



**TRANSPORTATION AND PARKING BOARD
REGULAR MEETING MINUTES
Tuesday, February 27, 2018**

I. CALL TO ORDER and INTRODUCTIONS

A regular meeting of the Manitou Springs Transportation and Parking Board was held on Tuesday, February 27, 2018, in Council Chambers, 606 Manitou Avenue. Chairman Koerner called the meeting to order at 8:32am. The following were in attendance:

PRESENT: Chair BILL KOERNER
Vice Chair NEALE MINCH (left at 11:20am)
Board Member JOY PORTER
Board Member VALERIE ROSENKRANTZ
Board Member ROLF JACOBSON (arrived at 8:34am)

ABSENT: Board Member JAY BEETON (excused)
Board Member L'AURA WILLIAMS

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

GUESTS: Ken Jaray, Mayor
Lisa Quintana, Chamber Board Liaison
Natalie Johnson, Creative District and MAC Director
Kristen Cypher, C+B Design
Dave Wood, Metro Board Consultant (left at 10:20am)
Kyle Fenner, Metro Board Consultant (left at 10:20am)

II. APPROVAL OF AGENDA

Item 2 under Old Business was moved to Item 1.

III. APPROVAL OF MINUTES

ITEM 1. January 23, 2018

MOTION:

Board Member Porter moved approval of the January Meeting Minutes as presented.

SECOND:

Board Member Minch seconded the motion.

DISCUSSION:

There was no further discussion regarding the motion.

VOTE:

Motion passed, 5-0.

IV. PUBLIC COMMENT ON NONAGENDA ITEMS

There was no public comment on nonagenda items.

V. CONSENT CALENDAR

There were no Consent Calendar items to consider.

Board Member Jacobson arrived at this point in the meeting.

VI. OLD BUSINESS

ITEM 1. Discussion Regarding Program for Free/Reduced Rate Parking to Residents/Businesses– SP+

Board member Rosenkrantz asked if SP+ was married to ParkMobile or would consider other systems. Dane Lyon replied this program was separate from the reservation system and there was a new ParkMobile manager, which he hoped would increase the service. Mr. Lyon noted that coupon codes could be used at the pay stations themselves, but this would add another step in the process for everyone.

Board member Rosenkrantz suggested that the board could make a nonspecific recommendation motion. Ms. Anthony advised that the recommendation did need to be specific, so the program details and provider needed to be worked out before a recommendation to Council was made.

Board member Minch stated the app was easy enough, but he felt the transaction fee was a hindrance and the City would need to provide the discount and not charge the fee.

Joe Leung indicated SP+ could obtain other pricing options, but all the apps would have a transaction fee.

Chairman Koerner asked if the City could pay the fee as it bothered him that the City would offer something to residents for free and reduced parking, but then charge a fee. Mr. Leung stated this was an option.

Ms. Anthony asked if there would be transaction fee associated with using coupon codes at the pay stations. Mr. Lyon responded there was not a fee, but there would be more administrative cost.

Board member Minch stated the user experience was important and he did not feel there should be a fee to these users.

Chairman Koerner suggested SP+ bring some additional information forward and the board could make a final decision at the next meeting.

Mr. Lyon asked about also offering the program for business owners for customers to park in the lots only and the board supported this.

Board member Minch asked if the fee could be negotiated based on the number of transactions. Mr. Leung indicated he was not sure but doubted the City would have the volume of usage that would encourage negotiation.

Board member Rosenkrantz asked who usually paid the transaction fee. Mr. Leung stated this was usually the customer.

Mayor Jaray stated that it would be important to provide data and the impact on the City budget when making a recommendation.

Board member Rosenkrantz stated that the users should just pay the fee.

Board member Minch felt this reduced something that was supposed to be positive to a negative.

Board member Porter indicated a part of this program was for the beneficial PR and the fee might negate that.

Board member Minch suggested the pilot program would be for residents only and phase 2 would bring businesses into the program for discount codes for their customers. The board supported this approach.

It was noted the 15-minute free parking used to be 17% of the total transactions, but when it changed to 30 minutes it went to 35% of the total transactions.

Mayor Jaray asked when the program would roll out. Board members responded the idea was to do this sooner than later as it had been approved in 2017.

Board member Porter asked when businesses would be included. Board member Minch suggested in the Fall. He felt that the resident program needed to be implemented and then the City could see how that was going before expansion.

Mayor Jaray asked if residents could register online. Ms. Johnson indicated they would need to come in to the office to show proof of residency.

Chairman Koerner indicated he would like to see registration online. Board member Jacobson stated he would see that happening later, once the program was implemented and perhaps after someone was already enrolled.

The board asked that SP+ look further into the options for the ParkMobile app and if the transaction fee could be reduced, or if this were paid by the City what that cost might be.

Mr. Lyon suggested that board members set up the app and use it to get real world experience. He agreed to provide a code that would allow free parking so the board could see how this worked.

The board agreed discussion would continue at the next regular meeting.

