, and economic development goals.

Goal T.4. Promote transportation infrastructure and services that enhance the quality of life of the communities within the region.

Goal PF.2. Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics.

# Update

## 2<sup>nd</sup> year of operations

This update is presented to:

- Provide an update on the program operations

- Provide proposed changes for Council consideration

## ParkFlag:

➤ ParkFlag manages limited parking supply and generates revenue to develop new spaces to support a vibrant downtown and improved resident experience

➤ An enterprise fund of the City of Flagstaff.  Funds may only be used for legitimate parking purposes by ordinance

➤ Staff include a Parking Manager, Parking Leadworker, and four Parking Aides

# Managed Area Map
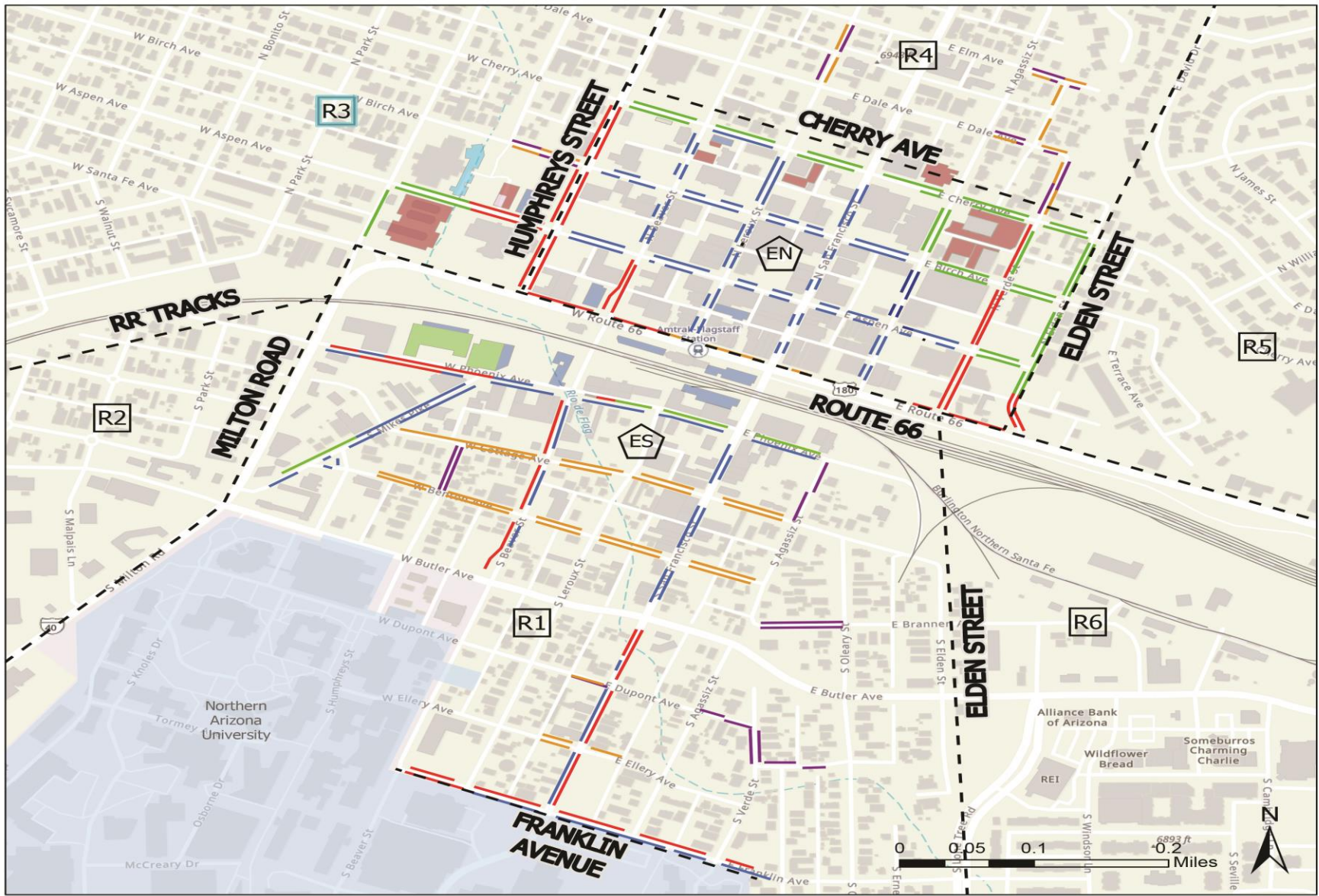


**On Street Parking**
- Loading
- Metered
- Metered – EN Permit Exempt
- Metered – ES Permit Exempt
- Metered – Motorcycle
- No Parking
- Residential
- Time Limited – 2 hour
- Time Limited – Short term

**Parking Lots**
- ADA Accessible – 2 Hour Time Limited
- ADA Accessible – Metered
- ADA Exempt from Permit
- Amtrak 15 Day Permit Parking
- C Permit Required
- Facility Permit Parking Lot – F1 Permit Required
- Facility Permit Parking Lot – F2 Permit Required
- Facility Permit Parking Lot – F3 Permit Required
- Facility Permit Parking Lot – F5 Permit Required
- Metered
- Metered – ES Permit Exempt
- Time Limited – 2 hour
- Time Limited – 30 min

**Parking Zones**
- – – Zone Boundary
- Employee Permit Parking (Also D Permitted)
- Residential Permit Parking (Also GX Permited)

Validation Codes: Valid for on-street, Pay-to-Park only. Not valid for F1 Zones. F1 Zones are free to park without permit after 5pm weekdays.

## Residential Parking

➢Installation of residential permit parking with an "opt-in" method

➢To date 13 different residential parking installations have occurred

➢Southside Outreach through partnership with Community Development

➢ParkFlag responsible for installation and enforcement.

## Parking Enforcement Officers' Role

Ambassadorship Focus.

- Positive customer experience
- Fair application of regulations
- Downtown community resource
- Assisting the City Police Department

➤ Compliance through outreach, education and ambassador activities

- Citations are a last resort

# Enforcement

## Warnings and Citation Statistics:

(September 30, 2018- September 30th, 2019)

➢ Warnings issued:  12,995

➢ Citations issued:   4,308

➢ Total number of warnings/citations issued: 17,303

## Parking Enterprise Fund

➢The Enterprise Fund was established separate from the General Fund

➢The City will maintain a minimum fund balance of at least 10% of operating expenditures in the Parking Enterprise Fund

➢By ordinance, 20% of all revenues are reserved for the development of parking inventory.  Staff refers to this as the "lockbox"

# Revenue vs. Operating Expenses – FY 19

➢Operating revenue - $1,518,725

➢Operating expenses – ($788,543)

➢**Resources exceeding Expenses - $730,182  ($303,745 reserved lockbox)**
>➢**Available resources exceeding expenses - $426,437**

➢ **New total for the "Lockbox" as of 6/30/19 was: $509,269**

➢Pay-to-Park sales (Kiosk and Flowbird app.) generate the majority of the program revenue: **$1,389,997**

## Accomplishments

➢ More available on street parking for customers and residents

➢ Program is paying off initial costs, is self-funding, and will pay for inventory

➢ Numerous compliments on the Parking Aide's customer service

➢ Program improvements: reduced fee for the app, additional lighted

keyboards, validation codes, ADA kiosk, electric vehicle

# Potential Program Adjustments

**One major reason for the parking program is to support a vibrant downtown.  Downtown has worked with business owners and staff on potential changes to make the program as effective as possible towards that end:**

➢Potential change to pay-to-park hours

➢Potential changes to permit fees

➢Potential changes to pay-to-park areas

➢New parking inventory

➢Other improvements

# Park Flag Program Adjustments

## Cost Reductions:

- Changes may reduce costs:

  - 1 less FTE Parking Aide will save approximately $54,206

  - Reduced numbers of kiosks saves $57/kiosk per month

  - Reduced revenues will also reduce credit card fees

# All Options

| All Options | | | | | |
|---|---|---|---|---|---|
| **Park Flag Adjustment** | **Adjustment Description** | **Revenue Reductions** | **OPTION 1** | **OPTION 2** | **OPTION 3** |
| Adjustment 1 | 7 a.m. start to 9 a.m. | $47,000 | X | X | X |
| Adjustment 2 | 7 p.m. to 5 p.m. end Sunday - Wednesday | $86,000 | X | | |
| Adjustment 3 | 7 p.m. to 5 p.m. end Sunday - Wednesday and adjust Thursday - Saturday from 10 p.m. to 8 p.m. | $117,000 | | x | |
| Adjustment 4 | Evening hours go to 5 p.m. all week | $330,000 | | | X |
| Adjustment 5a | Permits from $45 to $10 | $57,000 | | X | X |
| Adjustment 5b | Permits from $45 to $20 | $40,800 | X | | |
| Adjustment 6 | Elden & Verde 2-hour | $5,300 | X | X | X |
| Total Reduction | | | $122,842 | $170,042 | $383,042 |

