

**GOVERNANCE, STRATEGY & CITY OPERATIONS COMMITTEE
THURSDAY, SEPTEMBER 6, 2018
CITY OF PLATTSBURGH COMMON COUNCIL CHAMBERS
MINUTES
4:30PM**

Roll Call: Chair Councilor Kretser, Councilor Armstrong, Councilor Kelly, Councilor Dowdle, Councilor Ensel, Mayor Read, Councilor McFarlin arrived after roll call at 4:53pm. [*Mayor Read excused at 4:45pm to attend the Battle of Plattsburgh Riverside Cemetery Memorial service*]

Others Present: City Clerk Sylvia Parrotte, Director of Community Development Matthew Miller, DRI Project Coordinator Ethan Vinson

Absent: None

1. PUBLIC COMMENTS: None

2. REPORTS FROM DEPARTMENT REPRESENTATIVES AND DISCUSSION WITH COUNCILORS:

1. Report from the City Clerk's Office of all monies received during the month July 2018 in the total amount of \$9,179.84.

City Clerk Sylvia indicated she has been updating the City Clerk's page on the website and working on her department 2019 budget.

Director of Community Development Matthew Miller gave report to Council "City of Plattsburgh Parking System" which is made part of the minutes of this meeting.

[further discussion ensued]

3. AGENDA ITEMS BROUGHT FORWARD FROM DEPARTMENTS TO BE APPROVED BY COMMITTEE AND RECOMMENDED TO COUNCIL:

1. Request from Director of Community Development Matthew Miller that the Mayor be authorized to sign a consulting contract in an amount not to exceed \$6,200 with Robert M. Sutherland P.C. for surveying services to provide an ALTA/ACSM Survey for certain lands known as Clinton County Tax Parcel: 207.20-7-15, Durkee Street, City of Plattsburgh. The cost of these services will be expensed out of the Community Development budget.

2. Request from Environmental Manager Jon Ruff that the Common Council approves and authorize the submittal of an application for Drinking Water grant funding under the Water Infrastructure Improvement Act.
3. Request from Environmental Manager Jon Ruff that the Common Council approves and authorize the submittal of an application for Clean Water grant funding under the Water Infrastructure Improvement Act.
4. Request from the City Chamberlain to adopt a “Resolution authorizing the issuance of \$17,410,000 bonds of the City of Plattsburgh, Clinton County, New York, to pay the cost of the reconstruction of the water pollution control plant, in and for said city,” as submitted by the City’s Bond Counsel, Orrick, Herrington & Sutcliffe LLP, which bond resolution, City Clerk certification and legal notice of estoppel are attached as part of these meeting minutes.

By Councilor Kretser; Seconded by Councilor Armstrong
 (RC) Roll call: All voted in the affirmative

4. OLD BUSINESS: None

5. NEW BUSINESS: None

Motion to Adjourn by Councilor Kretser; Seconded by Councilor Armstrong
 (RC) Roll call: All voted in the affirmative

MEETING ADJOURNED: 5:09 pm

City of Plattsburgh Parking System

Goals of the System:

- Efficiently manage short term and long term parking in the downtown district
- High quality service to residents and visitors
- Incentivize residents and downtown employees to park at off street locations to increase traffic turnover downtown
- Self-funded parking system

Parking System Basics:

- A two-tier parking system, with different prices for on-street and off-street parking, including incentives at established off street locations for discounted all day parking.
- Parking tickets and enforcement policies will be established at different rates depending on the infraction.
- Any revenue surplus collected by the parking system will be used specifically for parking system maintenance, parking expansion, and downtown street maintenance and improvement.
- Reduce the costs of Special Parking Assessment District.
- Establish a Parking Advisory Board that will consist of city staff, residents, and other downtown stakeholders who, guided by collected data, will research and evaluate potential options for enhancements and improvements to the parking system.
- The Parking Advisory Board will also produce a semi-annual report to inform the Council and the public on the data behind the parking system, including parking behavior as well as a financial summary of the system.
- The Parking Advisory Board will be responsible for implementing parking system changes, including adjustments to rates and enforcement policies. .
- Establish a Resident Pass – This pass is for downtown residents whose properties do not include off-street parking or who are not provided off-street parking by their landlords.
- Establish an Employee Pass – Similar to the resident pass, the employee pass is for downtown employees who are not provided off-street parking from employers.
- Establish a Permit Parking Pass on streets directly adjacent to the downtown district to help address any potential spillover effects.

Parking System Staff will initially include 1 Parking Enforcement Officer, then 2-3 part time Parking Enforcement Assistants. These job titles already exist in the Civil Service and their stated responsibilities should cover the required tasks. All enforcement staff are to be paid from the revenue of the parking system.

Implementation Phases

Phase 1 (September – December 2018)

- Creation of a new webpage on the City's website for all information, including detailed maps, related to parking
- Establish and confirm any local laws or changes to City code as necessary for the creation of a Parking Advisory Board and enforcement of the system
- Establish ticketing payment information
- Establish marketing campaign plan
- Purchase downtown property for creation of new municipal parking lot(s)
- Establish Parking Advisory Board
- Hiring of parking system staff (Parking Enforcement Officer, Parking Enforcement Assistants)
- Begin marketing campaign for parking system
- Establish Resident Pass, Employee Pass, and Resident Permits
- RFP process for multi space meters (kiosks) and mobile parking app
- Establish credit card transactions rates and fees
- Begin to enforce current parking time limits downtown

Phase 2 (January – May 2019)

- Purchase kiosks and related equipment
- Begin paid parking trial program at Durkee Street parking lot (before construction)
 - Purchase two kiosks
 - Set up temporary collection times and rates
- Construction of new municipal parking lot(s)
- Finalize the hiring of parking system staff
- Installation of kiosks across downtown
- Full implementation and enforcement of all parking system policies