ITEM 2. Updates Regarding 2018 Project Items

A. Messaging

- i) Wayfinding Directional Signs – location map
- ii) Parking Availability Signs – cost proposal(s) - SP+

Joe Leung presented location information on the signs that would be part of the parking identification program. He was looking at sites that provided options for the technology, such as whether the signs could be powered by solar or would need electrical connection. He noted he was focusing on the parking occupancy signs, not the general parking wayfinding.

Mayor Jaray noted that the parking at Hiawatha would not be free if there was a structure there in the future.

Chairman Koerner asked if there was a power source at all the proposed locations. Mr. Leung stated that if solar was possible, then that opened up location possibilities and he was in the process of determining what was available at each location.

Board member Minch summed up the current process as needing to map the sign locations and confirm the requirements of the technology and the costs. Mr. Leung stated this was correct and asked when all the information needed to be provided by.

Kristen Cypher stated the signs Mr. Leung was working on should also incorporate the branding for each lot. She and Mr. Leung agreed to coordinate regarding design information and specifications.

Board member Porter stated that a master plan of all the signs was needed.

The Board agreed to hold a worksession on March 8 at 9am to look at the signage plans.

Board member Minch asked where the wayfinding component was.

Kristin Cypher responded she was moving forward with the parking wayfinding ahead of the general wayfinding project. She was putting together a map with site photos and content for all the proposed signs. The design called for each lot to have its own color and she was taking colors from the City logo. She would be sending the draft plan out soon by email. She asked the board to provide feedback regarding the sign material – would they prefer for the initial signs to be on aluminum or corrugated plastic, which would be less expensive. The board generally agreed that initially a less expensive sign made sense so that everyone could see how they work and changes could be made before the more expensive signs were produced.

Board member Minch suggested putting walking distances on signs where appropriate, such as distances from the parking lots to downtown. He noted Google maps can provide walking and driving times.

The Board asked that all the sign information be provided for a March 8 worksession.

B. Website – SP+

Ms. Anthony reported the contract with SP+ for the website was done and in the process of being signed.

Mr. Leung advised that the website design was underway and it would be helpful to get some feedback on what the board wanted to see that was different from the Palo Alto, CA, site which was the starting point for the Manitou Springs site. He agreed to send the board the link to the Palo Alto site and a static mock-up of the Manitou Springs site.

Chairman Koerner asked if the URL had been selected yet. Mr. Leung stated ParkManitou.com had been secured. Discussion of whether this should include “springs” ensued. Mr. Leung advised that keeping the URL as short as possible was preferable.

Board member Minch suggested linking to the Chamber’s events page instead of creating a separate page on this site.

The board discussed whether review of the website needed a separate meeting or could be accomplished at the March 8 worksession. Ms. Anthony suggested shooting for the March 8 meeting and if there was more work needed, then another subcommittee meeting could be scheduled.

C. Communication Coordination

i) Shuttle Advertising – Michelle Anthony

Ms. Anthony reported Lamar Advertising controls the advertising space on the Manitou Shuttles and she would need to get more information from Lamar on costs and availability and report to the board.

ii) COG Website – Leslie Lewis

Board member Rosenkrantz indicated that Spencer Wren, Cog Executive Director, was happy to post the parking link on their website once it was live.

iii) Coordinated Construction information -- Mayor Ken Jaray/City Council

Mayor Jaray had stepped out of the meeting before this item, so was not available to provide information.

Ms. Rosenkrantz noted the postings and information being provided via NextDoor had improved. General discussion regarding some of the current, construction projects ensued.

D. Additional Parking Capacity – SP+

Sherri Johnson reviewed some information on potential areas to expand parking identified by SP+:

- Glen Avenue –
Expand paid parking with at least 13 spaces.

The board discussed this and didn’t feel that it should be pursued. This area was no adjacent to any other paid parking and was used by the neighborhood and hikers going into Williams Canyon.

- 1222 Manitou Avenue
Lease and put in paid parking lot with 30-35 spaces.

The board agreed that this was an expansion possibility.

- 1310 Manitou Avenue
Lease and put in paid parking in unused lot.

Ms. Anthony noted she had been told the owners were trying to re-establish the bottling operation and had indicated they were not interested in leasing the property.

- Timberline Baptist Church on Canon
Lease and put in paid parking

The board agreed this could be a possibility for parking expansion.

Chairman Koerner asked about using Mustang Field Parking Lot off of Beckers Lane. It was noted this was owned by the School District and they could be contacted, but it was not known if they would be open to leasing or letting the City use this lot.

Board member Jacobson stated he felt the parking capacity on-street could be improved by delineating spaces. Ms. Anthony noted there were two, conflicting schools of thought as to whether parking capacity was increased by striping or not striping, but this was a Public Services decision and they would need to be consulted.

Mr. Leung asked about getting more turnover by allowing two-hour parking or increasing the rate after two hours instead of three.

SP+ agreed to put some numbers together regarding what the Millwheel, Baptist Church and Mustang Field parking lots might yield in regard to parking revenue, which would inform what they could afford to be leased for. It was noted Mustang Field would only be for the summer shuttle.

