



## PUBLIC WORKS

### AGENDA

#### Citizens Transportation Advisory Board Meeting

Tuesday, May 2, 2023 at 3:30 PM

City Hall (107 N. Nevada)-Pikes Peak Conference Room (2<sup>nd</sup> Floor, Suite 200);  
or MS Teams

[Click here to join the meeting online](#)

#### Or call in (audio only)

[+1 720-617-3426](tel:+17206173426), [829051661#](tel:+1829051661) United States, Denver

Phone Conference ID: 829 051 661#

- 
- I. **Call to Order/Establish Quorum** (roll call)
  - II. **Agenda Confirmation**
  - III. **Citizen Comment**
  - IV. **Approval of Meeting Summary (by consent)**  
CTAB Action: March 7, 2023 Meeting Summary
  - V. **Consent Items**
    - Public Works Dashboard
    - Transit Report
    - PPRTA CAC Monthly Reports
    - Airport Advisory Commission Report
  - VI. **New Business**
    - A. CTAB Structure and Responsibilities  
Presenter: Tim Roberts  
Action: Presentation  
Approximate Time: 15 minutes
    - B. Traffic Engineering Safety Efforts  
Presenter: Todd Frisbie  
Action: Presentation  
Approximate Time: 15 minutes
    - C. Bike to Work Month  
Presenter: Tim Roberts/Theresa Randall  
Action: Presentation  
Approximate Time: 20 minutes

#### Definitions:

**Presentation** – the act of presenting information with Board discussion/clarification following, no formal decisions are to be made.

**Information** – a short briefing of information with no discussion, but the Board may ask for clarifications on specific issues.

**Recommendation** – the formal action by the Board for recommendation/rejection/other action of a proposal.

**Discussion** – the act of discussing/considering a topic by the Board, but no formal decisions are to be made.

**VII. Old Business**

None

**VIII. Key City Council Message (if any)**

**IX. Staff and Member Communications**

**X. Future Meeting(s) Topics**

Public Works Dashboard Change

2022/2023 Bike Planning Efforts

Rock Island Trail/Legacy Loop

PPACG: Drive Smart Program

**XI. Meeting Adjournment**

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## **MEETING SUMMARY**

### **CITIZENS TRANSPORTATION ADVISORY BOARD MEETING**

**Meeting Date: Tuesday, March 7, 2023, 3:30 pm**

**Location: MS Teams Virtual Meeting; Pikes Peak Room, City Hall**

**I. Call to Order/Establish Quorum**

Vice-Chairperson Karen Aspelin called the meeting to order at 3:33 pm. Quorum was established.

**II. Agenda Confirmation**

There were no changes to the agenda.

**III. Citizen Comment**

- Councilwoman Henjum thanked CTAB for the amendment to the Constitution study vote (item #105 approved as amended). She has received many messages of gratitude for the process.
- Councilwoman Henjum pointed out that she has been the CTAB Council liaison for about a year now and Council staff is deliberating all the council boards. They will look at the original ordinance that established CTAB to see if it needs to be modified or not. There will be a workshop at that point to discuss the structure and workings of CTAB.

**IV. Approval of Meeting Summary**

Mr. Kevin Mock motioned to approve the meeting summary from February 7, 2023; Mr. Steve Murray seconded. Motion passed unanimously.

**V. Consent Items**

Ms. Zuri Horowitz had questions on the transit report. She asked where the new transit hub would be located? Is the issue with the bus drivers better now? How will transition occur in the future so that the drivers' needs are met. Use of consultants instead of staff for transit use? Responses from the City were:

- The new downtown transfer station will be at northeast corner of Pikes Peak and Nevada, at 222 E. Pikes Peak
- There is a presentation on the Council web page from the Feb. 27 council work session on the new transit center.
- Consultants are important to provide expertise and services because the City doesn't always have enough staff to handle the workload. Institutional knowledge is kept with the staff who manage the consultants and the projects. One advantage of a consultant is that they provide ideas that have been used in other areas and/or other projects.

Ms. Lan Rao pointed out that the monthly transit report is in a new, condensed format. Ms. Rao provided an overview of the format and what information is included. Over 90% of the transit budget is outsourced with 100% of the drivers being contract employees. The previous driver contract (prior to February 1) had a lot of drivers not showing up. MMT needs 155 fixed route drivers to operate the transit service and are slowly filling the spots as there are only 5 driver jobs unfilled as of March 1<sup>st</sup>.

**VI. New Business**

**A. Ethics Training**

Ms. Rebecca Greenberg of the City Attorneys Office reviewed State and Federal law against illegal and unethical practices regarding gifts and/or favors to board members from individuals or companies who interact with CTAB members. She also reviewed acceptable limits of gifting and encouraged board members to reach out to

her or Mr. Tim Roberts if they had any questions regarding potential unethical actions.

**B. PPRTA CAC Appointees**

There are 3 CTAB members required for the PPRTA CAC. Ms. Aspelin's term is still ongoing. Members Horowitz, Mr. Perez, Mr. Murray, and Mr. Jennings were nominated to fill the two open positions and each was allowed to speak.

- i. Ms. Horowitz would advocate strongly for multimodal transportation projects
- ii. Mr. Perez has previous experience on CAC, is a proponent of active transportation network but takes a holistic approach to his voting, is a frequent user of the trail system, recognizes that CAC is there to represent the will of the voters and not personal preference
- iii. Mr. Murray would bring a more general overall transportation perspective, was previously on the CAC, has recognized that the City gets attacked sometimes, especially for their "program funds"
- iv. Mr. Jennings understands that the RTA is about voter approved projects and the fiscal responsibility to have them implemented efficiently and effectively. His skillset is ideal for the overall program management side of PPRTA.

Mr. Perez and Mr. Murray were voted by ballot to be the two new CAC representatives. The next CAC meeting is April 5.

**C. Election of Officers**

Ms. Aspelin, 2<sup>nd</sup> Vice-chair to the CTAB, expressed interest in serving as the next Chair and ran unopposed. Mr. White, Mr. Gunderson and Mr. Mock expressed interest in the Vice-Chair and Second Vice-Chair positions. Through ballot Mr. White was voted Vice-chair and Mr. Gunderson Second Vice-chair.

**VII. Old Business**

None

**VIII. Key City Council Message**

- The CTAB would like City Council to know that Mr. Scott Barnhart has done an outstanding job guiding the Board through many major transportation initiatives for the City as Chairman of the Board.
- The Board recommends City Council urge the Parks Department to begin a study of the proposed Greenway along the Constitution Extension alignment right-of-way while there is still momentum behind the idea.

**IX. Staff and Member Communications**

Mr. Roberts provided an update of the adoption of ConnectCOS.

- At the February 8<sup>th</sup> Planning Commission meeting the commissioners recommended no amendment to the Constitution study opposite to the CTAB recommendation. City Council recommended an amendment that Constitution should be a greenway (no transportation corridor at all) at their February 28 meeting. Final Council reading is March 14<sup>th</sup> and should be adopted for implementation. Councilwoman Henjum noted that a Greenway option on the Constitution extension right-of-way will still require a study by the Parks Department.
- CTAB's role for ConnectCOS moving forward will be to make recommendations to council on any changes made to the plan. It is anticipated there will be more frequent

updates to the plan – maybe as often as every 5-7 years. The city will also be educating CTAB on regulations, etc. that affect transportation projects.

- Councilwoman Henjum pointed out that there are tensions in the City: cars vs. active transportation, citizens against elevating transit, suburban sprawl versus infill development. CTAB members will need to understand these tensions and make decisions that keep in mind the viewpoints of all city residents who are represented by the members of CTAB.

There was general discussion over whether a CTAB member should be in attendance at the 2<sup>nd</sup> reading of ConnectCOS to speak in favor of approving the plan. The conclusion was that this would not be necessary. Any member of CTAB can speak to the plan as a private citizen if he/she desires.

