



**PARKING AUTHORITY BOARD  
REGULAR MEETING MINUTES  
Tuesday, July 26, 2016**

**I. CALL TO ORDER and INTRODUCTION OF GUESTS**

A regular meeting of the Manitou Springs Parking Authority Board was held on Tuesday, July 26, 2016, in Council Chambers @ 606 Manitou Avenue. Chair Koerner called the meeting to order at 8:31 am. The following were in attendance:

**PRESENT:** Board Member JAY BEETON  
Vice Chair NEALE MINCH  
Board Member JOY PORTER  
Board Member SUSAN WOLBRUECK (Arrived 9:12 am)  
Chair BILL KOERNER

**ABSENT:** None

**STAFF:** Michelle Anthony, Senior Planner  
Karen Berchtold, Planner  
Sherri Johnson, Planning Technician  
Neal Yowell, SP+ Facility Manager  
Joe Ribeiro, Chief of Police

**GUESTS:** Andy Amidon, SP+  
Karole Campbell, Madwoman Marketing

**II. APPROVAL OF MINUTES**

**ITEM 1.** June 28, 2016

**MOTION:**

Board Member Minch moved to approve the June minutes as presented.

**SECOND:**

Board Member Beeton seconded the motion.

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 4-0.

**III. PUBLIC COMMENT ON NONAGENDA ITEMS**

There was no public comment on nonagenda items

#### IV. OLD BUSINESS

*Planner Karen Berchtold had not yet joined the meeting to discuss Item 2 on the agenda. Chair Koerner moved on to Item 3 pending her arrival.*

**ITEM 3.** Discussion and Direction Regarding SmartCard Program – Andy Amidon, SP+ Senior Facility Manager

There was discussion about the objective and goal of having SmartCards. Ms. Anthony said the objective was convenience and it offered savings over charge card fees.

Board Member Porter said she would use the SmartCard as she liked that it was refillable and that would cost the city less in credit card processing fees.

Board Member Minch remembered a previous discussion where one objective mentioned was to encourage residents to patronize downtown businesses. Ms. Anthony said prior to paid on-street parking, the City had a SmartCard program for the parking lots. Residents and downtown businesses were given at a 50% discount on the purchase of the cards. Employees used the cards more than residents, as residents tended to purchase yearly parking passes in the lots. Ms. Anthony could not recall any out-of-town residents or visitors who used the SmartCard.

Chair Koerner felt residents should be given a discount as this would be good public relations. He liked the 50% discount.

Board Member Porter said she did not think employees should park in front of the businesses; they should park in the lots to allow customers in front of businesses.

Mr. Yowell noted the PM permits are a flat fee of \$30 per year and some Colorado Springs residents has purchased PM permits. Mr. Yowell stated his concern that if the SmartCard program went into effect he would need more office staff.

There was discussion among the members regarding how SmartCards could be distributed.

Board Member Minch felt a 50% discount sounded right to him and added the card should initially cost \$20.00, plus the cost of the card, and refills should be in no less than increments of \$10.00.

Board Member Porter asked if the discounts would be per person or per household. Board Member Minch suggested per driver's license.

Ms. Porter asked if there would be any impact on the shuttle. That was not known, but Chair Koerner felt there would be an potential for increased sales tax. Board Member Minch agreed. Ms. Anthony said the discounted SmartCards would most likely cost the parking program less than some of the free parking days previously provided.

Mr. Yowell said part of the appeal of the free parking days was to bring in folks from surrounding communities.

There was discussion regarding the cost of the software and hardware to provide for refilling the cards in the Parking office. Mr. Amidon noted the cards would come pre-loaded and could be reloaded at the kiosks, but that would be a dollar for dollar charge. People would have to come to the Parking Office to get the discount.

Board Member Minch asked if everyone was okay with the \$20.00 initial card value at a 50% discount and \$10.00 minimum refill. To get the smart card, a person would have to present proof of residency such as driver's license or water bill.

Ms. Anthony said a notice would be provided to the Pikes Peak Bulletin as well as posting on the City's website and in other outlets.

Board Member Porter asked if refills would also be at 50% reduction; Ms. Anthony confirmed they would as long as the person came to the parking office.

After more discussion, it was determined the initial cost of a SmartCard would be \$14.00, which included the cost of the card, for \$20.00 worth of parking. The card cost would be a onetime charge if they brought the card back into the parking office to refill. There could be unlimited refills but each would be a minimum of \$10 for \$20 worth of parking.

Mr. Amidon said the cards would take 8-10 weeks to order.

Chief Ribeiro asked if an expiration date should be considered. Ms. Anthony said she did not believe it would be legal to do that. Board Member Beeton asked Mr. Amidon to find out about expiration; Mr. Amidon indicated that the revenue was already received, therefore the outstanding SmartCards did not constitute a liability that had to be carried on the City's or SP+ books.

Mr. Yowell pointed out the cost of the software and hardware needed to be established the program. Chair Koerner suggested that SP+ propose how they wanted to address the set-up costs for the City's consideration.

## **MOTION**

Board Member Minch moved to recommend City Council establishment of a SmartCard program with the following provisions:

1. Manitou Residents only receive a 50% discount and a driver's license, utility bill or equivalent identification would be needed to establish residency
2. The \$20 cards would cost \$14 for residents for first time purchase, with a minimum refill costing \$10 for \$20 worth of parking. The first purchase included the cost of the card.
3. Nonresidents would be able to purchase the cards at full face value
4. The program information would be communicated through the Pikes Peak Bulletin and possibly included on water bills.