## Other Parking Improvements Being Implemented

- Adding additional signage to the cash kiosks to ensure people can tell which they are from a distance

- Adding one additional cash kiosk near Superior Court

- Implementing a marketing campaign (with Discover Flagstaff help) to trumpet the changes and help advertise the downtown area

- Reducing fine escalation

- Vendor and/or Resident permits

- Adjusted management times in residential areas

- Adding more parking and expanding employee zones

- More inventory

- **88 or more new spaces** at the previous St Mary's School until development - part of the Court project but managed by ParkFlag – **online in June or July 2020**

- **60 additional spaces** where the former courthouse was after the demolition Anticipated for **August or September 2020**

- **Review striping on periphery roads for added parking**

- **Continue seeking of new locations for additional inventory**

# Questions?

City of Flagstaff

# Comprehensive
# Parking Management Program

# Administrative Guidelines
June 2017

## https://www.facebook.com/ParkFlag/

## ParkFlag@flagstaffaz.gov

## 120 N. Beaver Street, Flagstaff AZ

## (928) 213-2960

# Index:

Note: Index is hyperlinked to document sections.

## Part 1 – General Guidelines

I. <u>General</u>
  A. All other parking limits / rules apply, including but not limited to
      1. Seasonal parking restrictions
      2. Parking within the lines or markings
      3. Accessible parking restrictions
      4. Parking on sidewalks, loading zones, and similar regulations
      5. Vehicle abandonment
  B. ParkFlag will be enforcing all parking violations in the management area
  C. A parking permit does not guarantee a parking space is available
  D. On-duty marked Emergency Vehicles are exempt from all regulations.

II. <u>Permits</u>
  A. Virtual permits – License Plate is the permit
  B. General Permit Rules
      1. Multiple License Plates allowed
          a. Unlimited
          b. One user at a time
      2. Permits limited to use (valid) in zone issued
      3. No pro-rated sales or refunds – "As-is" annual permits
      4. Misuse of permits = Void
      5. Annual = July 1 thru June 30
  C. Verification of Eligibility by ParkFlag
  D. Point of Sale
      1. Online – Credit/debit only
      2. City Hall – Customer Service counter

III. <u>Program Roll-out</u>
  A. Advance Outreach:
      1. Web:
          a. Marketing:  www.ParkFlag.org
          b. Marketing and Technical:  www.facebook.com/ParkFlag/
      2. Print, radio and film advertisements
      3. One-on-one meetings with businesses
  B. Introductory Period
      1. 60 days
      2. Courtesy "Failure to Pay Meter" Tickets (No Fine)
      3. All other parking tickets normal

IV. <u>Parking Steering Committee</u>
      A. Advises Parking Manager
      B. Continues to meet monthly as needed
      C. Public is welcome

# Part 2 - Demand Reduction

I. <u>Transportation Choices</u>
    A. Bicycle
        1. Coordinate parking and bicycle planning (ParkFlag and FMPO)
        2. Include links to FUTS in ParkFlag website
        3. Develop parking discount for regular bicycle commuters
        4. Include bicycle commute supporting facilities in parking facilities
            a. Short-term parking
            b. Long-term Parking
            c. Bike Share Facilities
            d. Other facilities such as "stations"
    B. Transit
        1. Coordinate parking and transit planning (ParkFlag, FMPO, and NAIPTA)
        2. Include links to Mountain Line in ParkFlag website
            a. Site connects users to Travel Training (about NAIPTA services)
        3. Develop parking discount for regular transit commuters
        4. Encourage and support NAIPTA park-n-ride facilities
        5. ParkFlag provides free ecoPASS (See <u>ParkFlag ecoPASS (T Permit)</u>)
    C. Tele-commuting
        1. Develop parking discount for regular tele-commuters
II. <u>Parking Choices</u>
    A. Park-n-ride Program
        1. Include in parking map: Transit, FUTS, and park-n-rides lots
        2. Include links to MoveMeFLAG in ParkFlag website
        3. Park-n-ride: Buffalo Park parking lot expansion
            a. Jury Pools
            b. Co-ordinated with Streets/Parks Section
        4. Develop other park-n-ride lots
    B. Carpool / Vanpool
        1. E permit - Discount for carpool per Fee Schedule (See <u>Appendix E</u>)
III. <u>Incentives</u>
    A. Educate Employers about Commuter Choice Tax Benefit
    B. Encourage employers paying for employee parking permits to have "cash out" option when not used
    C. Encourage NAPEBT to incentivize active transportation choices for wellness points

## Part 3 – Amtrak Permit Parking (A Permits)

I.  <u>Program Overview</u>:  Permit holder allowed to park in the Phoenix Avenue Parking Lot, and
    when so parked is exempt from posted pay-to-park requirements
    A.  Multiple Daily Permits
    B.  Valid
        1.  Phoenix Avenue Parking Lot only
        2.  (30) Days Maximum

II.  <u>Eligibility</u>:
        1.  Amtrak passengers
        2.  Quantity Limited
            a.  (9) Permits available Jan 7 thru Dec 7
            b.  (18) Permits available Dec 7 thru Jan 7
            c.  Permits sold on "first come, first serve" basis

III.  <u>Permits</u>:
    A.  Required Linkages
        1.  Amtrak Provided "PR" Number
        2.  Vehicle License Plate
    B.  Cost per Fee Schedule (See <u>Appendix E</u>)

AMTRAK
PERMIT
PARKING

## Part 4 – Downtown Resident Permit Parking (DSFR and DR Permits)

I. Program Overview:
- A. Single Family Residential Properties that have no other uses on the property (DSFR): Permit holder allowed to park in any "Pay by Plate Parking - E Permit Exempt" space, and when so parked is exempt from posted pay-to-park and/or parking time-limit requirements.
  1. Annual
  2. Valid
     a. In specific zone only.
     b. 24/7
     c. For three parades per year, permits will not be valid for certain streets and dates (determined annually by the Event Permit):
        i. Armed Forces
        ii. Fourth of July
        iii. Holiday Lights
- B. All Other Residential Units (DR): Permit holder allowed to park in any "Pay by Plate Parking - E Permit Exempt" space in a public parking lot, overnight, and when so parked is exempt from posted pay-to-park requirement and prohibition on overnight parking.
  1. Annual
  2. Valid 10 PM to 7 AM, November 1 through April 1
  3. Not valid for on-street spaces
- C. No Guest Permits

II. Areas Served (See Appendix A):
- A. EN or ES Zones
- B. Streets with meters

III. Eligibility:
- A. Residence Existed on July 1, 2016
- B. Resident of Downtown - One per water meter
  1. Number of units not considered
  2. Number of tenants not considered

IV. Permits:
- A. Required Linkages
  1. Proof of year residence established
  2. Vehicle License Plate
  3. Water Meter
- B. Cost per Fee Schedule (See Appendix E)

OVERNIGHT
PARKING
BY PERMIT
ONLY

## Part 5 – Employee / Business Owner Permit Parking (E Permits)

I. <u>Program Overview</u>:  Permit holder allowed to park in any "Pay by Plate Parking - E Permit Exempt" space, and when so parked is exempt from posted pay-to-park requirements
    A.  Annual
    B.  Valid
        1.  In specific zone only.
        2.  24/7
        3.  For three parades per year, permits will not be valid for certain streets and dates (determined annually by the Event Permit):
            a.  Armed Forces
            b.  Fourth of July
            c.  Holiday Lights

II. <u>Areas Served (See Appendix A)</u>:
    A.  EN or ES Zones
    B.  On-street Spaces and public parking lots

III. <u>Eligibility</u>:
    A.  Employees / Business Owners with business located within the same zone
    B.  Employees / Business Owners within 600 feet of the zone may choose only one zone in which to get a permit