Ms. Anthony updated the board that she had worked out an agreement with the School District to use the Elementary School parking lot for downtown employee parking and she would be sending the lease agreement for signatures in March/April.

It was suggested to speak to the owner of the former Masonic Lodge about leasing that parking. The former Abe's garage on Manitou Avenue was suggested by Chairman Koerner.

The board asked that more information be provided on how these potential parking areas would be operated. Ms. Anthony and Ms. Johnson to make initial owner contacts.

E. Parking Sensors System – SP+

Mr. Leung reported the initial costs was \$130,000, but this did not include installation of the sensors or the signage, so he was working on getting the total cost package together.

Mayor Jaray advised providing total costs, but also to look at breaking this into phases as feasible.

F. Hiawatha Incline Reception Center – Jay Beeton, lead

Board member Beeton was not present to present any follow-up information. The board determined this was a topic that belonged under the Incline Management Committee.

ITEM 3. Discussion and Recommendation Regarding Vehicle Storage Policy in the Prospect Parking Lot
Ms. Anthony reviewed the survey responses and the proposal crafted by both her and Ms. Johnson.

Board member Porter asked if there was an issue with competing with private business. Ms. Anthony stated someone could question this, but there was no vehicle storage business in Manitou Springs.

Board member Minch asked about the number of spaces recommended. Ms. Anthony replied this policy would not just cover RVs but that there were some cars that were being stored in the lot as well.

Board member Minch asked if this would be available only to Manitou residents. Ms. Anthony indicated that could be added to the permit policy.

Chairman Koerner asked if five spaces wouldn't be sufficient. Ms. Johnson indicated 10 was a better number because of other vehicles she anticipated would need the storage policy and this would give a little room to accommodate those and a few others that might want the storage permits.

Chairman Koerner asked about locating the storage vehicles in a specific area. Ms. Johnson stated she was already looking at this in the back corner of the lot.

Chairman Koerner stated he thought \$360 was too much and recommended \$240.

MOTION:

Board member Minch moved to recommend approval of the Vehicle Storage permit and policies as outlined by Staff with the notations that these permits would be available to Manitou residents only, the fee would be \$240 annually, and there would be no more than 10 spaces available for vehicle storage.

SECOND:

Board member Rosenkrantz seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed 5-0

Ms. Anthony noted this permit program needed to be approved by City Council, so she would forward the recommendation as soon as possible.

ITEM 4. Recommendation Regarding SP+ Contract Renewal

Mr. Leung presented information on the scope of work and the "scorecard" to provide for an annual evaluation and rating related to the amount of any incentive fee payment.

Lisa Quintana asked that the scope of work be provided to the Chamber. Ms. Anthony agreed to do this once the scope was more finalized.

Chairman Koerner asked about the fixed price. Mr. Leung noted that this provided more fiscal control and certainty for the City.

Board member Rosenkrantz indicated she hoped the website would integrate multi-modal information. Mr. Leung stated the site could include biking and walking, and things like road closures, bike rack locations, etc.

Board member Minch suggested the website be rolled out by March 1 and then go through a monthly evaluation. Ms. Anthony advised that the process would not wait for a perfect product and there would be additions, changes and corrections. However, even the initial site needed to have a certain level of function and then could be improved.

At this time, Dave Wood asked if there was anything else the Metro District might have an interest in, as he was going to need to leave.

Chairman Koerner asked if the Metro District had its own website. Ms. Anthony indicated there was a Metro page on the City's website. Chairman Koerner suggested that Metro information should be incorporated into the new website so there was one site with parking and transportation related information, not two.

Mr. Wood and Ms. Fenner left the meeting at this time.

Discussion of timing for approval of a new SP+ contract ensued. Mayor Jaray indicated Council would not consider the contract until sometime in April, at the earliest. The board determined to put this item on the March regular meeting in order to make a final recommendation.

VIII. NEW BUSINESS

There was no New Business to consider.

VII. OTHER BUSINESS

There was no Other Business to consider.

X. UPDATES

- Shuttle Operations
- Parking Management and Financial Report

Chairman Koerner asked that a summary of the SP+ report be provided to highlight the most important issues or anomalies in the data. Mr. Leung confirmed things like construction impacts or hiring were of interest.

Board member Minch suggested moving the report up in the agenda once a quarter.

Board member Minch left at this point in the meeting.

Board member Porter noted the RPP designation of the parking at the Iron Springs Chateau had reduced the usage from 85 transactions in January 2017 to 41 transactions this last January.

- Ruxton Avenue Study – On-Hold Pending Scope Refinements
- Transportation and Parking Comprehensive Plan – On-Hold
- TPB Scope and Standard Operating Procedures Subcommittee

XI. FUTURE AGENDA ITEMS

- Rules/Signage for “Standing” Vehicles in RPPs and Other Areas
- RFP for Ticket Collection Services

Ms. Quintana reported the pay stations in front of the Lofts and Shops building were not working.

XII. ADJOURNMENT

Hearing no further business before the Board, Chairman Koerner adjourned the meeting at 11:26am.