**X. Future Meeting Items**

Bike Projects Update

Bike to Work Day

CTAB Procedure for Alternate Members Participation

Progress on the Constitution Study as a Greenway/Legacy Loop Progress

**XI. Meeting Adjournment**

Meeting adjourned at 5:18 pm

# Citizens Transportation Advisory Board

## Meeting Sign In Sheet

Date: March 7, 2023

√	NAME	Q	Representing	E-MAIL
√	Councilperson Nancy Henjum		City Council	
	Councilperson David Leinweber		City Council	
√	Karen Aspelin, 2nd Vice-Chair		CTAB	
√	Jamey Smith		CTAB	
√	Ryan Degroot		CTAB	
√	David Poling		CTAB	
√	Carlos Perez		CTAB	
√	Gerry White		CTAB	
√	Joyce Salazar		CTAB	
	Kevan Worley		CTAB	
√	Zurit Horowitz		CTAB	
	Selina Drakeford		CTAB	
√	Steve Murray		CTAB	
√	Kevin Mock		CTAB	
√	Geoff Ames		CTAB	
	Emily Jackson		CTAB	
√	Chris Jennings		CTAB	
√	Eric Gunderson		CTAB	
√	Nick Raven (Marsh)		CTAB	
√	Tim Roberts		City of Colorado Springs	
√	Lan Rao		City of Colorado Springs	
√	Todd Frisbie		City of Colorado Springs	
√	Gayle Sturdivant		City of Colorado Springs	
√	Theresa Randall		City of Colorado Springs	
	Rebecca Greenberg		City Attorney Office	
	Tom Strand		City Council	
	Scott Barnart			
	Allen Beachamp			

**CTAB Transportation Project Status Report  
as of February 28, 2023**

City Proj #	Fund	Project Description	Current Year Funding	Funding to Date (2014-2023)	Obligated (Contracts/POs)	Total Expenses	Remaining Available Funding	% of Funds Remaining
9310247	ENG-GF	CASCADE AVE CHEYENNE RUN REPLA	\$ -	\$ 1,777,000.00	\$ -	\$ 1,664,585.99	\$ 112,414.01	6.3%
9310256	ENG-GF	VERDE DR SPRNG CRK BRIDGE REPL	\$ -	\$ 714,977.00	\$ -	\$ 714,734.20	\$ 242.80	0.0%
9310276	ENG-GF	30TH ST-FONTANERO TO MESA RD	\$ -	\$ 8,042,419.00	\$ 42,440.55	\$ 6,933,957.08	\$ 1,066,021.37	13.3%
9310280	ENG-GF	LAS VEGAS COLONY HILLS BRIDGE	\$ -	\$ 1,350,000.00	\$ -	\$ 1,221,707.36	\$ 128,292.64	9.5%
9310284	ENG-GF	PASEO STREET BRIDGE	\$ -	\$ 400,000.00	\$ -	\$ 319,265.66	\$ 80,734.34	20.2%
9310291	ENG-GF CSU	SW DOWNTOWN-PED BRIDGE	\$ -	\$ 4,207,000.00	\$ -	\$ 4,207,002.32	\$ (2.32)	0.0%
9310292	ENG-GF CSU	SW DOWNTOWN-VERMIJO	\$ -	\$ 250,000.00	\$ 2,500.00	\$ 247,500.00	\$ -	0.0%
9310296	ENG-GF	ENVISION SHOOKS RUN SIP 13-DES	\$ -	\$ 400,000.00	\$ 160,469.75	\$ 49,390.75	\$ 190,139.50	47.5%
9310297	ENG-GF	GALLEY WIDENING DEVELOPMENT	\$ -	\$ 180,000.00	\$ 112,611.40	\$ -	\$ 67,388.60	37.4%
9310298	ENG-GF	VEGAS & ROYER UPRR	\$ -	\$ 43,111.00	\$ -	\$ -	\$ 43,111.00	100.0%
9330039	BIKE-TAX	BIKE EDUC ENCOURAGEMENT ACTIVITIES	\$ -	\$ 77,568.00	\$ -	\$ 70,295.81	\$ 7,272.19	9.4%
9330040	BIKE-TAX	BIKE PLANNING	\$ -	\$ 288,009.00	\$ 43,562.50	\$ 173,346.18	\$ 71,100.32	24.7%
9330046	BIKE-TAX	BIKE COMMUTER MAP	\$ -	\$ 2,606.00	\$ -	\$ 3,250.93	\$ (644.93)	-24.7%



**DATE:** May 3, 2023

**TO:** City of Colorado Springs Citizens Transportation Advisory Board  
PPRTA Citizen Advisory Committee  
PPRTA Board of Directors

**FROM:** Tara Evans, Transit Planning Data Analyst

**SUBJECT:** March 2023 Mountain Metropolitan Transit Update

## I. Transit Overview

### Mountain Metropolitan Transit

Mountain Metropolitan Transit (MMT) is the primary source of clean, safe, and economical public transportation services in the Pikes Peak Region providing nearly 7,000 one-way weekday trips per day on its fixed-route services. MMT bus routes provide service within the City of Colorado Springs, north to the Pikes Peak State College northern campuses, east along the Powers Blvd corridor, west into Manitou Springs, and south into the Widefield area.

MMT’s Mission: To provide the best, most cost-effective public transit services to our community.

### Mountain Metro Mobility

Mountain Metro Mobility is an Americans with Disabilities Act (ADA) federally mandated complementary ADA paratransit service, which provides demand-response service for individuals with mobility needs that prevent them from using the fixed-route bus system.

### Mountain Metro Rides

Mountain Metro Rides offers alternative transportation options to residents of the Pikes Peak Region. The program is designed to reduce congestion and pollution by encouraging people to commute by carpool, vanpool, bicycling, or walking.

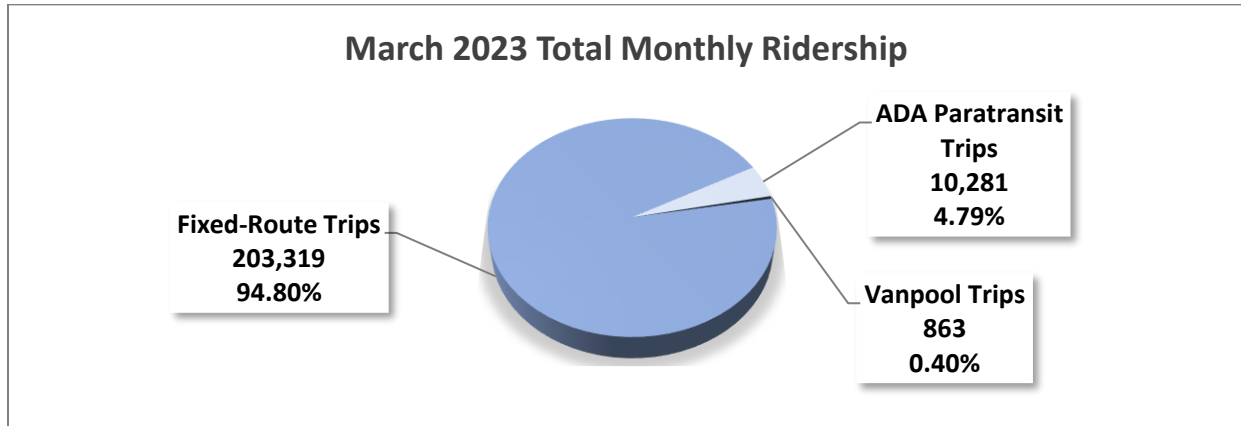
## II. Ridership Update

<b>March Monthly Ridership by Mode</b>					
<b>Mode</b>	<b>March 2022</b>		<b>March 2023</b>		<b>% Change in Passenger Trips</b>
	<b>Boardings</b>	<b>Hours</b>	<b>Boardings</b>	<b>Hours</b>	
<b>Fixed Route</b>	144,663	14,714	203,319	21,240	40.55%
<b>ADA Complementary Paratransit</b>	9,336	5,042	10,281	5,481	10.12%
<b>Vanpool</b>	1,006	305	863	270	-14.21%
<b>Total All Modes</b>	<b>155,005</b>	<b>20,061</b>	<b>214,463</b>	<b>26,991</b>	<b>38.36%</b>