## **SECOND:**

Board Member Porter seconded the motion.

**DISCUSSION:**

There was no further discussion

**VOTE:**

Motion passed, 4-0.

*Board Member Wolbrueck arrived at this point in the meeting.*

**ITEM 2.** Plan Manitou - Discussion and Feedback on Draft Visions and Goals – Karen Berchtold, Planner II

Planner Karen Berchtold gave a brief updated about Plan Manitou and asked the board members for their input regarding the goals relating to parking and transportation.

There was extensive discussion regarding the wording of each of the Transportation and Mobility Goals.

Ms. Berchtold closed by mentioning further feedback on any and all the goals could be completed online individually.

*Chair Koerner called a break in the meeting at 9:57am. The meeting continued at 10:02am*

**V. NEW BUSINESS**

**ITEM 4.** Discussion and Recommendation to City Council Regarding Restricting Ruxton Avenue above the First Block to RPP Parking Only

Senior Planner Michelle Anthony discussed the memorandum dated July 22, 2016.

Discussion ensued regarding the financial and other impacts of not having any paid parking on Ruxton Avenue.

**MOTION:**

Board Member Wolbrueck moved to recommend the City Council not make Ruxton Avenue Residential Parking Permit only based on concerns with the effect that change would have on the City's financial ability to operate the shuttles and on impacts to the remaining parking inventory by removing the entire corridor from the City's public parking capacity. The Parking Authority Board will, at its January 2017 meeting, further evaluate this option and its potential benefits and impacts and make a further recommendation at that time to the City Council.

**SECOND**

Board Member Beeton seconded the motion

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 4-0

Discussion ensued regarding including the 500 block of Ruxton and Winter Street in Ruxton RPP, which would still allow for paid parking Monday through Friday, from 8am to 4pm.

***Board Member Minch left the meeting at 10:28am.***

Board Member Porter wanted to know how to deter people from going up the Incline before 6am, noting that the shuttle was delivering people up Ruxton earlier than the Incline hours allowed. There was discussion about when the El Paso County Sheriff was present at the Incline to enforce the rules. Chief Ribeiro noted the duty was not mandatory and the Sheriff was finding it difficult to get officers to sign up for the additional duty.

Ms. Anthony reminded the board members their scope was not to manage the Incline or private property as the discussion was going off-topic. Board Member Wolbrueck felt PAB members should attend the Incline Management meetings to become more informed and share their ideas.

**MOTION:**

Board Member Beeton moved to recommend to the City Council that the area of upper Ruxton and Winter Street not currently in the RPP, be included in the Ruxton RPP and operate under those same regulations.

**SECOND**

Chair Koerner seconded the motion

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 4-0

**ITEM 5.** Discussion and Recommendation to City Council Regarding Changes to the City's Fine Schedule Regarding Unpermitted Parking in the Ruxton RPP and Failure to Pay/Expired Meter in the Ruxton Corridor above the First Block

There was extensive discussion about increasing parking fines in the Ruxton Residential Parking Permit area, and other RPPs. Board Member Wolbrueck suggested fines in all RPP areas should be consistent and that the board formulate a recommendation for City Council as to what it would like the fine structure in RPP's to be.

Mr. Yowell reported the current fines for parking in an RPP area without a permit was \$35, \$70, and \$100 for the first, second and third offenses.

Discussion regarding taking fees potentially to \$70, \$100, and \$150 ensued.

Board Member Wolbrueck stated she was not prepared to make a recommendation at this time, but felt the board should also discuss and evaluate the increase to RPP fines after the first of the year.

**MOTION:**

Board Member Wolbrueck moved to defer a recommendation on this item to the January 2017 board meeting in order to allow for the collection and evaluation of data relating to increasing the fines in RPP areas.

**SECOND**

Board Member Beeton seconded the motion

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 4-0

**VI. OTHER BUSINESS**

**ITEM 6.** Discussion Regarding Board Retreat – Scheduling and Items for Discussion

Ms. Anthony agreed to send the board potential retreat dates by email and work on getting a date that worked for the majority of the board set before the next meeting.

**VII. UPDATES**

- 2-hour parking 1<sup>st</sup> Block of Ruxton
- Shuttle Operations  
Ms. Anthony stated the shuttle to the Incline was so full at times some riders had to wait for the next bus.
- Hiawatha Gardens  
It was noted this property was on a City Council agenda for discussion.
- Incline Management Committee Minutes  
Ms. Anthony referred board members to these minutes in the packet.

***Board Member Wolbrueck left the meeting at 11:29am***

- Parking Management Report  
Mr. Amidon noted Joe Leung was working on getting quotes from two vendors for parking space identification alternative and would provide information for the August meeting

- Financial Report  
This was provided in the packet.

#### **VIII. FUTURE AGENDA ITEMS**

- Ordinance 0316 Regarding Permits for Dumpsters and Pods (Referred back for amendments and review of Fee Schedule)
- Ordinance Adopting Traffic Engineer Regulations (@ City Attorney)
- RFP for Ticket Collection Services
- Initial Draft of Operating Procedures Document (@ City Attorney)
- Initial Draft Changes to the Parking Authority Board Section in the Municipal Code
- Worksession on Long-Range Parking Planning
- Downtown or Near Downtown Resident Parking Study (Long-Range and Continuing)
- Downtown Employee Parking Study (Long-Range)
- Scope for Transit Planning RFP

#### **IX. ADJOURNMENT**

Hearing no further business, Chair Koerner adjourned the meeting at 11:30am