

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, June 30, 2005

Minutes of a Regular meeting of the **PUBLIC SAFETY COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 30th day of June, 2005.

Committee: Chairman Newsom, Trustees Doyley and Homeier
Attending: All
Also Attending: Town Administrator Repola, Deputy Clerk Williamson
Absent: None

Chairman Newsom called the meeting to order at 8:00 a.m.

POLICE DEPARTMENT.

Larimer Emergency Telephone Authority (LETA) – Request Approval of 2006 Telephone Exchange Access Facility Charge/Wireless Communications Access Charge. The Committee reviewed the standard Resolution as prepared by the LETA Board, and the rate is again \$.45/month. **The Committee recommends approval of the Resolution as presented.**

Strategic Plan for 2005-2010 – Request Approval. In 2002, a strategic planning committee was formed to develop a long term plan with goals and objectives for the Police Department. The strategic plan development process encompassed three key components: Budget, Internal Customers, and External Customers. This five year plan (2005-2010) will be reviewed bi-annually and be incorporated within the department's Policy and Procedure Manual to ensure continuous application. Administrator Repola suggested an executive summary be prepared for the Board outlining the mission statement and key objectives and goals. **The Committee recommends approval of the Strategic Plan to be included in the Department Policy and Procedure Manual as presented.**

Republic Parking System Parking Analysis Plan RFP – Request Approval. In 2001, a comprehensive transportation study was completed by Felsburg, Holt & Ullevig which included a parking analysis plan for public parking. This study was a one day study conducted on a Saturday during the Estes Park Rodeo in 2001 and incorporated the following parking issues: parking occupancy, duration and turnover. Given the outcome of this study and the Town Board Goal #5 (Public Transportation and Parking) Republic Parking System (RPS) was contacted to obtain a cost estimate for conducting an in-depth study of current parking patterns with the Town. RPS submitted an RFP to study the following parking issues: demand analysis, operating expense projections, surveys, design critique, revenue control equipment recommendations, and method of operation.

Brian Kern, Regional Manager, stated Republic Parking System has performed parking studies for towns similar in size to the Town of Estes Park. Possible recommendations might include shortening 3 hour street parking in order to move more cars to long term parking, require employees to park outside the downtown area, paid parking and more signage to outlining parking lots to help eliminate downtown congestion. Interviews will be conducted with visitors and business owners in the downtown area.

Trustee Doyley questioned the timing of the study and suggested the study should be done in 2006 after the new Visitor Center parking lot is complete and the shuttle is in place. Administrator Repola suggested a 2 part study with a comprehensive study done

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in July 2005 and an abbreviated study completed in 2006 to observe the impact of the new parking lot and shuttle. Chief Richardson and Goal Team #5 will present options for a second study in 2006 at the July 12th Town Board meeting. Administrator Repola also suggested a community meeting be held to discuss parking options proposed by Republic Parking System.

This item is not budgeted; however the Police Department currently has 4 vacancies creating a budget savings within the department that could be used to fund the study.

The Committee supports the study; however they requested the item be presented as an action item for full discussion at the July 12th Town Board meeting.

Reports:

Chief Richardson reported a letter was mailed to Jean Smith outlining the reasons the Town could not place a digital speed sign on Spur 66. Jean Smith responded to the Chief's letter with a thank you letter. The Sheriffs Department has stated a speed monitor will be placed on the Spur to evaluate traffic speeds.

FIRE DEPARTMENT.

Extension of Memorandum of Understanding (MOU) with Rocky Mountain National Park (RMNP). The Town/Estes Park Volunteer Fire Department (EPVFD) and RMNP currently have a MOU to provide services and assistance between the two agencies. The MOU was scheduled to expire on July 20, 2003; however, in July 2003 and July 2004, a one-year extension of the MOU was approved. Chief Dorman explained that a final agreement will not be available by the expiration date of July 20, 2005, and requested an extension be granted to allow continued discussions between the EPVFD and RMNP. There is no budget impact associated with this agreement. **The Committee recommends approval of the extension to the MOU between the Town and RMNP as presented.**

There being no further business, Chairman Newsom adjourned the meeting at 8:55 a.m.

Jackie Williamson, Deputy Town Clerk