IV. <u>Permits</u>:
    A.  Required Linkages
        1.  Vehicle License Plate
        2.  Employment / Business Verification
        3.  Parking Zone
    B.  Cost per Fee Schedule (See <u>Appendix E</u>)
    C.  Permit Sales:  Sold by annual lottery until supply increased

## Part 6 – Facility Specific Permit Parking (F and C Permits)

I. Program Overview:
   A. Facility Permits (F) - Permit holder allowed to park in "Parking Permit Required – F Permit" parking lot space of a specific facility
      1. Annual
      2. Valid
         a. In specific zone only
         b. 7AM to 5 PM
   B. Council/Supervisor/Commission Permits (C) – Permit holder allowed to park in "Parking Permit Required All Day – C Permit" parking lot space of a specific facility
      1. Annual
      2. Valid
         a. In specific zone only
         b. During the time of the Council/Supervisor/Commission meeting
   C. Subject to variations based on facility owner/operator and agreement

II. Areas Served (See Appendix A):
   A. Various zones (for individual facilities or for a group of facilities)
   B. Public or private parking lots of specific facilities that are managed by ParkFlag

III. Eligibility:
   A. Establishing a Facility Specific Permit Parking Zone (ParkFlag parking management)
      1. Public or private parking lots of specific facilities
      2. Suitable lots:
         a. Those for which the owners use is symbiotic with ParkFlag use of such lots in off-hours, specifically including for public parking
         b. Have enough available spaces to warrant management by ParkFlag
      3. Management shall be per written agreement between ParkFlag and facility owner/operator
   B. Issuance of permits:  Per facility owner/operator and agreement

IV. Permits:
   A. Required Linkages
      1. Vehicle License Plate
      2. Employment or other verification documents necessary per facility owner/operator's specification
      3. Parking Zone
   B. Cost per facility owner/operator and agreement
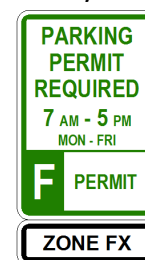
## Part 7 – Hooding Fee (HE and HS Permits)

I. <u>Program Overview</u>:  Permit holder receives pay-to-park discount when use or closure of parking is purchased with an Encroachment Permit or with a Special Event Permit

    A. Encroachment Hooding Permit (HE) - Permit holder allowed to park in specific "Pay by Plate Parking" or "Pay by Plate Parking - E Permit Exempt" spaces, and when so parked is exempt from posted pay-to-park requirements

        1. Multiple Daily

        2. Valid

            a. Term of Encroachment Permit

            b. Specified parking spaces

    B. Special Event Hooding Permit (HS) - Permit holder allowed to close specific "Pay by Plate Parking" or "Pay by Plate Parking - E Permit Exempt" spaces, and when so doing is exempt from posted pay-to-park requirements

        1. Multiple Daily

        2. Valid

            a. Term of Special Event Permit

            b. Specified parking spaces

        3. For three parades per year, Special Event Hooding Permits are not required:

            a. Armed Forces

            b. Fourth of July

            c. Holiday Lights

    C. Hooding is virtual

    D. Hooding Fee is not required for marked City vehicles performing public maintenance or construction

II. <u>Areas Served (See Appendix A)</u>:  On-street Spaces and public parking lots

III. <u>Eligibility</u>:

    A. Encroachment Permit holder

    B. Special Event Permit holder

IV. <u>Permits</u>:

    A. Required Linkages

        1. Encroachment Permit or Special Event Permit

        2. Identification of specific spaces to be hooded

        3. Vehicle License Plate (for Encroachment Permit only)

    B. H permits are issued and fees are charged with (as a part of) the Encroachment Permit or Special Event Permit and does not require a separate purchase

    C. Cost per Fee Schedule (See <u>Appendix E</u>)

## Part 8 – Residential Permit Parking (R and G Permits)

I. <u>Program Overview:</u>
   A. Resident Permits (R) - Permit holder allowed to park in any "No Parking - R Parking Permit Exempt" space
      1. Annual
      2. Valid
         a. In specific zone only.
         b. 24/7
         c. For three parades per year, permits will not be valid for certain streets and dates (determined annually by the Event Permit):
            i. Armed Forces
            ii. Fourth of July
            iii. Holiday Lights
   B. Guest Permits (G) – Permit holder allowed to park in any "No Parking - R Parking Permit Exempt" space
      1. Valid for 24 hours

II. <u>Area Served (See Appendix A):</u>
   A. R1-6 Zones
   B. As requested, on block by block basis

III. <u>Eligibility:</u>
   A. Resident Permits (R) - Water Customers on blocks with Residential Permit Parking - One per water meter
      1. Land use (residential or non-residential) not considered
      2. Number of units not considered
      3. Number of tenants not considered
      4. Off-street parking not considered
      5. Vacant Lots not considered
   B. Guest Permits (G) – Guests of residents, including contractors

IV. <u>Permits:</u>
   A. Required Linkages
      1. Vehicle License Plate
      2. Water Meter
      3. Proof of ownership (If City record differs)
   B. Guest / Contractor Permits
      1. Required Linkages
         a. Vehicle License Plate
         b. Resident Permit (Water Meter / Parking Zone)

        C.  Costs per Fee Schedule  (See <u>Appendix E</u>)

V.  <u>Citizen Requested Establishment, Modification, or Elimination Residential Permit Parking:</u>
    A.  Proponents are encouraged to meet with ParkFlag staff first to obtain current information, required forms, and assistance
    B.  Circumstances Required Implementation:
        1.  Submittal of complete and correct petition requesting parking management
        2.  Petition Affirmatively Signed by 51% of affected Property Owners
            a.  Property Owners Only
                i.  Corner lots and other multiple frontage lots vote on the frontage of the address
            b.  Each Water Meter entitles Property Owner to One Vote
                i.  Multiple Water Meters = Multiple Votes
                ii.  Land Use (Res or Non-res) Not Considered
                iii.  Number of Units Not Considered
                iv.  Number of Tenants Not Considered
            c.  Any response other than "Yes", including no response, is counted as a "No" vote
            d.  Alternatively if the petition is circulated to all affected Property Owners by Certified Mail then no response is counted as a "Yes" vote
                i.  ParkFlag will not pay for postage
                ii.  Return Receipts and completed petitions shall be sent directly to ParkFlag
                iii.  Refusal of Certified Mail is considered no response
        3.  75% Occupancy of On-street parking Spaces
            a.  Tested by City - Method and Form Determined by City
            b.  Exemptions:
                i.  Any block within three blocks of FDBIRD
                ii.  Any block within three blocks of NAU
        4.  Each block must comply individually
    C.  Configuration of Resident Permit Parking:
        1.  Street segments by block bounded by street intersections
            a.  Generally about 100 house numbers
            b.  Alleys are not streets and do not form street intersections
        2.  One of three configuration options
            a.  Option 1 – Two-hour time limited parking in entire area served and permits exempt permit holder from time limit, or
            b.  Option 2 - Open parking ½ of each side of street, and resident parking only (permit required) on remainder of the street, or
            c.  Option 3 – Two-hour time limited parking ½ of each side of street, and resident parking only (permit required) on remainder of the street.

3. Other configurations not available
4. Per Base Layout (See <u>Appendix B</u>)

D. Petitions:
1. Required Form (See <u>Appendix D</u>)
2. List all Property Owners / Water Meters
   a. Both sides of block(s)
   b. Regardless of Vote
3. Includes Requested Configuration

E. This provision addresses how a citizen request is to be made and how it will be addressed by ParkFlag. It does not restrict the installation of Residential Permit Parking of any configuration, or any other parking controls, by the City without a citizen request.

