

**Billings Parking Board  
Meeting Minutes  
September 14, 2016**

**Board Members Present:** David Fishbaugh, Chairperson; Joni Harman; Kallie Parsons; Leticia Hadley; Andy Zoeller

**Board Members Absent:** Mark Kary; Kelly Donovan

**City Staff Present:** Tracy Scott; Megan Hodson

**Guests:** Greg Krueger

**Call to Order:**

Chairperson Fishbaugh called the meeting to order at 2:06 p.m.

**Minutes:**

The June 8, 2016 minutes, and the July 13, 2016 minutes were approved as presented.

**Reports:**

- Monthly Report

Ms. Scott advised July's report was overall down. There was a decrease of 8 leased spaces compared to prior month. The cash sales, hotel validations, tokens, and the park and shops were all down also.

The month of August was the best month compared to May, June, and July. The cash sales were at their highest for the last three months. The park and shops, tokens, and hotel validations also increased.

- FY16 Year End Budget Report

Ms. Scott stated the close date of the report is June 30. Ms. Scott discussed and explained the line items below which the "% Actual to Approved" was highly different than what had been budgeted for the year. Ms. Scott stated comparing revenue to expenses the FY16 budget overall was in good shape.

Parking Ticket Violations - 77%: Ms. Scott explained the revenue number was budgeted too high.

Surface Lots - 83.9%: Ms. Scott explained since the Planning Department acquired the Lincoln Center lot, Parking is no longer receiving any revenue.

Park One Store Rental - 126.3%: Ms. Scott explained the store rental revenue is higher due to the attainment of the Self Help Law lease.

Capital - 20%: Ms. Scott explained there was a Park One bathroom remodel only listed under the capital. The Parking Garage Concrete Restoration work had not been listed.

- **Parking Garage Concrete Restoration Project**

Ms. Scott advised the Project Manager left to start his own business, which left a crew of two individuals. There is a new Project Manager and has a crew of six working, and they plan on completing everything by the following week. The Park One Garage will be closed to the public for one entire weekend to allow the completion of work in the drive lanes.

Ms. Scott completed the draft Request for Proposals (RFP) to hire the engineering firm for the next two phases. Once the engineer is hired, the RFP to hire the company for the next phase will be completed. The second phase will include the waterproofing.

**Downtown Alliance Report:**

- City Council awarded the Hart Albin Garage two years matching funds, approximately \$550,000, to assist with the renovation project.
- Currently working on getting retail into the vacant spaces downtown.
- The Big Sky One Center will be going back to City Council in October.
- St. Vincent De Paul is requesting \$350,000 TIF money to purchase the Crane building.

**Public Comment:**

No public comment.

**Discussion Items:**

- Update: City Council Meetings – Monday, August 15, & Monday, September 12, 2016

Tracy advised the new rates will go into effect by November. The first priority will be to get information to the public. The Board discussed if the RFP for the new meters would be ready by the end of October and if everything could be implemented by February 2017.

The Board discussed not promising a specific date, but having a goal of Spring/Summer 2017, having Ms. Scott start the RFP on the new meters, creating a

general outline, and having discussions with the Alliances regarding what the businesses want to see downtown.

- **Petroleum Club Parking Request in Park Two**

Ms. Scott advised the Petroleum Club asked Parking to lease at least six spaces in Park Two and have the spaces signed specifically for their club members. The Petroleum Club believes having available parking for their members will increase their daily membership activity.

The Board suggested issuing all members a certain hangtag to park in the designated spaces and also having a certain validation stamp. If there is a time when there are more patrons parking than spaces available, the other club members would park “hourly” and have their ticket validated. The Petroleum Club would pay monthly for the assigned spaces and any overflow of members who had their tickets validated.

**Agenda/Action Items:**

- No Agenda/Action Items.

**Adjournment:** 3:14 p.m.