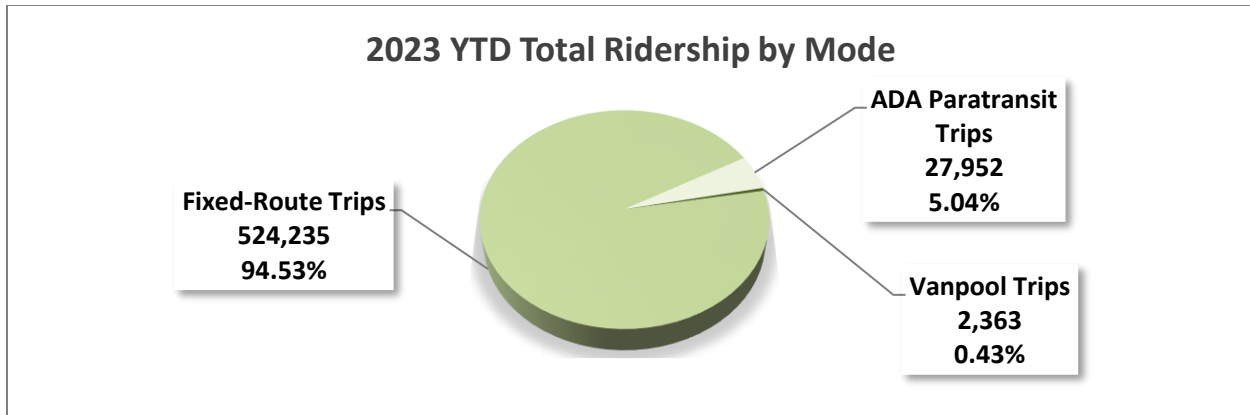
- MMT ridership increased for both the fixed route and ADA complementary paratransit for March 2023 compared to March 2022, while Vanpool ridership decreased compared to the same month last year.



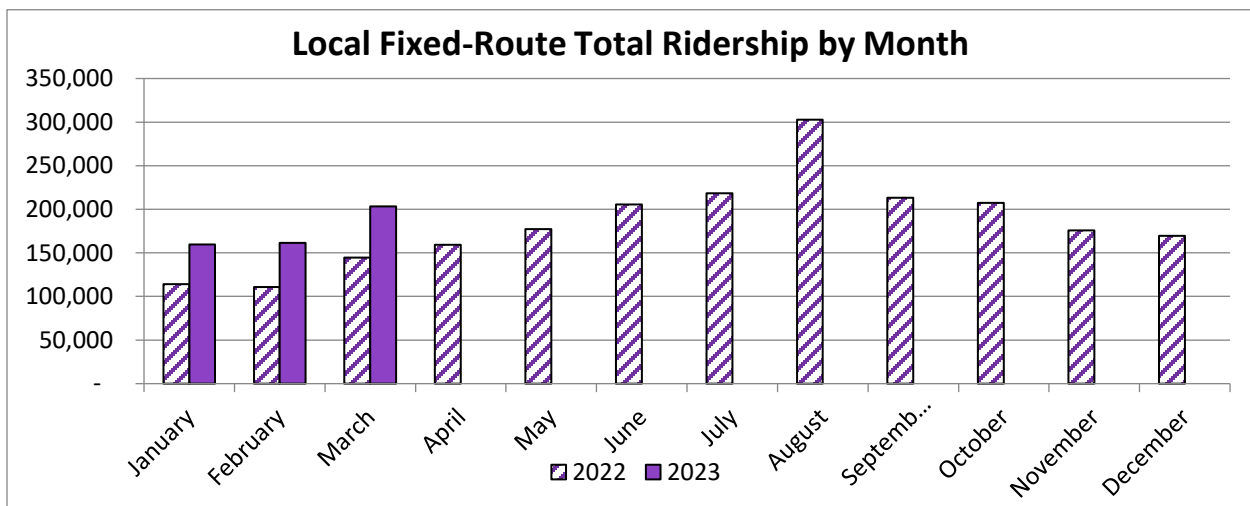
- MMT operated 6 Vanpools during March 2023 as compared to 7 Vanpools in March 2022.
- March 2023 increases in ridership are largely attributable to the significantly higher number of revenue service hours being operated on fixed route as compared to March 2022.

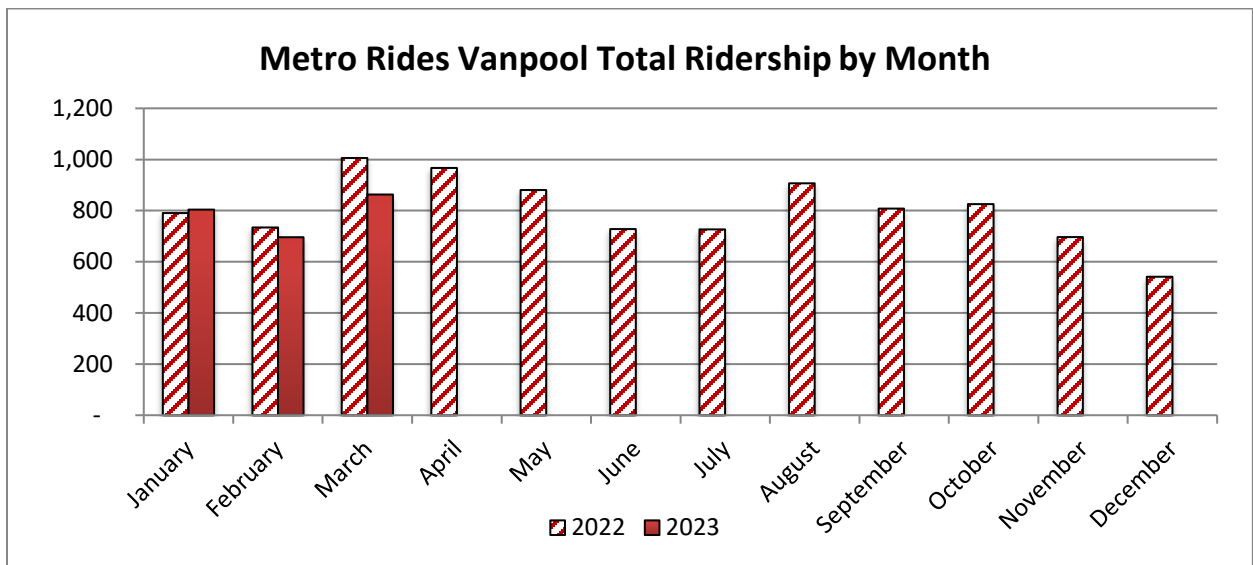
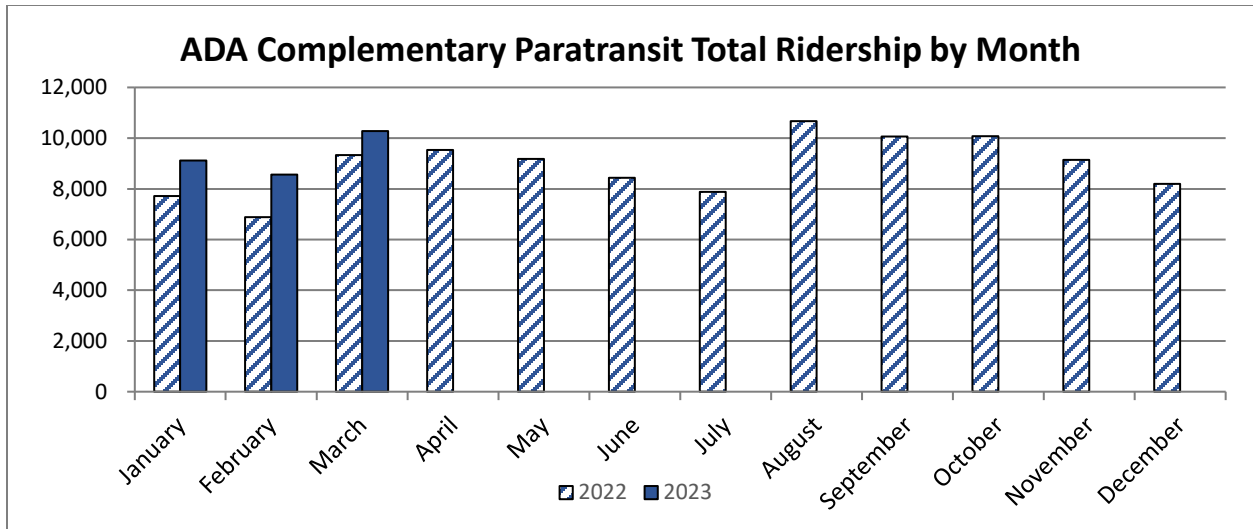


