



**PARKING AUTHORITY BOARD
REGULAR MEETING MINUTES
Tuesday, October 25, 2016**

I. CALL TO ORDER and INTRODUCTION OF GUESTS

A regular meeting of the Manitou Springs Parking Authority Board was held on Tuesday, October 25, 2016, in Council Chambers @ 606 Manitou Avenue. Vice Chair Minch called the meeting to order at 8:34am and noted that the Council Liaison, Robert Todd was not able to attend the meeting. The following were in attendance:

PRESENT: Board Member JAY BEETON
Vice Chair NEALE MINCH
Board Member JOY PORTER
Chair BILL KOERNER (arrived at 9:30am)
Board Member SUSAN WOLBRUECK

STAFF: Michelle Anthony, Senior Planner
Sherri Johnson, Planning Technician
Joe Leung, SP+ Regional Manager
Dane Lyon, SP+ Senior Manager

II. APPROVAL OF MINUTES

ITEM 1. October 4, 2016

MOTION:

Board Member Beeton moved to approve the October 4, 2016 minutes as presented.

SECOND:

Board Member Porter seconded the motion.

DISCUSSION:

There was no further discussion regarding the motion.

VOTE:

Motion passed, 3-0. Board member Wolbrueck abstained, as she was not present for the meeting.

III. PUBLIC COMMENT ON NONAGENDA ITEMS

Joe Leung, SP+ Regional Manager introduced Dane Lyon, Senior Manager, who was taking over Andy Amidon's position and would be the person that Facilities Manager Neal Yowell would report directly to.

Board Member Beeton asked when the new signs for upper Ruxton would be put in place. Ms. Anthony replied the signs were in and should be installed within the next week or two at the most.

IV. OLD BUSINESS

ITEM 2. Discussion Regarding Parking Contest Promotion – Susan Wolbrueck

Ms. Wolbrueck said since the initial discussions about a parking contest, the implementation of the Grand and Duclo RPP’s, which had displaced some downtown workers and residents, had now been operating for a period and the ensuing public concern had settled down. Ms. Wolbrueck questioned if a parking contest was still needed in light of the current situation; she offered that a contest sounded fun but noted it might not be necessary now.

It was decided the issue would be pushed out to the April 2017 meeting for further evaluation at that time.

ITEM 3. Update on 2017 Budget Request

Senior Planner Michelle Anthony presented the memorandum dated October 18, 2018 and suggested the board rank each item according to priority.

Mr. Minch suggested discussion of what was most important to least important without spending too much time on the in-between.

There were questions as to the Colorado Springs contributions to Barr Trail maintenance and why there was no environmental impact study done on the Incline.

The budget priorities were ranked as follows, with A being highest and C being lowest.

| Rating | Project | Cost |
|---------------|---|--------------|
| | <u>Parking Department Budget</u> | |
| C | Comprehensive Demand and Long-Term Capacity Study | \$ 55,000.00 |
| A | Parking Availability ID System | \$ 79,520.00 |
| C | Implementation of Smart Card Tech | \$ 10,350.00 |
| A | Additional Parking Enforcement Vehicle (Annual Lease) | \$ 6,600.00 |
| | LPR Equipment for 2nd Enforcement Vehicle | \$ 34,237.00 |
| A | Develop Parking and Transportation Website | \$ 12,900.00 |
| A | Barr Trail Lot Online Reservation System | \$ 1,435.00 |
| | SP+ Additional Management Fees | \$ 92,637.00 |
| | | |
| | <u>Barr Trail Parking Lot Fund</u> | |
| A | Rocky Mountain Field Institute | \$ 40,000.00 |
| A | Implementation of Incline Management Plan | \$ 10,000.00 |
| A | Friends of the Peak | \$ 5,000.00 |
| C | Incline Capacity Study | \$ 30,000.00 |

The Board indicated that if there was only sufficient funds for Barr Trail maintenance to support \$40,000 total, that the Rocky Mountain Field Institute should be reduced to \$35,000 to enable \$5,000 to go to Friends of the Peak.

Mr. Minch said in regard to the budget request for SP+, the board was supportive given the amount of resources used versus what had been initially planned for.

Ms. Anthony stated this information would be very helpful as this unfunded part of the board's budget request had been cut by almost half. Ms. Anthony added she would get a memorandum emailed to City Council that day.

ITEM 4. Parking Manager Recommendation Regarding Off-Season Operations

Vice Chair Minch asked if everyone had read the recommendation, noting it made a lot of sense to him as it would keep the hours of paid parking the same year-round from 7am to 8pm and during the off-season, the 3 hours free parking would be offered 7 days per week rather than four days per week (Monday through Thursday).

