CITY COUNCIL REPORT

DATE: May 24, 2018

TO: Mayor, Vice Mayor and Councilmembers

FROM: John Portillo, Parking Manager

CC: Barbara Goodrich, Shane Dille, Kevin Treadway, Heidi Hansen, David McIntire, Karl Eberhard, and City Leadership Team

SUBJECT: Residential Permit Parking Programs and Enforcement

This information is being provided in response to questions about residential parking regulations and enforcement in the City of Flagstaff.

Q1: Who enforced parking laws prior to Park Flag and who currently enforces parking laws outside of the Park Flag District?

Citywide, historically, parking regulations fell under the purview of the Traffic Engineer (9-01-001-0007) and parking enforcement fell under the purview of the Police Department (9-01-001-0003).

With the exception of the ParkFlag service area, the same is true today.

The ParkFlag service area was defined by the City Council adoption of the Comprehensive Parking Management Program (Resolution 2016-01) "which addresses the high parking demand areas only of the Downtown areas, Southside area, and those surrounding areas impacted by the demand in Downtown and Southside areas" (9-01-001-0014.B.2(b)).

Within the ParkFlag service area, ParkFlag regulates parking and provides the primary enforcement. ParkFlag and the Police Department closely coordinate their work and the Police Department also enforces parking within the ParkFlag service area, notably at the beginning of the school year, at certain City facilities, when ParkFlag is closed (at night), and from time to time when calls for service are received.

Q2: Can any neighborhood in the City establish a residential parking district/permit system? What policies/programs/ordinances are/need to be in place to allow residential permit parking programs to be implemented in any of our established neighborhoods through the City?

Yes, any neighborhood can have a parking district or permit system established and there are a couple ways it can manifest. Under current regulations, the duties of the Traffic Engineer include establishing and posting parking regulations in areas of the City outside of the ParkFlag service area and "establishing and posting parking regulations" includes the power to establish resident permit parking programs.

ParkFlag is also currently authorized to manage additional areas of high parking demand *if the City Council adopts a revised Comprehensive Parking Management Program* (9-01-001-0014B.2.(c)) to address such additional areas. Through a resolution adopting a revised Comprehensive Parking Management Program, additional resident permit parking areas could also be added throughout the city.

In addition to these two established mechanisms, the City Council could establish a different authority, either entirely different, or using different role combinations of ParkFlag, the Traffic Engineer, or the Police Department. This approach is not provided for under current regulations and would require regulatory changes.

Q3: Is ParkFlag the most appropriate staff to assist residents outside of the Downtown operating district understand how to go about the establishment of one? Can there be a ParkFlag for Downtown and a Residential Parking Permit System for the rest of Flagstaff?

Yes, after internal discussions the staff recommendation is that ParkFlag would be the most appropriate team to assist residents provided necessary revisions are made to plans and resources. To establish additional resident permit parking areas, staff would recommend that a revised Comprehensive Parking Management Program be developed and adopted and that sufficient resources be allocated such that ParkFlag would be responsible for establishing and enforcing resident permit parking programs in any appropriate area of the City.

The alternative of creating Traffic Engineer/Police Department administered residential permit parking programs is not recommended as it would require more program development and resources than utilizing the ParkFlag mechanism. The Police Department is currently challenged just to meet minimum staffing levels for regular police work and does not have the manpower to administer or enforce a resident permit parking program. Notably, all calls for service are prioritized for public safety (with parking being in the lowest priority group), so most other calls are addressed prior to any parking enforcement activities. And, another residential permit parking program would necessarily duplicate the infrastructure, processes and administration that already exists within ParkFlag.

Working with neighborhoods to determine and develop a program that would address their specific desires and needs, ParkFlag would repeat the process that was successful in forming ParkFlag – a process of listening, communicating and developing relationships with and between stakeholders with very disparate positions, and then negotiating a compromise solution that is balanced and fair to all stakeholders. In addition, what ParkFlag offers is an established parking organization, an established equipment and software infrastructure, and established parking management protocols.

Q4: Identifying a specific neighborhood what would the budget demand be to implement and administer such a program? Does such budget capacity exist? If not, what options can staff identify to make something happen?