**March 2023 Total Trips: 214,463**



**2023 YTD Total Trips: 554,550**





MMT ridership continues to grow for the Fixed-Route and ADA Complementary Paratransit modes after seeing large decreases in 2020 due to COVID. Vanpool ridership continues to remain low as there are less vans currently operating than before the pandemic.

Year-Over-Year Total Boardings per Revenue Service Hour by Mode									
	Fixed Route			ADA Paratransit			Vanpool		
Year	Pax Trips	RSH	Trips/RSH	Pax Trips	RSH	Trips/RSH	Pax Trips	RSH	Trips/RSH
2019	3,214,724	197,014	16.32	154,621	74,002	2.09	42,091	16,505	2.55
2020	974,970	182,543	10.82	75,126	45,462	1.65	13,285	5,036	2.64
2021	1,827,182	163,668	11.16	93,415	51,145	1.83	9,463	3,417	2.77
2022	2,198,760	194,147	11.33	107,107	56,215	1.91	9,612	2,927	3.28

The following chart shows the combined January through March ridership for the last five years, so that an equivalent year-to-date comparison may be achieved (Note – COVID did not begin to affect ridership until mid-way through March 2020).

<b>CUMULATIVE JANUARY – MARCH</b>									
<b>Year-Over-Year Boardings per Revenue Service Hour by Mode</b>									
	<b>Fixed Route</b>			<b>ADA Paratransit</b>			<b>Vanpool</b>		
<b>Year</b>	<b>Pax Trips</b>	<b>RSH</b>	<b>Trips/RSH</b>	<b>Pax Trips</b>	<b>RSH</b>	<b>Trips/RSH</b>	<b>Pax Trips</b>	<b>RSH</b>	<b>Trips/RSH</b>
<b>2019</b>	714,257	47,323	15.09	37,322	17,225	2.17	10,630	4,629	2.30
<b>2020</b>	680,069	47,777	14.23	33,137	16,463	2.01	8,221	2,789	2.95
<b>2021</b>	384,395	45,282	8.49	18,937	11,799	1.60	2,123	764	2.78
<b>2022</b>	369,732	37,354	9.90	23,940	12,546	1.91	2,530	781	3.24
<b>2023</b>	524,235	54,624	9.60	27,952	15,001	1.86	2,363	733	3.22

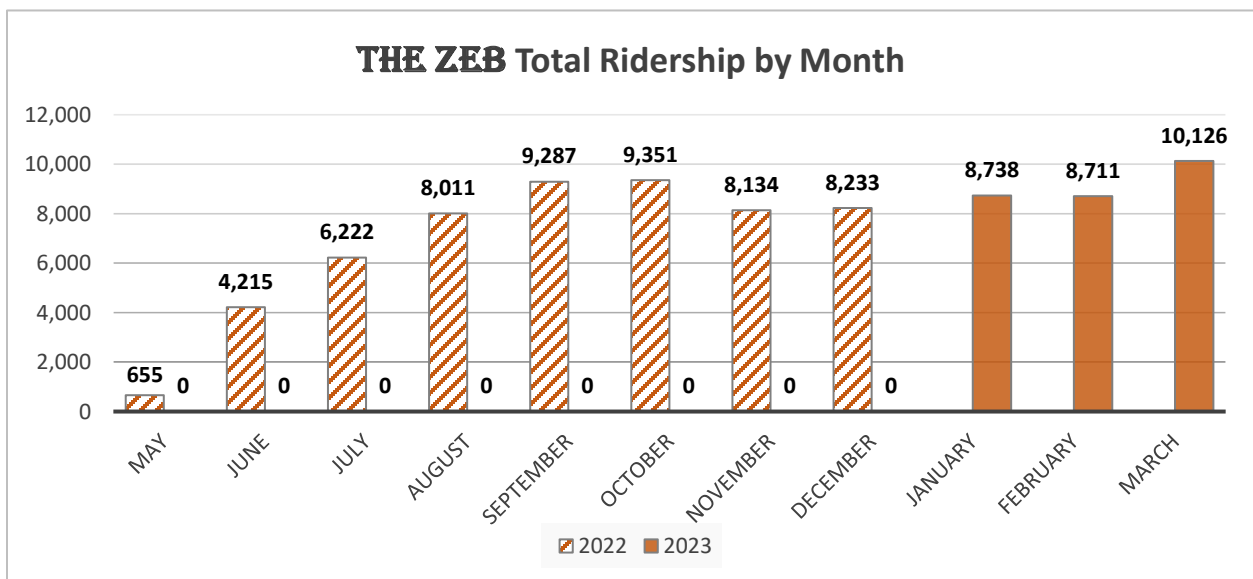
The primary reason for the slightly lower trips per hour year-to-date for the Fixed Route and ADA Paratransit modes, despite the increases in ridership on both, is the higher revenue service hours operated due to newly implemented and restored fixed route services.

### III. Transit Highlights

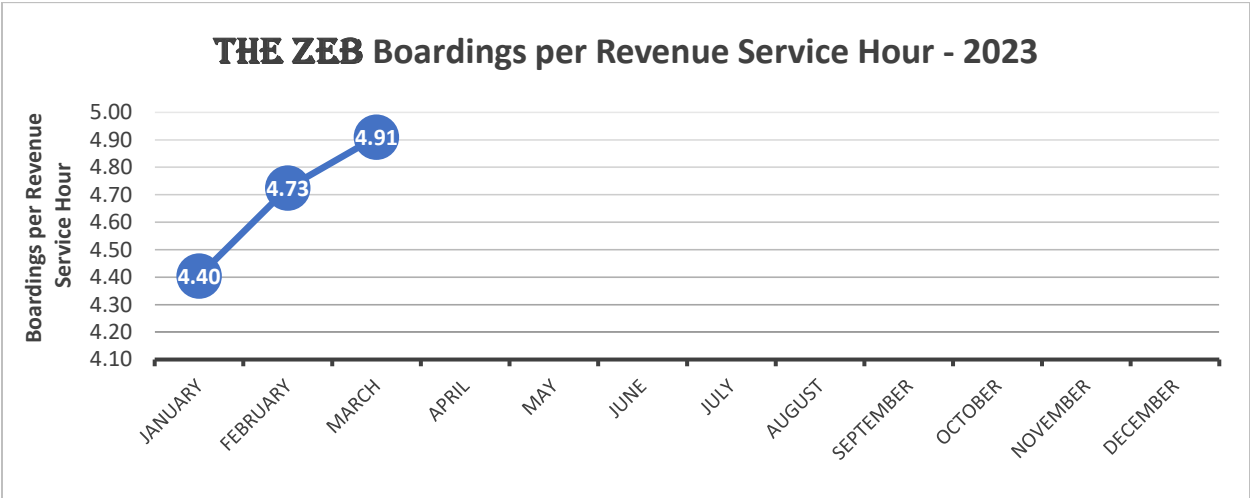
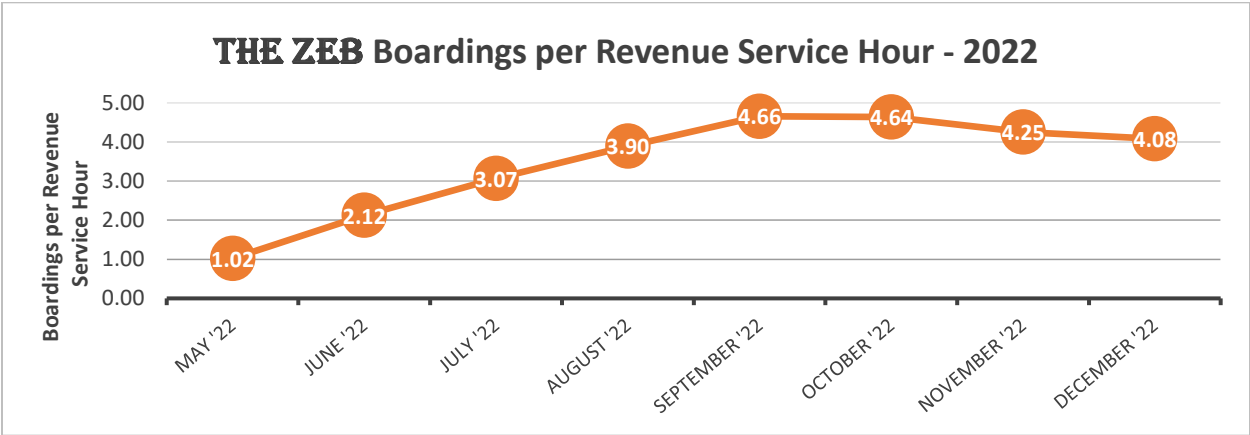
#### The Zeb – One Year Celebration