## Part 9 – ParkFlag ecoPASS (T Permits)

I. <u>Program Overview</u>:  Permit holder issued a free NAIPTA ecoPASS
    A.  Annual
    B.  Valid
        1.  All routes
        2.  24/7
        3.  Pilot program:  Ends June 30, 2018 (unless renewed)

II. <u>Eligibility</u>:
    A.  Employees eligible for an E Permit (See <u>Employee / Business Owner Parking Permits (E Permit)</u>)
        1.  Except employees of businesses with more 50 employees
        2.  Regardless of permit lottery results
    B.  In lieu of E permit
        1.  Vehicle becomes ineligible for an E Permit
        2.  Permit holder becomes ineligible for an E Permit
    C.  Quantity Limited
        1.  (100) Permits available
        2.  Permits provided on "first come, first serve" basis

III. <u>Permits</u>:
    A.  Required Linkages
        1.  Vehicle License Plate
        2.  Employment / Business Verification
    B.  Must be surrendered if eligibility for E Permit is terminated
    C.  Will automatically void if not used in any (6) month period
    D.  Subject to all NAIPTA rules regarding ecoPASSes
    E.  Cost per Fee Schedule (See <u>Appendix E</u>)
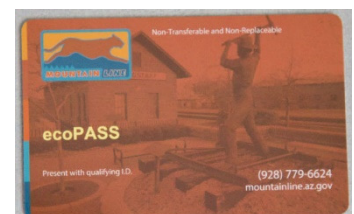
## Part 10 – Pay-to-park

I. <u>Program Overview:</u>  Parkers required to pay for parking
- A. Pay-by-plate
- B. Point(s) of sale
    1. Multi-space Kiosks – Credit/debit only
    2. Online – Credit only
    3. Mobile Payment
        a. Credit/debit only
        b. App owner's transaction fee
    4. Payment with cash
        a. City Hall
            i. One cash accepting kiosk
            ii. Customer Service Counters (Will actually be a type P Permit)
        b. Private businesses
            i. Participating businesses
            ii. Via mobile app
    5. Parking validation – via mobile app
- C. Changed parking regulations in these areas
    1. Two-hour parking time limit removed – Pay-to-park for as long as wanted
    2. Prohibition on moving cars removed – Feel free to move vehicle as long as paid for
- D. Non-functioning
    1. One kiosk non-functioning = Pay-to-park still applies (networked kiosks)
    2. System non-functioning = Two-hour parking
- E. Hours of Operation:  Per schedule (See <u>Appendix C</u>)

II. <u>Areas Served (See Appendix A):</u>  On-street Spaces and public parking lots

III. <u>Cost:</u>  per Fee Schedule (See <u>Appendix E</u>)
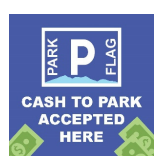
## Part 11 – Time-limited Parking

I. <u>Program Overview:</u>
   A. 2-Hour Parking – 7am to 8pm – M-S

II. <u>Areas Served (See Appendix A):</u>
   A. Cottage Avenue – Mike's Pike to Agassiz
   B. Benton Avenue - Mike's Pike to Agassiz
   C. DuPont Avenue – Humphreys to Agassiz
   D. Ellery Avenue - Humphreys to Agassiz

## Part 12 – Compliance and Collections

I. Staffing
- A. Parking Aides:
  - 1. With Meter Installation - Add (3) FTE for a total of (4)
  - 2. Ongoing - Add (1) FTE per every 300 spaces added to program
- B. Parking Manager:
  - 1. Interim – CD&R Manager

II. Ticket Policies
- A. Warnings and escalating fines established for pay-to-park, permit violations, and overtime parking (See Appendix E)
- B. Citation Procedures
  - 1. Citations paid at City Hall
  - 2. Citations Contested at Municipal Court
  - 3. Parking Manager / Customer Service authority to void tickets
    - a. Information on the citation is inaccurate or incomplete
    - b. Facts, events or circumstances unknown to the issuing officer
    - c. Ticket in error (compliance demonstrated)
    - d. Mitigating circumstances prevented compliance
- C. Heavy Hitters = (3) tickets unpaid for more than 6 months
  - 1. Void Permits by Address
  - 2. Booting
  - 3. Towing
  - 4. Enable MVD program – Attach to Vehicle Registration
- D. Citation Fines: per Schedule – See Appendix E

III. Misc.
- A. Enforcement routes start at managed facilities parking lots

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## Part 13 – Assets

I. Parking Lots at Onset of Program
    A. Public Parking
        1. Phoenix Avenue
        2. Beaver Street
        3. Leroux Street
        4. Visitor Center
        5. Wheeler Park
        6. Lumberyard
        7. Theatricos (excluded from initial installation)
    B. Managed Facilities
        1. City Hall
        2. Cherry (APS) Building
        3. Downtown Library
        4. County Lots (per Map)
    C. Additional Public or Managed Parking Lots may be added using standard City
        acquisition and approval processes.

II. Multi-space Meters (Kiosks) - Leased

III. Maintenance
    A. Existing Assets (Parking Lots and Signs) from Existing Budgets
    B. New and Future Assets from ParkFlag Funds

## Part 14 – Financial

I. <u>ParkFlag Fund</u>:  The City has by ordinance established a Special Revenue Fund for parking and parking management.  The revenues and expenses of the parking system are accounted separately from other portions of the City budget.  The uses of funds are restricted to parking and parking management.  Changes to the ordinance requires special noticing.

II. <u>Start-up Costs</u>:  Funding for the initial capital improvements, equipment, other start-up expenses, and the first year of operations is being provided from the City General Fund.  Parking revenues will be used for repayment of City in years two and three.

III. <u>Capital Reserve</u>:  By ordinance, each year, no less than twenty percent (20%) of the annual gross parking revenue will be held in reserve for the acquisition and construction of additional parking.

IV. <u>Operational Reserve</u>:  In determining if additional funds (more than twenty percent (20%) of the annual gross parking revenue) can be placed in the Capital Reserve account, no less than a ten percent (10%) operational fund balance (reserve) shall be carried forward from year to year.

V. <u>Equipment Capital Financing and Replacement</u>:  The Pro Forma is based on financing the pay-to-park equipment (meters) for ten to thirteen years.  In the years after the City start-up funding is repaid, the Five-year Plan sets aside funds for the replacement of the equipment.

VI. <u>Revenues</u>:
   A. The Pro Forma is based on pay-to-park revenue being the primary revenue of the system.
   B. Permit revenues and other fees per the fee schedule are relatively minor.  The pay-to-park revenue subsidizes the other parking programs.
   C. After the State portion of citation monies is provided to the State, monies from parking citations collected by the Park Flag office will be deposited in the ParkFlag Fund.  Parking citation monies collected by the Municipal Court will be deposited into the General Fund.

VII. All financial matters subject to the City's Annual Budget process and allocations.

## Appendix A – Map of Comprehensive Parking Management

# Appendix B – Standard Layout of Residential Parking Permits Areas

RESIDENTIAL PERMIT SPACES

RESIDENTIAL PERMIT SPACES

NORTH

EAST / WEST STREETS

RESIDENTIAL PERMIT SPACES

RESIDENTIAL PERMIT SPACES

NOTES:

1. LOCATION of SPACES:
   A. EAST / WEST STREETS: RESIDENTIAL SPACES SHALL BE LOCATED AT THE WEST END ON THE NORTH SIDE AND AT THE EAST END ON THE SOUTH SIDE OF THE STREET.
   B. NORTH / SOUTH STREETS: RESIDENTIAL SPACES SHALL BE LOCATED AT THE SOUTH END ON THE WEST SIDE AND AT THE NORTH END ON THE EAST SIDE OF THE STREET.
   C. THESE STANDARD LAYOUTS ARE DESIGNED TO WORK TOGETHER DISTRIBUTING SPACES AROUND THE FOUR SIDES OF A BLOCK AND PRE-ESTABLISHED FOR FAIRNESS TO ALL PROPERTY OWNERS. DEVIATIONS ARE UNDESIRABLE AND WILL ONLY BE INSTALLED BY THE PARKING MANAGER WHEN THE PARKING MANAGER DETERMINES THAT PHYSICAL CIRCUMSTANCES, AND ONLY PHYSICAL CIRCUMSTANCES, WARRANT A DEVIATION.

2. SPACE COUNTS:
   A. MARKED SPACES ARE SIMPLY COUNTED.
   B. UN-MARKED SPACES ARE COUNTED BY DIVIDING CONTINUOUS LENGTHS OF CURB BY TWENTY-FIVE FEET.
      1. SPACES ADJACENT TO DRIVEWAYS, NO PARKING AREAS, OR SIMILAR MANEUVERING SITUATIONS MAY BE CONSIDERED AT TWENTY FEET OF CURB LENGTH INSTEAD OF TWENTY-FIVE FEET.
      2. DRIVEWAYS, ALLEYS, NO PARKING AREAS, FIRE HYDRANT CLEARANCE AREAS, AND ANY OTHER PARKING RESTRICTED AREAS ARE EXCLUDED FROM ANY "CONTINUOUS LENGTHS OF CURB" USED TO DETERMINE SPACE COUNTS.

