

**Billings Parking Board  
Meeting Minutes  
January 10, 2018**

**Board Members Present:** David Fishbaugh, Chairperson; Kelly Donovan; Joni Harman; Mark Kary; Sean Lynch; Kallie Parsons; Brandon Scala; Andy Zoeller

**Board Members Absent:** Daniel Brooks

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

**Guests:** None

**Call to Order:**

Chairperson Fishbaugh called the meeting to order at 2:01 p.m.

**Introduction of New Board Member:**

Brandon Scala works downtown at Valley Federal Credit Union as the Business Development representative. Mr. Scala is currently a board member of the Downtown Billings Alliance and the Billings Chamber of Commerce. Mr. Scala believes it is important to be involved with your community, and as a former business owner, he is passionate about the growth and success of Billings.

**Minutes:**

The October 11, 2017 minutes were approved as presented.

**Reports:**

- Monthly Report

The Board received both the December 2016 & December 2017 monthly report. Ms. Scott stated Park One had an increase in 32 leased spaces. The park & shops, hotel validations increased due to big conferences held downtown. The Library lot and tokens were down for the month.

Ms. Scott explained the garages had decreased by 25 spaces in 2017 compared to 2016. The total cash sales were down by \$236.35 in comparison from 2016 – 2017. The park & shops, hotel validations, and tokens were higher in 2017 compared to 2016.

The Board requested to have a comparison sheet of the two years included in the packet to be more concise.

- Quarterly Report

Ms. Scott stated the Quarterly Report for the FY 18 budget is on target with a couple of exceptions. The YTD cash balance as of December 31, 2017 is \$639,000. The YTD actual total revenue is \$1,140,252 (58.6%), and the YTD total expenses is \$979,705 (49.7%).

Park One Store Rental - 32.5%: Big Sky Imaginarium owes a considerable amount of money. They signed a payment plan with the City and were evicted.

Parking Meter Income – 58.0%: Not able to take real accurate numbers since there have been multiple issues with the software reports. The auditing handhelds for the coin meters have been malfunctioning.

The Board requested comparison data on the new rate increases for both on-street and off-street parking. Mr. Zoeller will provide the rate increase documentation for the Board.

- Parking Garage Restoration Project – Phase II

Ms. Scott stated the contractor has replaced the majority of the doors. There was an issue with the frames being installed backwards. Ms. Scott advised the problem has been resolved. The waterproofing will be completed in the spring when the temperature will be at 50 degrees. The TIF money for the third phase has already been granted. The third phase will include striping and mechanical items.

Ms. Scott advised the engineers explained when the Park One Garage was built the deck was built higher than the stairwell. This is the reason why the water flows naturally to the stairwells and keeps damaging the doors and such. There are discussions about placing drains in those certain areas to capture the water flow.

**Downtown Alliance Report:**

There was no report.

**Public Comment:**

No public comment.

**Strategic Plan Review:**

Ms. Scott will be presenting to City Council within the next few months, along with all other city departments. If time allows, Ms. Scott will update City Council on the Strategic Plan. If Ms. Scott is unable to present during that meeting, the Board suggested scheduling another time and are also willing to assist staff with creating the presentation.

### **Discussion Items:**

- Meeting Time

The Board agreed to hold monthly meetings until the credit card meter project has been completed and finalized, and then schedule the meetings to every other month.

- Credit Card/Smart Single Space Parking Meters

Ms. Scott stated Civic Smart has been communicating better when issues arise. The department has still been receiving complaints, however, the majority of the meters are working. NorthWestern Energy sent an agreement to the City for permission to install the gateways on the poles. Ms. Scott hopes to have the gateways installed by the end of the month.

### **Agenda/Action Items:**

There were no items to approve.

### **Non Agenda Items:**

Tracy stated the Special Parking Applications were sent back to Engineering, and Engineering will contact the Streets Department to install the signs. The YMCA application has not been completed because it will be placed with adjusting the meter zone on an upcoming City Council meeting.

Tracy will be meeting with Teri Porta regarding the garage mural sketches.

**Adjournment:** 2:47 p.m.