



**CITY OF MANITOU SPRINGS  
PARKING AUTHORITY BOARD  
MEETING MINUTES  
Friday, October 7, 2011 @ 8:00 am**

**I. CALL TO ORDER**

A Regular meeting of the Manitou Springs Parking Authority Board was held on Friday, October 7, 2011 in Council Chambers @ 606 Manitou Avenue. Vice Chairman Rohrer called the meeting to order at 8:10 a.m. The following were in attendance:

- PRESENT:** Boardmember CURT HEIMSOTH  
Boardmember MARJORIE WHITE  
Vice Chair JAY ROHRER  
Boardmember NEAL YOWELL
- ABSENT:** Chairman PHILLIP “VAL” ST.CLOUD (excused)  
Boardmember SPENCER WREN (excused)  
Boardmember LISA QUINTANA (unexcused)
- STAFF:** Michelle Anthony, City Planner  
Matt French, Lead Parking Enforcement Officer  
Jack Benson, City Administrator
- GUESTS:** Council Liaison Coreen Toll  
Councilman Matt Carpenter

**II. APPROVAL OF MINUTES**

**ITEM 1. September 9, 2011**

Ms. Anthony reported that since Administrative Assistant Kari Kilroy was no longer with the City, she had not been able to devote time to production of the minutes. Therefore these would need to be considered at the next meeting.

**III. DISCUSSION AND RECOMMENDATION REGARDING 2012 PARKING PERMIT PROGRAM.**

Ms. Anthony presented the proposed program, noting that it was remaining basically the same as the current program with a small increase in the Canon and Wichita permits. Ms. Anthony further stated the 2012 program had been approved by the Metro District.

**MOTION:**

Mr. Heimsoth moved to recommend to the City Council approval of the 2012 Parking Permit Program as presented by Staff.

**SECOND:**

Ms. White seconded the motion.

**DISCUSSION:**

There was no discussion regarding the minutes or the motion.

**VOTE:**

Motion passed, 4-0.

**IV. DISCUSSION REGARDING 2012 BUDGET and PROJECT PRIORITIES**

Ms. Anthony reported that she had not been involved with budget preparation, so asked City Administrator Jack Benson to update the Board.

Mr. Benson stated that he had been working on the 2012 PAB budget and talking with the Finance Director about forming an Enterprise Fund. Mr. Benson indicated that he would not be recommending Enterprise Fund status until there were dedicated revenues; so no enterprise for 2012. He did note that the Boards' budget request for capital projects and other expenses needed to be submitted. Ms. Anthony stated that she would put together an estimate of the budget items previously discussed by the board and submit to Mr. Benson by the end of the day.

The Board asked if Barr Trail revenues and expenses were being accounted for separately. Mr. Benson indicated they were. Staff noted that there was a job code assigned to any Barr Trail or other expense that was eligible to be paid from Barr Trail revenues.

Mr. Heimsoth asked about moving forward with more managed parking (paid on-street). He felt the Board needed to pull the plan for this together and show that managed parking works.

Mr. Yowell stated that he was not in favor of paid on-street parking at this point and felt that it could be detrimental to sales tax revenues.

Mr. Heimsoth questioned the Board coming to a consensus so that this effort could move forward.

Ms. Anthony noted that consensus did not mean everyone had to agree but for the Board to make a recommendation to Council it was reasonable to try to answer questions and concerns.

Council Liaison Toll asked what happened to the Sales Tax RFP.

Ms. Anthony stated that she had not sent this out yet – she was aware of the discussions about hiring a manager and was waiting to see if this was going to move forward.

Ms. Toll stated the Board had directed that this be done and Staff should execute the Board's direction.

Ms. Anthony stated she felt it was appropriate for her to hold off sending out the RFP because it would be a waste of effort, and the funds for paying a consultant would not be available, if a manager was going to be hired.

Mr. Benson stated his opinion was that paid on-street parking was not going to make a difference in sales tax collection and noted that City staff had a lot going on. Discussion of whether or not a report on sales tax revenues before and after paid parking implementation would be helpful ensued. Mr. Benson indicated he was not opposed to the effort, just questioned whether the board was going to get helpful results.

Further budget discussion ensued. Mr. Benson stated the City was looking at basically flat 2-3% of growth over the next 5-10 years.