Budget Demand:

Determining the budget demands for implementing and administering a resident permit parking program to serve a specific neighborhood depends on several important factors that are not yet defined. Most notably, the goals of such a program will vary from neighborhood to neighborhood. For example, whether the neighborhood seeks to

manage parking during the day or during the night greatly influences the costs. The frequency of enforcement also greatly influences the costs. The size of the area being served, the number of parking spaces being managed, and the type(s) of parking regulation(s) all have enforcement cost impacts. Enforcement on foot provides opportunities for ambassadorial activities and superior customer service while enforcement by vehicle mounted automatic license plate readers (ALPR) is exceptionally efficient.

Once a neighborhood has been identified for the implementation of such a program, a design of the program can be developed for the specific neighborhood and *then* the associated costs can be accurately determined. From the ParkFlag experience, some costs that are known include: A single parking aide, on foot, can service around 300 or 400 parking spaces in a small area at a cost of approximately $65,000 per year. A vehicle mounted ALPR setup costs approximately $40,000 more than the vehicle to which it is attached and can service several thousand parking spaces in a large area. While developing ParkFlag, and without considering the initial capital costs, the cost of managing a parking space was estimated to be approximately $250 per year.

All of the possible program mechanisms, the Traffic Engineer/Police Department option, the ParkFlag option, or a third parking authority option, are not currently setup, or funded, to implement and administer resident permit parking programs outside of the current ParkFlag service area. All of the options would require additional enforcement staff and at some point, potentially additional management staff. The Traffic Engineer/Police Department option and the third parking authority option would need at least additional administrative costs and software infrastructure. ParkFlag would need a vehicle and participation in the City's public service dispatch system. However, staff believes the least cost option would be to have ParkFlag implement and administer these new enhanced service programs.

Budget Capacity:

In the current budget, there is not capacity for additional residential permit parking programs or enforcement. To accommodate such programs, other work would have to be de-prioritized or additional resources provided. For example, enhanced, or additional parking enforcement by the Police Department would require the use of uniformed police officers at the expense of other law enforcement activities.

While the ParkFlag Special Revenue Fund appears to be doing well financially, the final determination of its capacity can only be made at the end of the year - after this year's start-up loan payment is made, capital reserves have been set aside, and after twenty percent of the gross revenues are reserved (for the acquisition of downtown parking). The budget developed for the coming fiscal year was specific in its resource level for existing and authorized ParkFlag areas.

It is also important to note that it was the intent of the stakeholders, City management and staff, and the City Council that the ParkFlag Special Revenue Fund would include only downtown revenues and expenses and that it would remain financially separate from any and all other funds, programs, or expenses. This was to ensure that the funds raised downtown would be reserved for services to the downtown and to secure additional downtown parking. As understood, any additional parking management areas subsequently added to the Comprehensive Parking Management Program would receive corresponding supplemental funding from another source.

Staff notes however that as the ordinance was actually written, the above intent and understanding – a separate and protected downtown parking fund - was in fact *not* codified and as written, the funds generated from ParkFlag could be used to support parking management in any area of the City. It is staff's intent to introduce for City Council consideration, a subsequent ordinance to correct this circumstance.

Options:

Staff recommends that a financially self-sufficient resident permit parking program be established and has identified three options for moving forward:

1. A success factor of the program, ParkFlag was designed and set up financially such that the revenues from pay-to-park and non-resident permits would cover the programs capital and operational costs, including a "free" resident permit parking program. Staff recommends that this model be repeated in other areas that have the potential to generate sufficient revenues.

2. For neighborhoods that do not have sufficient pay-to-park or non-resident permit revenue potential, a resident permit parking program could be set up such that the cost of the resident parking permits covers the program costs. As noted, this would be something greater than $250 per space per year. However, this model will not succeed, or the permit costs would be prohibitive, if only a few properties seek permits.

3. Alternatively, where parking revenue is insufficient, staff recommends the formation of formal parking districts with assessments (or taxing authority) as a means to pay for these enhanced services. Or, on behalf of property owner's, a Homeowner's Association could fund the enhanced services. In this scenario, all properties would contribute to the enhanced parking enforcement costs regardless of their individual usage of the parking permits themselves.

This report is for information only.