3. NUMBER of RESIDENTIAL SPACES:
   A. ONE-HALF OF THE SPACES ON EACH SIDE OF THE STREET SHALL BE RESIDENTIAL SPACES. FOR PURPOSES OF DETERMINING SPACES TO BE RESIDENTIAL PARKING, EACH SIDE OF THE STREET IS CONSIDERED SEPARATELY SUCH THAT ONLY HALF THE SPACES ON ANY SIDE IS RESIDENTIAL PARKING, INCLUDING SITUATIONS WHERE THERE IS NO PARKING ON THE OPPOSITE SIDE OF THE STREET..
   B. WHEN COUNT IS UNEVEN:
      1. THE NUMBER OF RESIDENTIAL SPACES SHALL BE ROUNDED UP WHEN THERE ARE MORE RESIDENCES ON A STREET THAN OTHER USES.
      2. THE NUMBER OF RESIDENTIAL SPACES SHALL BE ROUNDED DOWN WHEN THERE ARE MORE OTHER USES ON A STREET THAN RESIDENCES.

RESIDENTIAL PERMIT SPACES

RESIDENTIAL PERMIT SPACES

NORTH / SOUTH STREETS

**STANDARD LAYOUT of RESIDENTIAL PERMIT PARKING SPACES**

## Appendix C – Pay-to-park Schedule



Basic Hours of Operation



Hours at Loading Zones

# Appendix D – Residential Permit Parking Petition

**PETITION REQUESTING INSTALLATION OF RESIDENTIAL PERMIT PARKING**

PLEASE INDICATE LOCATION PROPOSED FOR INSTALLATION OF RESIDENTIAL PERMIT PARKING (Example: 400 block of E Dale Avenue):

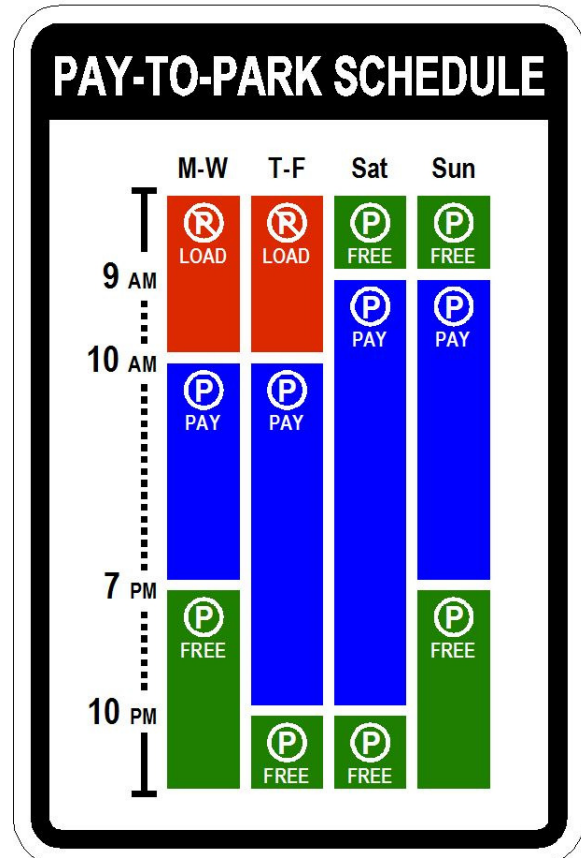As indicated below, we do or do not support ParkFlag (the City of Flagstaff) performing the necessary occupancy surveys and installing Residential Permit Parking in the location indicated above. We have read and understand that if supported by a majority of the affected property owners and installed, that parking restrictions and parking enforcement will be increased per the currently adopted City of Flagstaff Comprehensive Parking Management Plan and the Administrative Guidelines of the Comprehensive Parking Management Plan. We understand that only one permit will be issued per water meter and will only be issued to the water account holder (customer).

If installed, we request the following configuration (Prior to obtaining signatures, please check one box and cross-out lines with un-checked boxes):

☐ Option 1 - Time limited parking in entire area served and permits exempt permit holder from time limit, or

☐ Option 2 - Open parking ½ of each side of street, and resident parking only (permit required) on remainder of the street, or

☐ Option 3 - Time limited parking ½ of each side of street, and resident parking only (permit required) on remainder of the street.

*Please print legibly and include all water meters in the area proposed, even if other information or a signature is not obtained.*

| Water Meters (Water Customer Information) | | | | | | Vote | |
| Meter Number | Service Address | First Name | Last Name | Email Address | Signature | Yes | No |
| --- | --- | --- | --- | --- | --- | --- | --- |
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*Note: ParkFlag staff or Utilities Division staff can assist with the identification of water meter numbers on any particular street segment.*

*Please read the front of this petition prior to signing.*

| Meter Number | Service Address | Water Meters (Water Customer Information) | | Email Address | Signature | Vote | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| | | First Name | Last Name | | | Yes | No |
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*Note: In order to verify the petition, water meter numbers and email contact information for any person signing the petition is required. Please be aware that the information you provide to ParkFlag (the City of Flagstaff) may be used, disseminated, and retained as needed in conducting the City's official business and some information, such as the names of persons who have signed the petition, may be subject to disclosure in accordance with Arizona Public Record laws.*

Send **complete, correct, unaltered, original** petitions to: ParkFlag, 211 W. Aspen Avenue, Flagstaff, AZ 86001

For information or assistance, please email: ParkFlag@flagstaffaz.gov or call (928) XXX-XXXX

## Appendix E – Fee Schedule

I. <u>Permits:</u>
    A. Amtrak Permit (A) - $8 per day
    B. Downtown Resident Permit (DSFR) – Free
    C. Downtown Resident Permit (DR) – $60 per Month
    D. Employee / Business Owner Permit (E)
        1. Single - $45 per Month
        2. Carpool – Deduct $5 for each E Permit eligible employee on one permit
    E. Facility Specific Permit (F) – Per Facility Parking Management Agreement (Free)
        1. Council/Supervisor/Commission Permits (C) – Per Facility Parking Management Agreement (Free)
    F. Encroachment Hooding Permit (HE) - $5 per space per day
    G. Special Event Hooding Permit (HS) - $2 per space per half-day
    H. Resident Permit (R) – Free
        1. Guest / Contractor Permit (G) – (12) per year free then $5 per 24 hours
        2. Additional Resident Permit – 1st = $250, 2nd = $350, 3rd = $450
    I. ParkFlag ecoPASS (T) - Free

II. <u>Pay-to-park</u>
    A. $1 per hour
    B. Usage Fees for Mobile App

III. <u>Citation Fine Schedule</u> (See City Code – Title 9) – Summary of changes made with this plan:
    A. Various pay-to-park and permit violations added
    B. Warnings and escalating fines established for pay-to-park, permit violations, and overtime parking -  In any given (12) month period:
        1. First violation = Warning
        2. Second = Current fine ($35)
        3. Third = $70
        4. Fourth or more = $105
    C. All late fees applied in (15) days if citation not contested or paid

**RESOLUTION NO. 2020-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA, AMENDING THE COMPREHENSIVE PARKING MANAGEMENT PROGRAM PAY-TO-PARK AND PERMIT PARKING FEES, AND ESTABLISHING AN EFFECTIVE DATE**

**RECITALS:**

WHEREAS, the City Council is authorized to regulate standing or parking of vehicles, pursuant A.R.S. § 28-627(A)(1); and

WHEREAS, on January 19, 2016 the City Council adopted a Comprehensive Parking Management Program all as set forth in Resolution No. 2016-01;

WHEREAS, on February 7, 2017 the City Council adopted a Fee Schedule for Pay-to-Park and Permit Parking all as set forth in Resolution No. 2017-03;

WHEREAS, the Parking Manager has adopted Administrative Guidelines to implement the Comprehensive Parking Management Program and Fee Schedule;

WHEREAS, the City Council is willing to amend the Comprehensive Parking Management Program Fee Schedule and the Parking Manager has its own separate legal authority to amend the adopted Administrative Guidelines in an effort to be responsive to downtown business owners, although it is anticipated there will be an associated reduction in annual parking revenues reserved for purchasing and acquiring additional public parking spaces;

**ENACTMENTS:**

**BE IT RESOLVED** by the City Council of the City of Flagstaff, Arizona as follows:

SECTION 1.  In General

The Comprehensive Parking Management Program Fee Schedule is hereby amended, as shown in the document attached hereto as Exhibit A.  The Parking Manager is hereby authorized and directed to post an updated Fee Schedule on the City of Flagstaff website.