May 25<sup>th</sup> will be the One-Year Operation Celebration of The ZEB, Mountain Metropolitan Transit’s free Downtown Colorado Springs shuttle. A public celebration will be held on Thursday, May 25<sup>th</sup>, at 11am, at Sierra Madre & Vermijo (in front of the USOPM). The ZEB provides access to the Tejon St business district, Colorado College, and the U.S. Olympic and Paralympic Museum and Weidner Field areas.

The Zeb began service on May 22, 2022. Ridership on the Zeb quickly rose during the first six months of service before tapering off a bit during the colder winter months and is now rising again.



The Zeb Ridership Data	
Total Boardings from inception through March 2023	81,683
Weekday (Mon-Thurs) Total Boardings since inception	50,116
Friday Total Boardings since inception	13,978
Saturday Total Boardings since inception	11,153
Sunday Total Boardings since inception	6,436
Average Weekday Daily Boardings since inception	287
Average Boardings per Revenue Service Hour since inception	4.0





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## CITIZEN ADVISORY COMMITTEE

Wednesday, March 1, 2023 – 1:30 p.m.

Pikes Peak Area Council of Governments Main Conference Room

### 1. Call to Order

Chair Jim Godfrey established a quorum and called the meeting to order at 1:30 p.m.

### 2. Approval of the Agenda

Mr. Tony Gioia moved to approve the agenda, seconded by Mr. Lawrence Tobias. The motion carried unanimously.

### 3. Public Comment

There were none.

### 4. Approval of the Minutes from the February 1, 2023 Regular Meeting.

Mr. Craig Gooding moved to approve the Minutes, seconded by Mr. Richard Zamora. The motion carried unanimously.

### 5. Financial Reports

Ms. Lisa Corey shared that the December 2022 Sales and Use tax revenue was below the amended monthly budget by \$473,533 or -3.2%, and overall, the year-to-date is above the amended annual budget by \$206,057. December 2022 revenues exceeded December 2021 actual by \$396,152 or 2.9%.

### 6. 2023 Capital, Maintenance, and Public Transportation Contracts

A. City of Colorado Springs Request for Capital Projects Line-Item Transfers

Ms. Gayle Sturdivant, City of Colorado Springs, requests a positive recommendation for the following contracts:

- 1) Transfer from Academy Blvd-Fountain to Milton Proby Pkwy Pavement Reconstruction, \$2,000,000 transfer to Academy Blvd-Bijou St to Airport Rd Pavement Reconstruction, \$2,000,000
- 2) Transfer from Academy Blvd-Fountain to Milton Proby Pkwy Pavement Reconstruction, \$3,000,000 transfer to Roadway Safety and Traffic Operations Program, \$3,000,000
- 3) Circle Drive Over Fountain Creek and Hancock Ave Bridges, \$5,000,000 transfer to Roadway Safety and Traffic Operations Program, \$5,000,000
- 4) Platte Avenue WB over Sand Creek Bridge Replacement (Nearly complete), \$240,000 transfer to El Paso Bridge over Fountain Creek Tributary Replacement, \$240,000
- 5) RTA 1 (EPC) Marksheffel Road (Mesa Ridge to SH94), \$220,489 transfer to RTA 1 (COS) Marksheffel Road (PAFB to Black Forest), \$220,489
- 6) RTA 1 (EPC) Marksheffel Road (PAFB to Black Forest), \$564,003 transfer to RTA 1 (COS)

Marksheffel Road (PAFB to Black Forest), \$564,003

Total: \$11,024,492.00

Marksheffel RD Funding Summary (remaining funds)

- 1) RTA 1 Marksheffel Rd widening & extension (PAFB to Black Forest), RTA 1 – Unspent County Allocation, \$564,003
  - 2) RTA 1 Marksheffel Rd widening (Mesa Ridge to 94), RTA 1 – Unspent County Allocation, \$220,488
  - 3) RTA1 Marksheffel widening & extension, New Developer Contribution to COS RTA 1 fund (amount pending payment verification), \$264,000
  - 4) EPC Maintenance 2023, Committed for maintenance at lower water crossing (north of North Carefree), \$1,500,000
  - 5) 2021/2022 Intersection Improvements Program, Remaining program balance allocated for project; remaining unencumbered balance, \$9,303,925.
  - 6) 2023 City General Fund Banning Lewis Ranch developer contribution; remaining unencumbered balance, \$981,818
  - 7) 2023 Roadway Safety & Traffic Operations Program, Result of line-item transfers, \$8,000,000
- Total: \$20,834,234

B. City of Colorado Springs

Ms. Gayle Sturdivant, City of Colorado Springs, requests a positive recommendation for the following contracts:

- 1) Kraemer North America, Marksheffel Road Improvements North Carefree Circle to Dublin Boulevard, Package 0 - waterline relo, drainage facilities and grading, Capital-PPRTA II: \$3,603,031.06 PPRTA, \$981,818.00 Other
- 2) Union Pacific, South Downtown Railroad Underpass Reconstruction (Tejon/Nevada), Reimburse UP for engineering review efforts performed for the railroad, Capital-PPRTA II: \$250,000.00
- 3) Wildcat Construction, Hancock/Silver Hawk Culvert Repairs, Install waterproof membrane, repairs to the interior of the box, sealing the box floor and painting the existing handrail, Maintenance: \$986,411.40
- 4) Swarco Reflex LLC, Roadway maintenance materials, Provide glass beads for traffic markings, Maintenance: \$300,000.00
- 5) T-P Enterprises, On-call landscape maintenance, Provide landscaping installation for PPRTA capital projects, Maintenance: \$370,594.00
- 6) A-1 Chipseal, Slurry Seal Maintenance Services, Perform slurry seal repairs on City streets, Maintenance: \$1,500,000.00
- 7) JARRCO, 31st & Pikes Peak Crossing Improvements Project, Traffic signal, safety and operational improvements, Maintenance: \$221,779.40 PPRTA, \$168,000 Grant
- 8) HCD, PPRTA On-call and ADA Concrete Services, Concrete work to repair and install ADA accessible sidewalks, Maintenance: \$1,182,800.40
- 9) Basis Partnership, Rustic Hills Paving - Phase II, Construction management/inspection and materials testing, Maintenance: \$493,755.00
- 10) Summers Construction, Rustic Hills Paving - Phase II, Roadway reconstruction, Maintenance: \$4,832,532.00
- 11) HDR, Circle Drive eastbound over Fountain Creek bridge rehabilitation, Design services

including SWENT permit, railroad coordination and public information, Capital-PPRTA II: \$741,788.14

Mr. Dave Zelenok moved to recommend approval of the contracts as presented, seconded by Mr. Tony Gioia. The motion carried with one abstention.

