

**Billings Parking Board  
Meeting Minutes  
December 11, 2019**

**Board Members Present:** David Fishbaugh, Mark Kary, Joni Harmon, Brandon Scala, Mehmet Casey, Sean Lynch, Dan Brooks, Kevin Heaney

**Board Members Absent:** Todd Morgan, Kallie Parsons

**City Staff Present:** Tracy Scott, Jennifer Mockel, Kevin Iffland, Andy Zoeller

**Guest Present :**

**Call to Order:** David Fishbaugh called the meeting to order at 2:01 pm

**Minutes:**

The November 13, 2019 minutes approved as presented by Brandon, seconded by Mark. Board approved minutes as written.

**Reports:**

- **Monthly Reports**

Tracy presented November 2019 Summary Monthly reports to the board. The reports indicated an increase in both garages for covered and roof parking. The North and South Lot reserved stayed the same. Cash sales were down about \$2,500 from last month, however they increased by \$4,800 from last year. The Park and Shops stayed the same, although last year was slightly higher. The Library Kiosk is still not working; the IT Department is now involved. Sean asked if the PayByPhone app can be installed in the Library Lot. The PayByPhone app cannot be installed on the Kiosk, but it can on meters, if those go back in the lot. The Library must give their permission before the meters can be installed. Tracy reported that the hotel validations were the same and the tokens increased from last month. Sean asked about the Northern Validations issue and if it was fixed; Tracy responded that things are now working.

- **Operating Report**

Tracy presented the November YTD operating report. It was reported that revenues are higher than the expenses; the Fines and Forfeits were a little lower than last year. Tracy reported that it could be due to a couple of reasons: the Parking Enforcement Officers are down a vehicle and the Division is down a Parking Enforcement Officer for about 10 weeks.

There is a significant difference in the Capital expenses compared to last year; this is due to the elevator repairs.

Mark inquired what happens if there is a net balance at the end of the year. Tracy informed him that it would roll over to the next Fiscal Year.

- **Credit Card Analyze Report**

The board received the Credit Card Analyze Report for November 2019. Tracy reported that nothing has changed and that everything looks about the same.

- **PBP Reports**

The board received the PayByPhone report for November 2019. The use is down by \$100, however, overall it is increasing. Tracy reported that since the installation of the PBP app, there has been a total of \$8,000 in revenue.

### **Downtown Alliance Report**

Mehmet reported that the website is updated; they are looking for feedback from the citizens if changes need to be done.

Events are done for the year; Lindsay is getting things together for events in 2020 before she is out of the office on FMLA.

Mehmet reported that The Produce Depot is open from Noon-8 and Saturdays. They are selling fresh and local produce. The back of the building will be for restaurants and selling in bulk. This is the first retail front store in Montana. Other businesses are showing interest in moving to the Downtown area. Mehmet is talking to different business owners and showing empty available retail space.

### **Public Comment (3 Minutes)**

#### **Discussion Items:**

- **Meters on Montana Ave**

Tracy presented to the board that meters need to be installed on Montana Ave. There could be close to 100 meters installed. With the Parking Boards approval and recommendation, there can be an Administrative Order to install the meters. Kevin Iffland asked if Mehmet could talk to the businesses to get their position, and then we would need to get the support from the Chamber and let the City Council know. Kevin Iffland stated that we are not trying to make money, however, we have some Capital issues that we need to address as well as increasing our

revenues. Brandon asked what the cost would be to install the meters. Tracy responded that there will be a small charge from the Streets Department, but the Parking Department has the meters. The meters installed will be the old style meters with the PayByPhone app, not the Credit Card meters.

Tracy read the Policy from the Parking Division Policy Manual created in January 2009 about Montana Ave.

“The Parking Advisory Board will make appropriate recommendations, to the Parking Division and City Council, about the parking supply on Montana Avenue, when they deem changes need to be made.”

Brandon motioned to move to agree to have meters on Montana Ave, Sean seconded and the Board Approved.

Dan mentioned we need to contact the council members to let them know, and we also need to talk to the businesses before we give any official announcements. Mehmet asked how far the meters would be go, Tracy responded that it would be from 30<sup>th</sup> to 21<sup>st</sup> street. The board discussed what the appropriate way is to let citizens know. Kevin mentioned that we want to start at the first of the year. Kevin Iffland also mentioned that we need to put a general Public Relations story about all the changes in general in the Parking Division.

- **Collection Process**

Tracy reported that the Parking Division was given approval to use a collection agency that is already in place for the City for parking violations. We can only go 5 years back due to Statue of Limitation. Tracy is not sure what the percentage will be from the collection agency. The Parking Division will be mailing out a mass letter to those that have an outstanding balance. Keven Iffland also mentioned that a \$20 late fee would also be added to outstanding citations to cover the collection fees.

- **Increasing 10 hour Parking Spaces**

Tracy mentioned that we want to increase our 10 hour Parking spaces on 30<sup>th</sup> between 4<sup>th</sup> and 3<sup>rd</sup>, on the West side of 28<sup>th</sup> next to the USPS building and also along 2<sup>nd</sup> Ave in front of Wise Wonders. Sean believes we should put meters on 2<sup>nd</sup> Ave in front of Wise Wonders instead of 10 Hour Parking.

- **RFP on Gate Control:**

Tracy reported that the RFP on the Gate Control has been postponed. The committee did make a selection on a group that is out of Texas and their gate control equipment is USB, however, the price tag was \$430,000.00. That does not include the electrical portion. The funding for the gate control fell through.

The current software that we have does work with Windows 10 and we have some parts on hand, if needed. That will buy some time until we have funding for a new gate control.

Tracy discussed the different gate control systems that other cities have in Montana.

### **Additional Items of Discussion**

#### **Validations**

Sean asked about the validations system and if we can get a validation program through the PayByPhone App. Tracy was not sure if that is a possibility, but she will look into it. Brandon would like to know how many validations are for business's employees compared to their customers. Sean really believes the PBP App would work better for validations than the system that we have now. Tracy talked about the different Validations programs that the new gate controls can do for the garages.

### **Agenda/Action Items**

#### **Removing Courtesy Tickets**

Tracy addressed the possibility of removing the courtesy tickets and having it a \$5 fine charge instead; last year alone would have brought in close to \$30,000 revenue. Sean believes that we should just get rid of the courtesy ticket all together, Mehmet agreed.

Sean motioned to remove the courtesy ticket entirely and base the first timed parking citation starting price to what is determined by the Administration and Governing Parking Board, if it's changed in the future then the price will be adjusted.

Mark seconded and the board approved.

#### **Hours of Operation**

The Parking Division requested a car counter to be installed in the Park 3 to monitor how many vehicles enter and exit the garage after 5:30 pm. The amount of vehicles leaving could bring in some extra revenue.

### **Meeting Adjournment :**

David adjourned meeting at 3:05 pm.

Next Meeting scheduled on January 8, 2020