The Parking Manager is further directed to post its Comprehensive Parking Management Program Administrative Guidelines on the City of Flagstaff website, and including the effective date for any changes to those Guidelines.

SECTION 2.  Effective Date

This Resolution shall be effective thirty (30) days after adoption.

PASSED AND ADOPTED by the Flagstaff City Council this 11th day of February, 2020.


_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:

Exhibit A – Fee Schedule Adjustment

**EXHIBIT A**

**City of Flagstaff**

**Parking Fee Schedule – January 2017**

| Type | Abbreviated Description | Fee |
|---|---|---|
| **_Parking Permits:_** | | |
| | Downtown Resident Permit (D) | $60.00 per month |
| | Downtown Resident Permit (D-SRF) | $ 0.00  per month |
| | Employee/Business Owner Permit (E) Individual | ~~$45.00~~ $20.00 per month |
| | Employee/Business Owner Permit (E) Carpool of 2 | $~~40~~20.00 per month |
| | Employee/Business Owner Permit (E) Carpool of 3 | $~~35~~15.00 per month |
| | Employee/Business Owner Permit (E) Carpool ﹥ 3 | $~~30~~15.00 per month |
| | Facility Specific Permit (F) | $ 0.00 per month |
| | Guest Permit (G) | $ 5.00 per month |
| | Resident Permit (R) #1 | $ 0.00 per month |
| | Resident Permit (R) #2 | $250.00 per month |
| | Resident Permit (R) #3 | $350.00 per month |
| | Resident Permit (R) #4 | $450.00 per month |
| **_Pay-to-Park:_** | | |
| | Metered Parking | $ 1.00 per Space/hour |
| | Mobile App Convenience Fee | $ ~~0.35~~ $.023 per Transaction |
| **_Meter Exemption Fee (Hooding Fee):_** | | |
| | With Event Permit | $ 1.00/Space/Half day |
| | With Encroachment Permit | $ 5.00/Space/Day |

# EXHIBIT A

## City of Flagstaff

## Parking Fee Schedule – January 2017

| Type | Abbreviated Description | Fee |
|---|---|---|
| **Parking Permits:** | | |
| | Downtown Resident Permit (D) | $60.00 per month |
| | Downtown Resident Permit (D-SRF) | $ 0.00  per month |
| | Employee/Business Owner Permit (E) Individual | ~~$45.00~~ $10.00 per month |
| | Employee/Business Owner Permit (E) Carpool of 2 | $4~~0~~5.00 per month |
| | Employee/Business Owner Permit (E) Carpool of 3 | $3~~5~~5.00 per month |
| | Employee/Business Owner Permit (E) Carpool > 3 | $3~~0~~5.00 per month |
| | Facility Specific Permit (F) | $ 0.00 per month |
| | Guest Permit (G) | $ 5.00 per month |
| | Resident Permit (R) #1 | $ 0.00 per month |
| | Resident Permit (R) #2 | $250.00 per month |
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| | Resident Permit (R) #4 | $450.00 per month |
| **Pay-to-Park:** | | |
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| **Meter Exemption Fee (Hooding Fee):** | | |
| | With Event Permit | $ 1.00/Space/Half day |
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# CITY OF FLAGSTAFF

## STAFF SUMMARY REPORT

| | |
|---|---|
| **To:** | The Honorable Mayor and Council |
| **From:** | Jack Fitchett, Management Analyst |
| **Co-Submitter:** | Sarah Langley |
| **Date:** | 02/06/2020 |
| **Meeting Date:** | 02/11/2020 |

## TITLE
**State & Federal Legislative Update**

## STAFF RECOMMENDED ACTION:
Informational. Receive additional direction on proposed legislation.

## EXECUTIVE SUMMARY:
Federal Legislative Update:
The White House has indicated that the Trump Administration's full budget request for FY21 will be sent to Congress on February 10, 2020. This non-binding document outlines the Administration's spending priorities and will inform annual budget hearings in Congress throughout spring 2020. Staff will provide Council with an overview of federal funding for City of Flagstaff projects and initiatives.

State Legislative Update:
Review several potentially impactful bills and provide a general overview on the legislative session so far. Provide any additional information regarding the minimum wage assessment if available. Staff will have a short presentation, that will be finalized by Friday 2/7/20.

## INFORMATION:
A brief PowerPoint will be attached to this item. Due to the nature of this item, information may be updated up to the day of the meeting 2/11/2020.

**Attachments:**

# CITY OF FLAGSTAFF

## STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council

**From:** Scott Overton, Streets Section Director

**Co-Submitter:** Rebecca Sayers

**Date:** 01/21/2020

**Meeting Date:** 02/11/2020

## TITLE
**Winter Storm Event and Public Works Snow Operations**

## STAFF RECOMMENDED ACTION:
Community discussion about Public Works snow operations.

## EXECUTIVE SUMMARY:
The City of Flagstaff Public Works division has a program responsibility to provide community core services, including snow removal operations during all winter storm events.  The purpose of this community and Council conversation is to discuss weather considerations, storm preparations, existing policies and the Public Works response to winter events.

## INFORMATION:
The attached power point presentation and discussion during the Council meeting will provide the Council and citizens an opportunity to gain insights into the Public Works programs and provide feedback and suggestions to staff about the snow operations work program.

**Attachments:**     Snow Ops PP

# Snow Operations Discussion – Public Works 2020

# Snow Operations - Overview

- Provide statistics and information about community assets
- Review of Public Works response for winter storm events
- Current policy and level of service
  - Streets
  - Parks
- Questions and Discussion

The goal for the Public Works Snow Operations program is to provide essential services and maintain the City transportation infrastructure to safest degree possible and limit mobility disruptions for all.