### C. El Paso County

Mr. Joshua Palmer, El Paso County, requests a positive recommendation for the following contracts: The El Paso County Department of Public Works requests approval to award on-call Professional Services contracts to multiple vendors. Please see the attached list of On-Call Professional Services Contracts for the following solicitations:

- 1) Statement of Qualifications SOQ #22-116; On-Call Professional Services (\$150,000.00-\$500,000.00)
- 2) Statement of Qualifications SOQ #22-121; On-Call Professional Services (\$0.00-150,000.00)

Funds for future purchase orders issued will come from the PPRTA Capital Funds or Maintenance Funds for the El Paso County Department of Public Works.

Mr. Richard Robertson moved to recommend approval, seconded by Mr. David Zelenok. The members voted 12-0-4, The motion carried.

## 7. Member Governments and Other Reports

- A. City of Colorado Springs Transit Services Monthly Update  
This was an information item provided by Ms. Lan Rao.
- B. Board Policy #30 Revision  
Ms. Gayle Sturdivant, City of Colorado Springs, and Mr. Joshua Palmer, El Paso County requests a positive recommendation for the Board Policy #30 Revision. Chair Jim Godfrey received the CAC's consensus for him to present the CAC's discussion to the Board to revise Tier 3's Change Order Value (each) \$300,000, and % of Total of All CO's (aggregate) to Initial Contract Value 10% and/or to see if there should be a cap. This item was postponed pending input from the Board.
- C. City of Colorado Springs Monthly Change Order & Property Acquisition Report  
This was an information item provided by Ms. Gayle Sturdivant.
- D. Town of Green Mountain Falls Monthly Change Order & Property Acquisition Report  
This was an information item provided by Mr. Bo Ayad.
- E. Quarterly Reports From Member Government  
This was an information item provided by Mr. Rick Sonnenberg.

## 8. Administrative Actions and Reports

- A. Report of Recent Board Actions  
This was an information item presented by Mr. Rick Sonnenburg
- B. Draft Board Policy #32 to Define "Completely Funded"  
Ms. Brandy Williams moved to recommend approval, seconded by Mr. David Zelenok. The members voted 7-4-0. The motion carried.

## 9. Agenda Topics for Next Meeting

- A. Board Policy #30 Revision

## 10. Communications

There were none.

## II. Adjournment

The meeting was adjourned at 3:43 pm

Attendees		
Present	Name	Agency/Affiliation
X	Mr. Scott Barnhart	Colorado Springs CTAB
	<i>Vacant</i>	Colorado Springs CTAB
	Ms. Karen Aspelin	Colorado Springs CTAB
X	Mr. Craig Gooding	Town of Green Mountain Falls
X	Ms. Cindy Tompkins	Town of Ramah
X	Mr. Bruce Coulson	Town of Calhan
X	Mr. Alan Delwiche	City of Manitou Springs
X	Ms. Ann Nichols	City of Manitou Springs
	Mr. Fadil Lee	Citizen-At-Large Alternate
X	Ms. Brandy Williams	Citizen-At-Large
X	Mr. Richard Zamora	Citizen-At-Large Alternate
X	Mr. Russell McPadden	Citizen-At-Large Alternate
X	Mr. Jim Godfrey, Chair	Citizen-At-Large
X	Mr. Tony Gioia	Citizen-At-Large Alternate
	Ms. Emily Magnuson	Citizen-At-Large
X	Mr. Rick Hoover	Citizen-At-Large
	Mr. Ed Dills	Citizen-At-Large
X	Ms. Ann Esch	Citizen-At-Large
X	Mr. Lawrence Tobias	EPC HAC
X	Mr. Richard Robertson	EPC HAC
X	Mr. Dave Zelenok	EPC HAC
X	Mr. Rick Sonnenburg	PPRTA Program/Contracts Manager
X	Ms. Lisa Corey	PPRTA Financial Manager
X	Staff of Member Governments and Citizens	



# **Citizens' Transportation Advisory Board**

## **Structure and Responsibilities**

### **Mission**

This board will serve as a citizens' advisory body to the Colorado Springs City Council and the City Administration on matters relating to the City's multi-modal transportation system. Particular attention is to be given to the on-going development and implementation of the City's Master Transportation Plan.

The focus of the Citizens' Transportation Advisory Board (CTAB) will be on policy matters and the implementation of major initiatives. Policy matters could include transportation plans (modifications to the Master Transportation Plan and subarea plans, citywide street design standards, and capital project prioritization).

The CTAB acts in an advisory capacity only and does not have authority to direct City staff.

### **Membership**

The CTAB is composed of 13 members selected and appointed by City Council including:

- a) Six members, each representing one of the six City Council Districts;
- b) Three at-large members
- c) Four individuals representing each of the following special interest categories:
  - a. individuals who ride bicycles for transportation
  - b. individuals who walk for transportation
  - c. individuals who ride transit
  - d. individuals who have a disability that impacts their means of transportation.

Collectively, all members will have expertise and/or interest in transportation and transportation-related concerns, such as: trails, bicycling and pedestrian issues; neighborhood issues; trucking and freight movement issues; and public transit issues.

### **Responsibilities of Citizen's Transportation Advisory Board**

**The CTAB is responsible for:**

1. Reviewing and making recommendations to the City Administration and City Council on transportation policy matters, including:
  - a. changes and updates to the City Master Transportation Plan.
  - b. subarea transportation plans
  - c. citywide street design standards
  - d. transportation capital improvement project priorities

2. Reviewing and making recommendations to the City Administration and City Council on implementing said recommendations.
3. Appointing, as needed, temporary subcommittees to review and advise the Board on various matters that may require additional citizen input or ongoing study. The creation of each subcommittee will be subject to City Council's consent.
4. Coordinating activities with other advisory bodies, such as the Airport Advisory Commission, Parks Advisory Board, and the City Planning Commission.
5. Assuming the responsibilities of the Truck Route Committee.

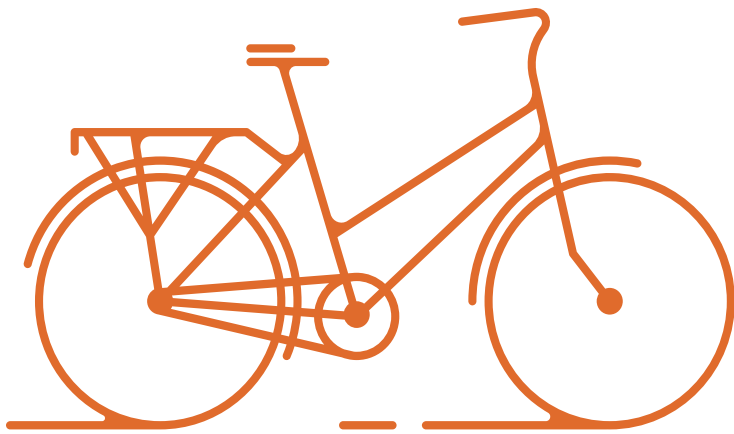
**CTAB is responsible for determining:**

1. Designated spokesperson(s) to facilitate meetings, coordinate formal correspondence, and publicly represent the Board.
2. Procedural guidelines for conducting meetings.
3. The means by which citizens are given the opportunity to provide input and participate in its meetings.
4. Development of criteria for removal of a member

**Staff is responsible for providing the Board with:**

1. Support that allows the Board to carry out the responsibilities listed above. This includes:
  - a. Administrative staff support for the Board meetings and ensuring public notification is achieved in accordance with the City Code.
  - b. Information and analysis pertaining to transportation policy matters and major transportation implementation initiatives being conducted by the Public Works Department, or as otherwise determined by City Council.