Ms. Anthony stated her concerns with providing 3-hours of free parking every day during the off-season; she believed that would have serious impacts on revenue since data has shown that the average stay downtown was three hours. So if there was free parking every day during the winter, there would not be enough revenue generated to fund the shuttle. Ms. Anthony commented she was surprised to see this recommendation and asked Mr. Leung for his input.

Joe Leung, SP+, said this proposal originated from a conversation between Facilities Manager Neal Yowell and the Mayor and the first he had heard about it was late last week when he was told this item would be on the agenda. Mr. Leung agreed with keeping the off-season hours from 7am to 8pm however considering the budget discussion they board just had, there would be real impacts if the 3 hours free parking were provided every day. Mr. Leung said he did not know exactly what that financial impact would be. However, he would like to know before any such decision would be made and could run reports on this, as the board did not want to dry up the source of funding for the shuttle.

There was a lengthy discussion regarding the proposed changes. Board members questioned whether providing free on-street parking in the downtown as an alternative to paid parking was necessary, since there was now a free lot and a free shuttle serving the City year-round. During the discussion, the following points were made:

- 1) The importance of consistency in parking management - the confusion changing times has caused in the past and the fact enforcement hours in the off-street parking lots do not change in the off-season were cited as reasons to maintain the same enforcement hours year-round.
- 2) The effect on parking revenues - which support the \$350,000 annual shuttle expense, are purchasing a \$1 million dollar property with free parking, and have provided funding for flood recovery - that free parking every day in the off-season would have was noted as a concern and supported the concept of removing the 3-hour free parking option.
- 3) 15 minutes free is an option throughout the business corridor. This is enough time to park and grab a cup of coffee or pick-up an item at a store. Board members noted they personally had used this option

4) Hikers and employees/owners have utilized the 3 hours free option in the downtown area during the off-season, decreasing the number of spaces left to be occupied by potential customers. With the increase in Ruxton Parking Rates and the reduction in the available parking in the corridor, there was concern hiker parking downtown during prime business hours would increase. The board felt that was a certainty if the 3-hour free, on-street parking was still available.

5) A number of employees park on-street in the off-season at 2 p.m., knowing if enforcement ends at 5:00p (as it does under the current program), they can park for free for 3+ hours on the avenue with no consequence (other than taking parking which could be used by customers). This reduces turnover.

6) There are more dining establishments in the downtown than previously existed. If off-season parking enforcement ends at 5p, employees of such establishments can park and pay for only an hour or two, and then continue to occupy on-street paid parking spaces for free the rest of the evening. Again, this means less turnover.

7) It is the City's goal that hikers, employees and shop owners park in the FREE areas and take the shuttle or walk to save the on-street paid parking spaces for those wanting to directly support the businesses.

8) Trends in sales tax revenue overall support that paid and managed parking in our downtown corridor has increased turnover and helped businesses to reach more customers.

9) Ending enforcement by 5:00pm in the RPP areas during the off-season contributes to non-residents parking in RPP areas in the evenings and overnight. Scofflaws quickly realize there are no consequences and take up space that has been allocated to the residents in the RPP area.

Ms. Porter agreed with Ms. Anthony and felt people were used to paying for parking and the three hours free parking confused people. People get more upset when things change.

There were questions regarding how the success of the 3-hours free option on Saturdays and week of Christmas was evaluated. Mr. Minch said it was measured by considering the cost of providing the free parking verses sales tax made during that timeframe. There was not a reciprocal economic benefit to providing the free parking and an increase in sales tax.

Mr. Leung agreed saying if the City did not have the year-round shuttle this would be a different conversation.

Mr. Koerner arrived at this point in the meeting at 9:30am.

Mr. Koerner asked Mr. Leung why they were seeing this at the 11th hour. Mr. Leung apologized, adding he had only seen it at the 10th hour. Mr. Leung spoke with the Facilities Manager about this and some other items put before the board that had not been communicated with him or vetted with SP+. Mr. Leung said he has asked Mr. Yowell to bring items and ideas to him so they could create a recommendation together and present it to the board, noting he was only a phone call away.

Ms. Anthony stated she heard about the proposal at a recent City Council meeting as the recommendation had gone to City Council before she, or the Board, was aware of it.

Ms. Porter added that the lines of communication should be followed. This was an advisory board and the PAB's recommendations should be heard. The Board's input might be ignored but at least the board members should be given the opportunity to provide it.

Mr. Leung added that Mr. Yowell meant well but heard this idea from the Mayor and felt he got direction from the highest authority, as the Mayor approached him directly.

There was discussion about clearly communicating changes to the public.

Concern was expressed regarding the consistency of City Council not being collaborative. It was suggested a single memo drafted by all the Chairs be sent to the Mayor regarding these concerns.

