



Planning, Development & Transportation  
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
970-221-6386  
dbrooks@fcgov.com

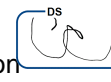
## MEMORANDUM


Date: October 31, 2023


To: Mayor and City Councilmembers

Through: Kelly DiMartino, City Manager

Tyler Marr, Deputy City Manager 

Caryn Champine, Director of Planning, Development & Transportation 

From: Drew Brooks, Deputy Director of Planning, Development & Transportation 

Eric Keselburg, Parking Services Manager 

Subject: Work Session Summary – October 24<sup>th</sup>, 2023 – Parking System Update

The purpose of this memo is to document the summary of discussions during the October 24<sup>th</sup>, 2023 Work Session. Mayor Arndt, Mayor Pro Tem Francis and Councilmembers Peel, Gutowsky, Canonico & Pignataro were present. Councilmember Ohlson was absent.

At the October 24<sup>th</sup> Work Session, staff provided an overview of operational and financial trends in Parking Services. Staff reviewed engagement activities to date, with Walker Consultants, downtown stakeholders, and the Downtown Development Authority (DDA). These activities included visioning and strategy meetings to inform the work session and future discussions around parking policy and models.

### **Summary of Feedback**

Discussion included:

- Generally, Council supports continuing work on developing a new strategic and financial model for Parking Services and related implementation plan.
  - Councilmembers encouraged staff to center this project on long-term community goals for mode shift to walk, bike and use Transfort/MAX to come Downtown.
  - There was emphasis on improving bike infrastructure and strict enforcement of parking in bike lanes.
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- Conduct further analysis of the trends from 2013 to 2023 and how folks are getting to Downtown.
- Continue to explore technology to make it easy (like the red/green lights in Parking structures and encouraging parking app usage).
- Council would like to see more comparisons with peer cities (such as fees).
- Acknowledgement that cost recovery is an important goal as well as reducing trolling for a space.
- Encourage engagement with the neighborhoods that surround Old Town.

**Next Steps**

- Council confirmed a deliberative timeline is appropriate for this process and Council supports staff returning with updates to Council Finance and full Council in 2024.
- Staff will develop a scope of work and issue an RFP in early 2024.




City Manager's Office  
300 Laporte Avenue  
PO Box 580, Fort Collins, CO 80522




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## MEMORANDUM

Date: November 2, 2023

To: Mayor and City Councilmembers

Through: Tyler Marr, Deputy City Manager 

From: Rupa Venkatesh, Assistant City Manager   
Davina Lau, Public Engagement Specialist   
Jenny Lopez Filkins, Legal 

Subject: October 24, 2023 Work Session Summary – Ex-officio members for boards and commissions

Mayor Arndt, Mayor Pro Tem Francis and Councilmembers Gutowsky, Pignataro, Canonico, and Peel were present. Councilmember Ohlson was absent.

The purpose of the work session item was to receive Council feedback on a standard criteria of evaluation of ex-officio members, a proposed process for Council to consider a request from a board or organization to add ex-officio members, and two current requests from boards to add ex-officio members.

### Summary of Feedback

During the August 8, 2023 City Council work session, Council discussed the recommendation from the Ad Hoc Council Committee on Boards and Commissions to add an ex-officio member representing the Housing Catalyst to the Affordable Housing Board. The desire from Council was to determine a consistent approach in responding to requests to add an ex-officio member to a board.

General consensus on feedback was received as follows:

- An ex-officio member is an individual who serves on a board by virtue of holding a position with a non-City organization and who represents that organization when serving as an ex-officio member to a City board or commission.
- Council will formally select the entity that serves as ex-officio to the board by a Code update and the entity will then appoint. No formal appointment of the individual ex-officio member is desired.
- Ex-officio members should be non-voting members of the board.
- The entity could lend a regional expertise that the City doesn't have through other partnerships.
- Continue with previous Council direction to remove all ex-officio members from the Code.
- Affordable Housing Board ex-officio request for a Housing Catalyst representative will be considered during the December 5, 2023 regular Council meeting.
- Staff does not have to conduct a proactive assessment to determine if a board or commission needs ex-officio members. Each board or commission is encouraged to include an assessment in the work plans which are due in November of every year and bring forth a recommendation for Council consideration at a future date, if one is needed.

For an organization to be considered for an ex-officio seat on a board or a commission the following must apply:

- The organization must be nonpartisan and a governmental or quasi-governmental entity.
- The organization includes members or employees who are experts in the field of work that falls within the functions of the board.
- The entity's expertise is needed on an ongoing basis.
- The work of the other entity aligns with the board's functions.

The following may apply:

- The City is a party to an intergovernmental agreement with the other organization.
- The City has a financial tie to the organization.
- A City Councilmember serves as a liaison or board member to that organization.

### **Next Steps**

- During the December 5, 2023 regular Council meeting, Council will consider a City Code change to add an ex-officio seat to the Affordable Housing Board for a Housing Catalyst representative.
- Active Modes Advisory Board will discuss further the direction from Council and determine their ex-officio needs. If any City Code changes are recommended, it can be considered during the December 5, 2023 regular Council meeting or at a different time.
- Clerk's Office will work with staff liaisons to encourage boards and commissions to include in their work plans an assessment of whether an ex-officio member is needed utilizing the established criteria.
- Any other Code changes related to ex-officio seats will be considered after boards finish their work plans and consider whether ex-officio members are recommended.