# WELCOME TO **BIKE TO WORK DAY** 2023!



**BIKE**  
**TO WORK**  
**COLORADO SPRINGS**

WE ARE SO EXCITED TO INVITE YOU TO PARTICIPATE  
AND SUPPORT BIKE TO WORK DAY 2023!

Bike to Work Day is an annual, statewide event in Colorado that supports multi-modal transportation and specifically cycling as a means of getting from here to there! Get ready to stretch your legs and join your friends, colleagues and neighbors as you tool around town on two wheels!

## WHAT IS BIKE TO WORK DAY?

Bike to Work Day is a fun and easy way to try out cycling for transportation for just one day! We partner with local businesses and non-profits to create a fun, festive atmosphere with free breakfast stations, after-work happy hour stations and lots of fun giveaways that offers added incentive to try cycling for transportation just this one day. You may discover you love cycling and want to incorporate it into your regular commute!

Bike to Work Day promotes cleaner air, encourages regular physical activity, reduces traffic and wear and tear on roads, and provides a chance to meet new friends, neighbors, and cycling buddies. Our goal for Bike to Work Day 2023 is to encourage people from all walks and all parts of town to give biking for transportation a try in the Pikes Peak region on June 28, 2023!

There are LOTS of ways to get involved and support cycling! You can participate in so many ways:

- As an individual rider;
- A corporate champion by adding your company's name in support of multi-modal transportation;
- A corporate challenge participant by fielding a team and challenging one of your vendors, competitors in your industry or partner company;
- Or by hosting a breakfast or happy hour station at your location or on one of our region's great bike trails and routes!

Show your support for cycling culture and learn how you can get rolling! Visit [Bike to Work Day | Colorado Springs](#) to learn more!

## WHY PARTICIPATE?

**HEALTH** – Bicycling is a great way to get or stay in shape, and a healthy workforce is a happy workforce.

**ENVIRONMENT** – Biking reduces carbon emissions to improve our air quality!

**COMMUNITY PRIDE** – We'll provide your company with an award, suitable for display recognizing your participation as well as a poster designating your status as a Champion of local efforts to create new habits, reduce carbon emissions and minimize traffic on the roads! If you're a breakfast station, we'll provide you with way-finding signage directing cyclists to your station as well as include your information on our interactive map so cyclists can plan their breakfast stops!

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Be a part of something big! Bike infrastructure and cycling culture are an important part of attracting younger workers and tourists to our region. We are proud of our outdoor lifestyle and this is a great way to incorporate it into your workday!

- **Change habits:** Bike to Work Day has introduced many folks, for the first time, to bicycle commuting. Bicycle commuting reduces congestion and parking around your worksite and enhances focus through physical activity or your team. This is true whether they are working from home or working at the office!
- **Food:** Did we mention the FREE breakfast & happy hour stops all over town? Your business can HOST one – or your team can ride together to enjoy camaraderie, food and FUN!
- **Free:** Bike to Work Day is free, fun and open to everyone.

## HOW YOU CAN PARTICIPATE

We encourage you to register so we can keep you and your team scooped on all the fun for 2023 Bike to Work Day. You'll want to know where to find the best breakfast & snack stations and who's throwing parties to celebrate Bike to Work Day. Additionally, registration helps the City of Colorado Springs and organizers keep accurate information on the number of participants, participant companies and to ensure we serve ALL areas of the community with refreshment stations and biking infrastructure.

**INDIVIDUAL RIDER** – Pull that old bike out of the garage, tune it up, pump up those tires and ride either solo or with friends. Visit [Bike to Work Day | Colorado Springs](#) to scope out your route and figure out the best breakfast stations on the way. Sign up at [Bike to Work Day | Colorado Springs](#).

**CORPORATE CHAMPION** – Pledge your company's support of cycle commuting and commit to encouraging your employees and leadership to ride on Bike to Work Day. We'll provide you with a poster you can display onsite to encourage ridership and show your support.

Contact us at [COSChallenge18@gmail.com](mailto:COSChallenge18@gmail.com) to register your company. You can also call us at 719-649-3987 with any questions. We will need your company's name, the name of a good contact with your organization along with their phone number and email address.

1. Company information.
  - a. Company name
  - b. Company coordinator name
  - c. Main contact phone number
  - d. Contact email address



## YOUR SUPPORT IS INVALUABLE TO HELP ENCOURAGE FOLKS TO RIDE!

### Your employees may not know...

The best routes to get from here to there – where can you find the least traffic – the best trails – the protected bike lanes – the most scenic routes – the most challenging climbs or gentle slopes?

- How many ways can you trade a car trip for a BIKE trip? Ride to work, to a lunch date, to meet with friends or to take your family to the movies!
- The all-important locations for breakfast stations, other stations and bike parties
- If you're working at the office, where are company or other facilities to shower and/or refresh before the workday
- How about some great tips on prepping your bike for the "big ride"?
- What's the best way to get your body stretched and ready for the ride?
- How to maintain and/or repair your bicycle during the ride
- What do you do if you DON'T already have a bike (pro tip: rent a PIKE RIDE!)

With your help we can get everyone ready for the BIG DAY!

## PROMOTING BIKE TO WORK DAY

Bike to Work Day is a fun and morale-boosting activity for your company's employees. Here are some tips for increasing participation in the 2023 Bike to Work Day.



### COMPANY COMMUNICATIONS

Create communications and reminders encouraging employees to register. Let folks know you're committed, and you'll do everything you can to support their ride on the BIG DAY!

- Hang Bike to Work Day posters or custom flyers in high-traffic areas, like by the elevator or in the lunchroom.
- We'll provide you with digital graphics that you can incorporate into your communications are available on the "Materials" page of the Bike to Work Day website, and include this year's poster and digital banners.
- Use the sample newsletter below to promote Bike to Work Day registration among your employees:

#### **GIVE BIKE TO WORK DAY A SPIN ON JUNE 28!**

*On June 28, join thousands of commuters for Bike to Work Day and enjoy a FREE breakfast along your commute! It's good for you and fun, too! Bike today for a better tomorrow. Visit [ColoradoSprings.gov/BikeToWork](https://coloradosprings.gov/BikeToWork) and join your friends and family to experience biking in Colorado Springs!*

- *Questions? Contact me at (phone) and (e-mail) for more information.*
- *Bike to Work Day is a free annual event that takes place the last Wednesday of June, and represents a grassroots effort to educate commuters about the benefits and ease of biking to work.*
- *Check out [ColoradoSprings.gov/BikeToWork](https://coloradosprings.gov/BikeToWork) for ideas on routes – locations of breakfast stations and other fun info about Bike to Work Day 2023!*

### AWARD PRIZES

Consider having a prize drawing open to all your employees who register for Bike to Work Day by a specific date, perhaps by June 10. Prize ideas might include a gift card, company cycling-themed merchandise, paid time off or anything else you can think of!

### BIKE ROUTE MAPS

Download and print the Colorado Springs area bike map – [City Bike Maps | Colorado Springs](#) – for posting in a prominent place (such as a break room, cafeteria or lunch station). Provide pins and colored pens for coworkers to map their trip origins and routes. This will offer a way for riders to see what's possible and stimulate conversations between experts and novices about the best routes for getting to the office and the benefits of biking to work.

- Want to encourage employee participation?
  - o Create challenges for all employees, among departments or within departments.
  - o Challenge a neighboring company or competitor to ride with you on Bike to Work Day.
  - o Create an award for the company/department with the best turnout.
  - o Offer flexible time or working hours for employees that choose to ride on Bike to Work Day. If they're working from home, consider bonus time for a breakfast or lunch break to ride instead of drive.
  - o Create a fun group get-together at one of the breakfast or happy hour stations.
  - o Offer prizes for best bike attire, best helmet hair, best riding adventure.