MOTION:

Board Member Wolbrueck moved to recommend changing the off-season parking program hours to 7:00am to 8:00pm and that the three-hour free parking option be removed with the following findings:

- It will benefit the parking public and cause less confusion to have consistent hours of operation between the on and off-season, and the on-street parking and off-street lots (which do not change hours during the off-season)
- The City provides year-round free parking at the Hiawatha Gardens, which was not available when the 3-hour free on-street option was implemented
- The City provides a year-round free shuttle from the free parking lot into the downtown (and up Ruxton Avenue) that was not available when the 3-hour free on-street option was implemented
- The change to the free parking is consistent with best management practice of paying more for parking closest to a destination
- Any benefit to parking revenues from these changes will help to defray budgeting gaps (as demonstrated by the current unfunded requests for 2017)

SECOND:

Board Member Minch seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 5-0.

The Board further recommended off-season management, as amended by the proposed changes, be implemented until as soon as possible after the City Council consideration of the recommendation. This would avoid moving to the off-season management and then having to make a change within a short timeframe. The Board acknowledged the changes would be made without tremendous notice, but felt the availability of both the FREE parking lot and the FREE shuttle year round provided an opportunity to move forward on solving another set of parking issues. Board member Wolbrueck also pledged to immediately contact the Chamber of Commerce to outline the changes and seek assistance in getting the information out to the business community.

V. NEW BUSINESS

There was a two-minute break.

ITEM 5. 2017 Transit Shuttle Operations

Ms. Anthony reviewed information provided by Mtn. Metro Transit, however there was some difficulty in determining what the start and stop times for Route 33 and Route 36 were to proposed to be.

The initial board consensus for Route 33 was to run from 6am to 6pm. Route 36 would run from 7:50am to 10:05pm Sunday through Thursday and from 7:50am to 12:05am on Friday and Saturday.

Ms. Anthony stated she wanted to determined the worst-case scenario as far as budget and costs and she believed even if the buses ran to midnight, the service would be about \$100k under the budget as it was currently proposed. Ms. Anthony suggested she ask Mtn. Metro for cost for each option and would ensure the 2017 budget would cover these. She would invite a Mtn. Metro representative to the November meeting so that the details of the operation could be discussed before a formal recommendation was made to the City Council.

Mr. Minch stated he would analyze the usage by hour and then left the meeting at 10:40am.

ITEM 6. Discussion and Recommendation Regarding Implementing Reservation System in Barr Trail Parking Lot – SP+

Mr. Leung provided information on the concept of making the Barr Trail Lot by reservation only. He felt this change would help stop people from going up to the lot needlessly. He explained how the system would work online with the current SP+ website. He agreed to work out details and present information on rates, allocations to general parking and to accommodate the Barr Trail hikers and campers, and how the Barr Campers could be accommodated with a discount.

Mr. Koerner asked how people would go from the City's website to the reservation website. Mr. Leung stated there would be a link on the Manitou website to take people to the reservations website.

Mr. Leung further stated there was no cost associated with setting up the program; there were costs associated with credit card fees and promo codes. The system could be in operation within a matter of weeks. Ms. Anthony said this could potentially get rid of the need to refund parking fees to Barr Campers.

MOTION:

Board Member Beeton moved to recommend to City Council implementation of a Barr Trail Parking Reservation System.

SECOND:

Board Member Wolbrueck seconded the motion.

DISCUSSION:

No further discussion.

VOTE:

Motion passed, 4-0.

ITEM 7. Discussion and Recommendation Regarding Procedures for Reimbursement of Barr Trail Lot Parking for Barr Camp Hikers

MOTION:

Board Member Wolbrueck moved to delay this discussion to a future agenda if necessary after SP+ forwards plans for the Barr Trail Parking Lot reservation system.

SECOND:

Board Member Beeton seconded the motion.

DISCUSSION:

No further discussion.

VOTE:

Motion passed, 4-0

VI. OTHER BUSINESS

ITEM 8. Discussion on the Future of Our Parking System – January 24, 2017 City Council Worksession

Ms. Anthony said this item was placed on the agenda so the Board would be aware of the City Council worksession.

VII. UPDATES

- Ordinance Changing Board Name and Updating Vacancy Appointment Procedures
- 2-hour parking 1st Block of Ruxton
- Shuttle Operations
- Hiawatha Gardens
- Incline Management Committee
- Parking Management Report
- Financial Report

VIII. FUTURE AGENDA ITEMS

- Ordinance Adopting Traffic Engineer Regulations (Review City Attorney Document)
- RFP for Ticket Collection Services
- Draft of Operating Procedures Document (Review City Attorney Document)

- Initial Draft Changes to the Board's Scope and Powers and Duties
- Work session 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 before the board, Chair Koerner adjourned the meeting at 11:05am.