# Streets and Parks Statistics

700 lane miles

16 miles of alleys

131 miles of bike lane

270 miles of sidewalk

56 miles of FUTS-24 miles paved 112 entrances

27,000 driveways

# Community Statistics and Maps



Parks Snow Routes - Turn on/off layers to view routes
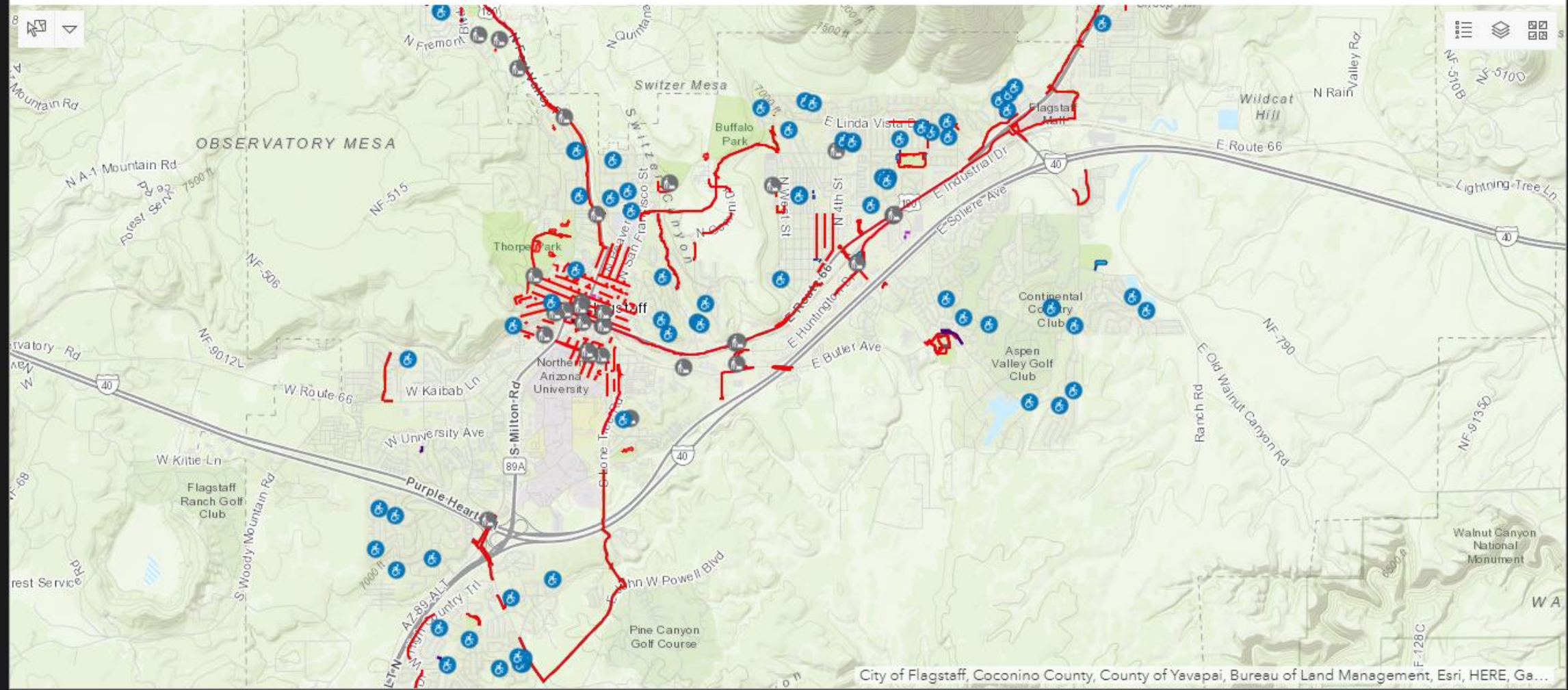
# Community Statistics and Maps
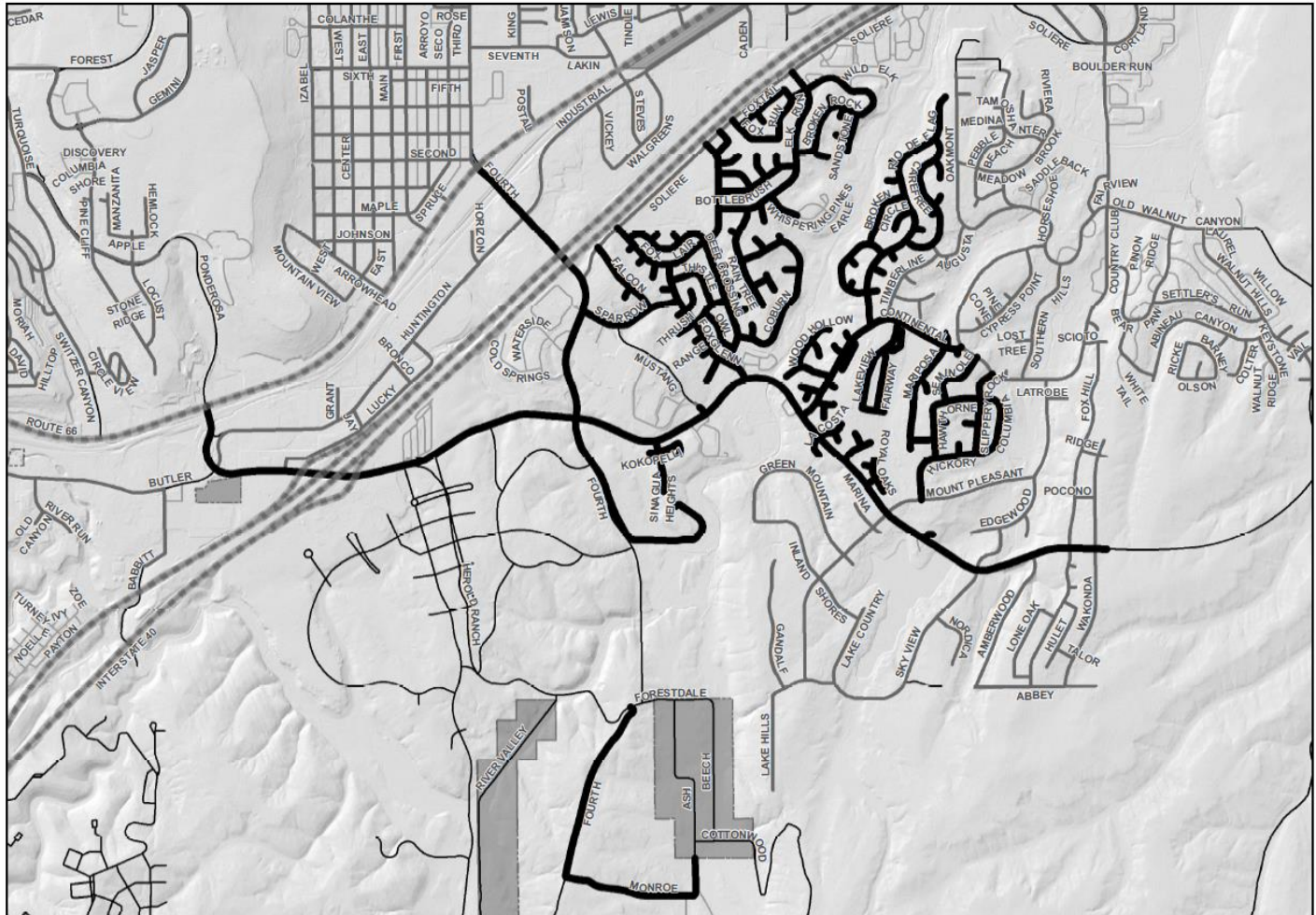


City of Flagstaff
2018-2019
Snow Operations

Grader 188

# Community Statistics and Maps
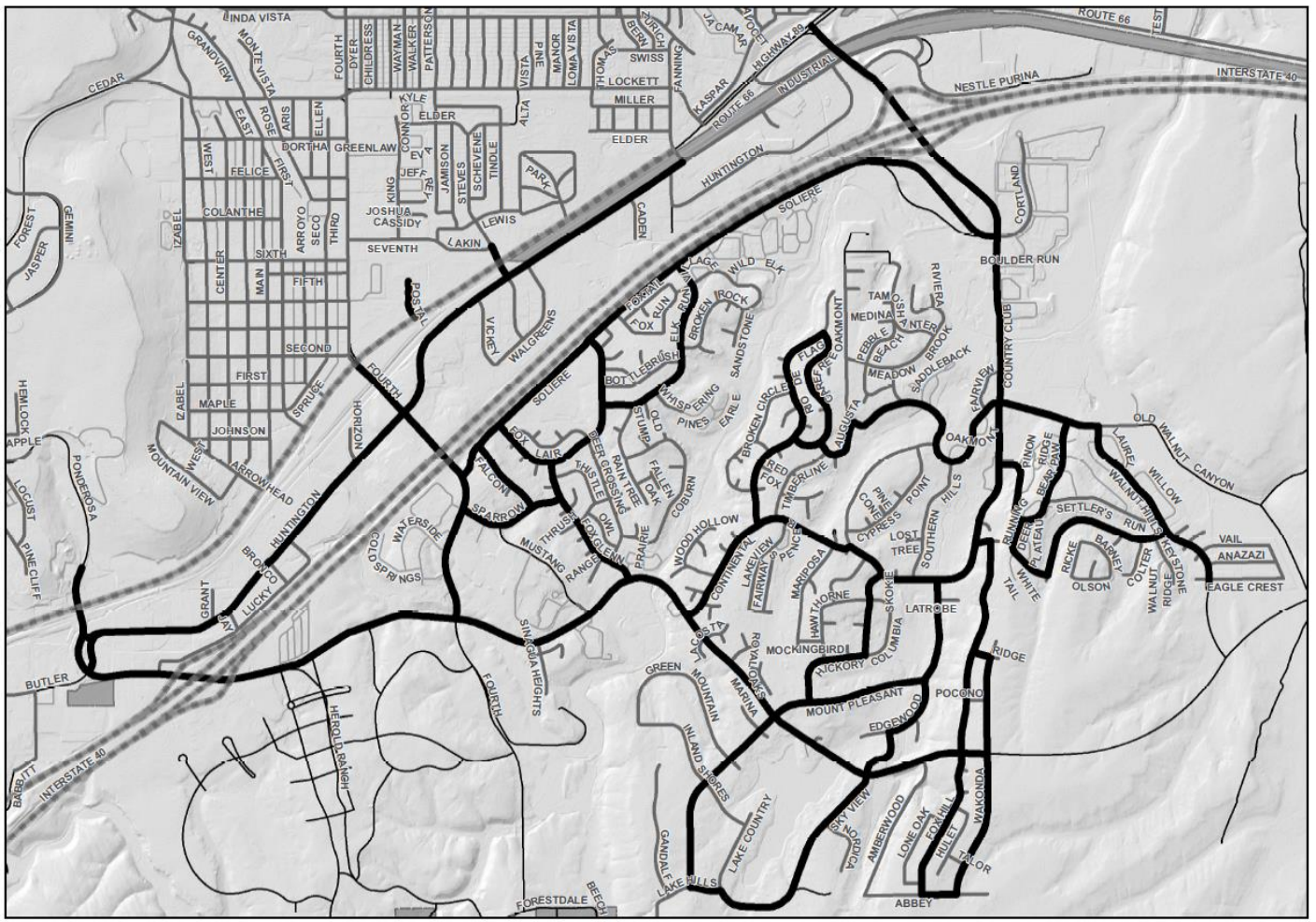


City of Flagstaff
2018-2019
Snow Operations

Truck 54

3 critical considerations with all weather events:

Timing

Texture

Temperature

# Thanksgiving Event
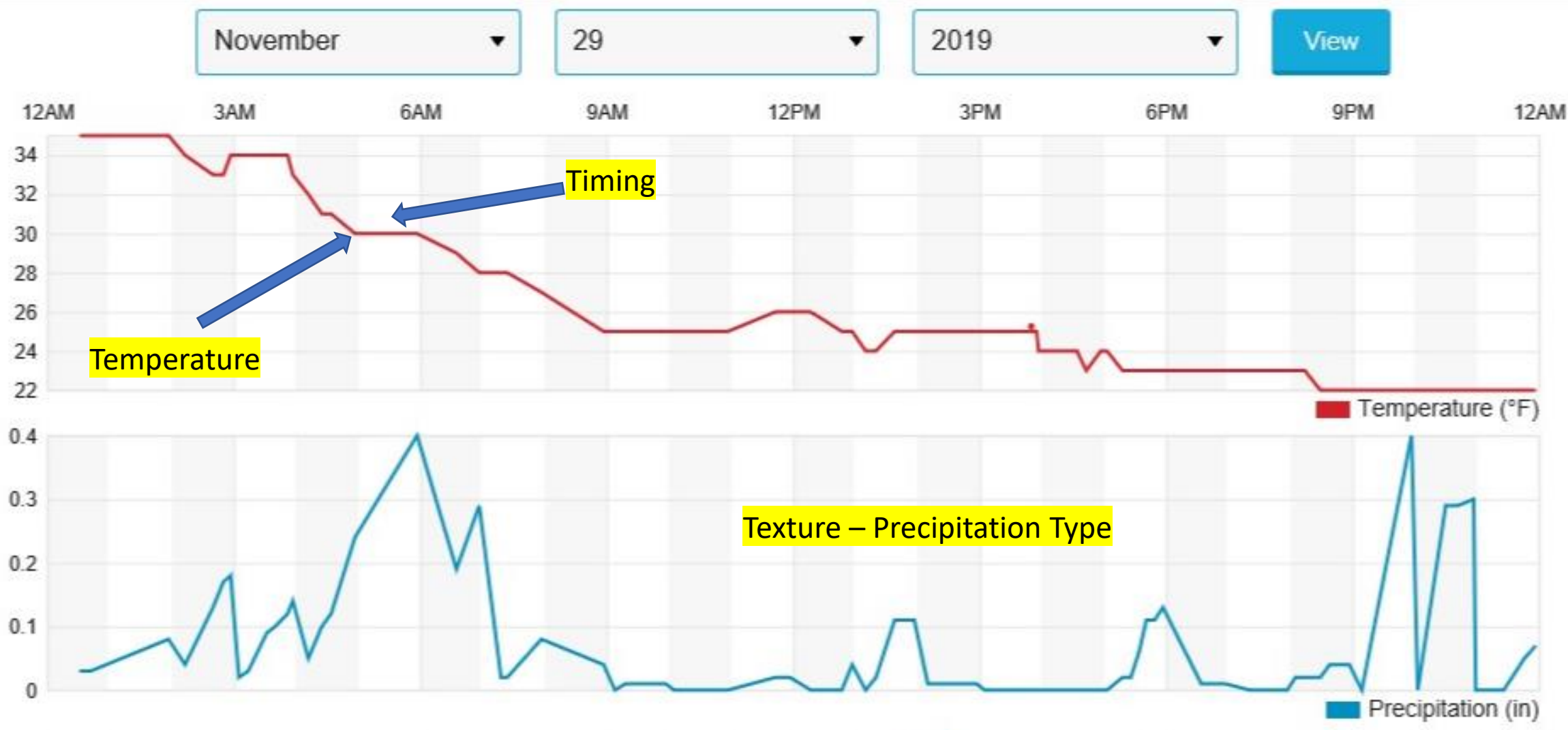
1. **Storm Monitoring**
   - Weather reports and operations readiness

2. **Equipment Preparation**
   - Snow plow/cinder truck fleet
   - Grader and loader fleet

3. **Operator Availability**
   - Full time staff of 18 operators, 3 supervisors and 1 acting supervisor
   - Temp staffing if available (4-12 typical)
   - 12-hour shifts for duration of storm event

1. **Storm Monitoring**

   - Weather reports and operations readiness

   - Impeccable communication with Streets

2. **Equipment and Tool Preparation**

   - Snow plow/cinder truck fleet

   - Backhoe and bobcat fleet

   - Shovel, gloves, gaiters, outerwear

3. **Operator and Shovel Availability**

   - Full time staff of 13 operators, 9 shovelers, 4 supervisors,

   - Contracted personnel (4-6 typical)

   - 12-hour shifts for duration of storm event if applicable

*First Priorities* – Parking lots of City-owned facilities, City-owned sidewalks, Heritage Square, downtown alleys, FUTS that are concrete or asphalt

*Second Priorities* – Entrances to FUTS, parking lots to park locations, walkways within City parks, Courtesy Berm program

# Snow Policy - Streets

*First Priorities* – Always open and passable

Main roadways, hills, downtown FUSD and NAIPTA routes

*Second Priorities* – Residential areas with accumulation greater than 3"-4"*

Once first priorities are manageable, residential plowing begins and policy benchmarks are met and often exceeded

# Best Practices and Operations

## Plowing procedures

Plow it right the first time, from the center working out, multiple passes required for all road sections

## Snow placement

Adjacent to the curb and as wide as possible without compromising the sidewalk

## Ice traction control

Ice cinders distributed and used extensively, effective but require multiple applications.  Used throughout the duration of the storm and days following

## *Sidewalks*

City owned sidewalks cleared by Parks Section using skid steer equipment and shovel crews.  Sidewalks adjacent to private property maintained by property owner.

## *FUTS (concrete or asphalt) and Alleys*

Plowed by city Parks Section and maintained with support of Streets

## *Sweeping and clean up*

Streets sweeping crews address and provide service year-round, winter emphasis is on bike lanes and intersections. Increased use of ice cinders or multiple ice condition days adds significant clean-up

- Winter weather event and road conditions

- Traffic congestion and travel difficulty

- Attention to different modes; vehicle, bike, ped and transit

- Density and compact land use, topography

- CDL operator shortage and experienced operators

*Time is the most important element in providing efficient and safe snow operations.*

# Future of Snow Operations

Alternative equipment

Additional equipment

Staffing levels and training

Time and service level expectations

Chemical treatments/de-icers

Routing and tablet technology

Real time GPS navigation and reporting

Questions?

PUBLIC WORKS
CITY OF FLAGSTAFF

# CITY OF FLAGSTAFF

## STAFF SUMMARY REPORT

| | |
|---|---|
| **To:** | The Honorable Mayor and Council |
| **From:** | Stacy Saltzburg, City Clerk |
| **Date:** | 02/06/2020 |
| **Meeting Date:** | 02/11/2020 |

**TITLE**

**REMOVAL of Future Agenda Item Request (F.A.I.R.):** A request by Councilmember Odegaard to remove as a F.A.I.R. item a discussion about the Land Trust Model.

**RECOMMENDED ACTION:**

Council direction.

**EXECUTIVE SUMMARY:**

Rule 4.01, Procedures for Preparation of Council Agendas, of the City of Flagstaff City Council Rules of Procedure outlines the process for bringing items forward to a future agenda. Councilmember Odegaard requested this item be placed on an agenda under Future Agenda Item Requests (F.A.I.R.) and at the October 1, 2019, meeting, two other members of Council supported that request.

Since that time Councilmember Odegaard has requested to remove this item as a F.A.I.R. The Rules of Procedure state that if there are no objections from Councilmembers the item will be removed.

**INFORMATION:**

**Attachments:**