## BREAKFAST STATION

Host a breakfast or lunch at your office for employees who bike to work, or market your business and brand by coordinating a public breakfast station, water station or bike party! Let our team know if you're interested and we'll help you set one up!

- Recognize and reward participation.
- Host a simple Bike to Work Day awards ceremony over lunch or in the morning during the event. Recognize participants with simple printed certificates or low-cost prizes. If you can only offer one prize, have a drawing from among all participants (have participants submit their name when they arrive to the office by bike).
- Ideas for awards categories: longest ride, best photo on the ride in to work, most stations visited or best story.

## EVEN MORE IDEAS

Before Bike to Work Day in June, invite a local bike shop to do free or low-cost bike tune-ups. Provide a table with resources for route-planning to fully equip all participants. Cycling groups, outdoor recreation partners and local businesses are great resources to help identify easy-to-ride routes to help both newbie cyclists and regular riders get where they need to go quickly, easily and safely.

- Identify bike parking and shower facilities.
- If you don't have bike racks or bike lockers, identify a parking area, or set up a bike corral somewhere inside your building.
- If you don't have showers, see whether a local health club will let employees use its facilities for the day.
- Provide personal hygiene goodie bags, including items such as towels, to participants.
- Allow employees to dress casually on Bike to Work Day.
- Provide employees with the opportunity to have a flexible schedule on Bike to Work Day, just in case it takes folks longer than expected to get to work.
- Offer wellness incentive points for participation in Bike to Work Day.
- Take and post photos of employees who bike to work.
- Promote your company's participation on your social media feeds and use hashtag: #biketoworkcos.
- Don't worry about helmet hair – make Bike to Work Day an official hat day, or have fun with the wacky 'dos!



### // BE A CORPORATE CHALLENGER

Is all this talk of prizes, awards and events getting your competitive juices flowing? Challenge another company to a head-to-head or three way challenge! You could challenge your vendors, your competitors, or friends at another company. CEO versus CEO? Industry versus Industry? Friendly challenge with another company in your building? This is a great way to build camaraderie and competition – and maybe some media interest or serve as a platform for recruiting employees. If you can envision it – we can help you build it out! Email us at [COSShallenge18@gmail.com](mailto:COSShallenge18@gmail.com) with your ideas and we'll help get you going! (we can add graphics to illustrate the different types of possible competitions)

### // HOST A BREAKFAST STATION

This is a great way to invite a large community of cyclists to visit your location or sample your products.

Breakfast locations along our bicycle network are designed to support how people actually ride their bikes to work while highlighting local businesses that support bicycling in our community.

## WHY SHOULD YOU ORGANIZE A BIKE TO WORK DAY STATION?

Bike to Work Day is an opportunity to promote your business and connect your brand with a positive, healthy, community-oriented event. Bike to Work Day stations are organized by volunteers who use the event's positive reputation to promote their business, support their community and gain visibility. Although products for sale and services-for-fee are prohibited at Bike to Work Day breakfast stations, many businesses use their stations to provide samples of new products and services, provide coupons for future purchases or explain their organization and brand. You can also use the opportunity to encourage your staff and customers to ride their bicycles and enjoy the economic, health and enjoyment benefits of doing so. Stations keep Bike to Work Day participants in good spirits and provide opportunities for bike commuters to rest, socialize, and refuel.



### BIKE #1 IDENTIFY YOUR STATION LOCATION



Event organizers wish to make sure that locations are convenient and well-attended. We recommend your organization hosts near a trail location or existing on-street infrastructure. If your business is not near bicycle facilities, consider moving it to a more convenient location and create fliers and signs that emphasize your business location and offer incentives (promotions, coupons, etc) to participants to visit your business location at a separate time. When you register your station online, City staff will review your proposed location and may suggest a revised location for safety or logistical reasons.

We have more people working from home now than before the pandemic. Another option to consider is a site convenient to residential neighborhoods where people could bike from their home office to breakfast and back again.



### BIKE #2 DETERMINE YOUR STATION SCOPE (AND SOLICIT SUPPORT IF NEEDED!)



All stations must be open for the morning ride from 6 - 9 a.m. For breakfast stations, we just need you to commit to providing a FREE breakfast for 50-100 commuters. It can be as simple as a granola bar – or as fancy as a full breakfast with omelet station! The choice is yours!

Breakfast stations can make a memorable impression by offering great food and more – things like entertainment, games, raffle prizes, giveaways related to cycling, vendor partners and more: you're only limited by your imagination! Contact [COSSChallenge18@gmail.com](mailto:COSSChallenge18@gmail.com) to brainstorm more great ideas and partnerships or sign up directly at [Breakfast Station Signup!](#)



Whatever style of station you offer, the easiest way to make planning easy and fun is put together a host committee. Planning with a group is a great way to share responsibilities to make sure your station is successful and memorable! Some ideas to help you get started:

- Way-finding signs help riders find your station, and also increase your brand by promoting your involvement in Bike to Work Day where all travelers will see the message. Even if you feel as though riders couldn't possibly miss your station, the most successful stations incorporate way-finding signage into their station logistics, and direct riders to their station from every possible route. The City will provide a few yard signs for this purpose, but consider where to put them and if you need more.
- You'll need tables for food, drink, and other station offerings to riders and chairs are helpful both for volunteers and weary riders.
- You'll want fun, friendly volunteers to greet riders, distribute food and giveaways, and also help set up and take down the station.
- Consider bike parking: options range from simple barriers to allow bikes to be held upright when parked with a kickstand or propped up by the front wheel to accessing a large grassy space for overflow bike parking.
- It can get hot in June, so tents or canopies are nice for both volunteers and riders as well as for visibility for your station.
- If you're feeling creative, consider developing a station theme and encourage your volunteers and staff to wear matching costumes!
- Bike mechanics can be great partners for your station. Bike mechanics help participants who experience break downs or mechanical failures during their ride. Talk to a local bike shop to see if they can support your station with a bike tech.
- Pack out what you brought in and be sure to get all of your trash picked up.
- MOST of all! Make sure your station is safe, easily accessible and fun for everyone!



### BIKE #3 STATION LOGISTICS



Please consider carefully how you will organize your space to serve people quickly without blocking the right of way. Consider where participants should leave their bikes and how you can provide parking. If you are hosting a Bike to Work breakfast station at your place of business, please take care to make sure Bike to Work participants can distinguish between the breakfast station (where food and beverages are free) and any food and beverage for sale through your usual operations.

Leading up to Bike to Work Day, begin preparing supplies for your station. Don't forget to incorporate additional supplies!

- o Sunscreen
- o Towels
- o Broom
- o Garbage, recycling and composting receptacles, trash bags
- o Tape rope and bungee cord, and remove cap on rope
- o Weights (a variety of sizes may be necessary, small to keep tablecloths or napkins from blowing away, larger for other items)

- o Umbrellas and waterproof containers (in case of a quick downpour)
- o Hand sanitizer
- o Pens and paper
- o Scissors or a box opener



**BIKE #4 GET THE WORD OUT!**



Start letting people know that you are going to provide a breakfast location for Bike to Work Day 2023. We'll provide you with optional digital images to use on your social media tools (Facebook, Twitter, Pinterest, Instagram, LinkedIn...) and definitely communicate the event with your employees, your customers, and the public. The City partners with local media to tell Bike to Work Day stories – so be sure to share your story ideas with us. Your station and company may make the news! Your regular newsletters are also a great way to promote your station and fliers for your customers will bring added interest. Let everyone know!

- For more details or to sign up email [COChallenge18@gmail.com](mailto:COChallenge18@gmail.com) or call 719-649-3987.
- We are excited to invite you to participate in 2023 Bike to Work Day!