Mr. Rohrer asked if there was any downside to Enterprise designation. Mr. Benson noted that an Enterprise would be restricted to 10% of its annual budget in outside contributions, which would significantly hamper Metro or City participation.

## V. UPDATES

- **September Financial Reports**

Ms. Anthony reviewed the September expense and revenue reports provided by the Finance Department. She noted that overall revenues were running slightly more and expenses slightly less than anticipated year-to-date.

- **Event Parking Planning and Management**

Ms. Anthony reported she and Roger Miller had met and would be working on a map of public a private parking resources and locations of events in order to help create a picture of parking needs and potential solutions.

- **Parking Consultant RFP – Neighborhood Permits and Sales Tax Evaluation**

Staff asked for direction regarding sending out the RFP and suggested it might make sense to separate the Neighborhood Parking Permits and the Sales Tax Evaluation Tasks. Staff was directed to hold off on sending the Neighborhood Permits RFP until it was known whether or not there would be a Parking Manager hired, but to go ahead and send out the Sales Tax RFP.

- **Parking Brochure(s)**

Staff reported that the Public Services employee who was doing the map had finally been able to work some more on it and she anticipated being able to start distributing the brochure soon.

- **Parking on-street in front of driveways**

Staff reported she had met with Police Lt. Hopkins, Public Services Foreman Brad Walters and Lead Parking Enforcement Officer Matt French regarding if there were steps the City could take such as signage to allow parking in front of garages that were no longer used for parking. The Police Lieutenant was firm in that if people wanted to be allowed to park in front of what still appeared to be a functioning garage they had to remove the curb cut and driveway pan. Staff further reported that Public Services was looking at ways to help people with replacement or installation of sidewalks and the replacement of curb and gutter might be able to be included in that potential future program. Public Services was informed of the garages where this had been an ongoing issue and agreed that painting the yellow zones on either side of driveway cuts would help drivers realize that they should not be parking in these areas.

- **Moving Meter in Canon Lot**

Staff reported that she was checking to see if the cost of this (estimated at \$500 by Public Services) could be found in the budget and would move forward if this was authorized.

- **Moving Sign in Barr Trail Lot**

Parking Enforcement Officer Matt French reported that the sign had been moved as had been discussed and presented information on tickets before and after the move. Mr. French also noted that a solar light with a motion sensor had been installed in the lot over the meter to help bring attention to the meter and provide light for parkers who were coming to hike before sun-up.

- **Parking Enforcement Report**

Mr. French reviewed the August notices (tickets) and parking lot reports provided in the packets.

Discussion regarding an email from Mike Graham about why a vehicle parked illegally on Ruxton wasn't towed more quickly ensued. Mr. French reported that the established Police Department process had been followed. Discussion ensued.

Mr. Rohrer asked if, bottom-line, the vehicle had been towed or moved and the process had worked. Mr. French stated it had, just not as quickly as Mr. Graham would have liked. He noted that this was a problem area in that the signage for "No Parking – 3a.m. to 6a.m./3 hour limit" was not placed at the very end of this zone and needed to be moved to the end of the Ruxton Trading Post property.

Mr. Rohrer stated he would speak with Mr. Graham. Staff also stated she would respond to the email. The Board did not recommend any changes to towing procedure at this time but did endorse moving the parking restrictions signage to the end of the zone as discussed.

## **VI. DISCUSSION REGARDING NONAGENDA ITEMS**

Mr. Heimsoth asked for information on the PPACG Long Range Transportation Plan and the Manitou Springs projects that had been submitted. Staff indicated this would be on the next agenda.

Discussion ensued regarding Mr. Heimsoth and Council Liaison Toll who volunteered to contact other communities regarding their on-street parking management and bringing information back to the Board at the next meeting. The Board and Staff agreed that this would be helpful and thanked Mr. Heimsoth and Ms. Toll for offering to make the effort.

## **VII. FUTURE AGENDA ITEMS and SCHEDULE NEXT MEETING**

- No additional items other than those previously discussed during the meeting and carried forward on the agenda (Ordinances - Boot Regulations; "Between the Lines" Parking; Center Lane Parking) were proposed for the next meeting.
- The next meeting date would be **November 4, 2011**.

## **VIII. ADJOURNMENT**

With no further business to conduct, Vice Chairman Rohrer adjourned the meeting at 10:12 a.m.

*Minutes prepared and submitted by Michelle Anthony*