

Approved
PARKING ADVISORY BOARD
November 10, 2008

Brenda Burkhartsmeier ✓
Steve Bruggeman ✓
Bruce Simon ✓
Nick Blake ✓

Randy Hafer ✓
Scott Wetzel ✓
Don Olsen ✓
Leticia Moore ✓

NOTES:

The meeting was called to order at 4:07 p.m. by Brenda Burkhartsmeier. Others present were: Greg Kruger, Lisa Harmon, Chris Mallow and Kelly Cox.

PUBLIC COMMENT PERIOD:

None to report.

REPORTS AND ACTION ITEMS:

Approve minutes from October meeting:

Don motioned to approve the minutes from the October 14th meeting. Steve seconded the motion. All members were in favor and the motion carried.

Monthly Reports – October 2008:

In regards to the fluctuation of 10-hour permit sales, Chris explained that the 10-hour permit sales were not just for sales of permits for one specific month. He stated that the report was total permit sales for the month. He stated that several people buy permits for several months at one time and those permits are also included in the total sales for the month.

Alpha Graphic's 10 minute zone recommendation - revisited:

Chris asked that the board table this item as he was still waiting for feed back from the surrounding businesses in this area. The board O.K.'d this request from Staff and the Agenda item was tabled.

10-hour meter Permit Rate Request:

Information:

The 10-hour meter permits were reduced from \$17/month to \$10/month and given to the DBA, to sell, in the hopes of increasing permits usage and awareness. Since that took place, sales of meter permits has increased dramatically as has awareness of the 10-hour meter program. Staff recently met with Lisa Harmon and Greg Krueger from the DBA. They expressed that a large amount of their staff's time goes into administering the sale of these meter permits. The DBA currently turns over all money made from permit sales to the Parking Division. Lisa and Greg ask that the Parking Division allow them to charge an administration fee to the Parking Division or the customer in an amount of up to \$5.00. This will help them recoup the cost of their staff's time that is currently being devoted to the 10-hour meter permit program.

Staff Recommendation:

Staff recommends assessing an administrative fee, to the permit buyer, in an amount up to \$5.00.

After discussions in regards to the possibility of taking out the 10-hour meters and the request to look further into this idea along with the possible repercussion of doing so, a motion was put on the floor by Bruce to allow the DBA to charge a \$5 administration fee with the price of the permit remaining at \$10. Steve seconded the motion. After more discussion where Chris stated that both he and Bruce McCandless thought it would be best to increase the amount of the permit to \$15 and credit back the DBA for \$5 per permit sold as to fall in to the accounting practices that the City Of Billings currently uses. Additionally it was asked if the Board could make this increase without the o.k. of the City Council. Chris advised the Board that it was o.k. to do this without the Council's o.k. Bruce Simon withdrew his motion, Steve withdrew his second and a new motion was offered by Bruce that the Parking Division raises the permits to \$15 and credits back the DBA 33%. Steve seconded the motion. All members were in agreement and the motion passed.

Final approval of parking policies for: Garages, Application, Violations:

It was motioned by Steve to accept the first group of policies as written. These items include Parking Garage Policy, Special Parking Application Policy and Parking Violation Policy. Leticia seconded the motion. All members were in favor and the motion carried.

Ratify parking policies for: Special Parking District Policy, Special Enforcement District Policy and Meter/Bus Bag Policy:

Under special parking district it was advised to add in the word "will" under the policy section to correct the error in the sentence "The Parking Advisory Board "will" make appropriate recommendations..." Additionally, it was requested that the policies under Minnesota Ave. be moved under the policies of Montana Ave and that Chris remove the section with Minnesota Ave at this time. In doing so,

the Board asked that he changes the word “may” to “will” under the last policy heading that states “The Parking Advisory Board “will” notify City Council...”

Under the heading of Special Enforcement District it was questioned whether it had been o.k.'d by City Council for the Advisory Board to be advising in these areas as they were outside of the C.B.D. Brenda advised the Board that she had gone to the City Council work session where she explained to the Council about the areas in which the Advisory Board would like to move into. She stated that although it had not been officially approved by the Council they were on board with the idea. Additionally, it was stated that the Advisory Board had been asked to expand into the Medical corridor and the areas around M.S.U.B. Brenda suggested that the policies be stated under the heading Special Parking District Policy and then have the specific special enforcement areas broken down after the stated policies.

Don motioned that the Board accept the policies and that a final draft be brought back for review at the next meeting. Nick seconded the motion. Don amended the motion to include the changes that were requested, with Nick seconding the amended motion. All members were in favor and the motion passed.

OLD BUSINESS:

Solutions for motorcycle/scooter parking:

After discussing yellow zone minimum state requirements with Terry Smith, Chris advised the Board that there are options for using some hash marked areas for motorcycle/scooter parking. During the discussion he explained the Montana State requirements of no parking within 20' of a cross walk. He explained that there were areas in the downtown corridor that had “hash marked” areas that were left over spaces that were not big enough for an additional parking space and that these areas could be used as motorcycle parking areas as long as they still fell within the 20' requirements. Chris illustrated this for the Board on the white board in the conference room. He stated that he felt it would be easy to double hash mark these areas to delineate from motorcycle parking and no parking anytime areas. Lisa Harmon advised the board that while in Calgary she found that they were using the bulb outs with a gate that could be used for motorcycle parking or swung shut to block off street access. She stated this would be a very good idea for events in the downtown area of Broadway from 1st Ave. N. to 3rd Ave. N. however, there is still an issue in regards to the law that states no motorized vehicles are to stop, stand or park on the access area. Chris stated that he would get with Terry Smith again and see if they could work out the details to having some if not all these ideas instituted. As a final note Lisa stated that if it was decided to go with the gates the DBA could possibly look into using T.I.F. monies to help fund the project.

NEW BUSINESS:

DBP Report:

The D.B.P. continues work on the Quiet Zone and states that the Federal Courthouse is moving forward with meetings being held. Additionally, the Babcock sale has gone through and work has begun in that area.

DBA Report:

Due to the snow storm in October Harvest-fest was cancelled. At this time the DBA is working on the Christmas stroll and parade. She advised the Board that the Capital's Christmas tree would be on view at Skypoint along with 50 sister trees which will be used for offices in the Capital. All the trees have been harvested from the Hamilton area for this occasion and it comes as a great honor to have trees from our area being used as ornaments for the Country's Capital. She stated that they were accepting ornaments to send along with the trees and that will be used in their decoration. Lisa stated that there will be hot cocoa available during the viewing and she encouraged all to participate. The viewing was scheduled for November 11th from 10:00 a.m. to 1:00 p.m. Additionally the DBA is working on the After 5 mixers. The first mixer was at High Plains Architects, the second at Any Time Fitness with the third mixer being held at the new Italian restaurant, Café Italia, in conjunction with their grand opening in mid November.

Lisa informed the Board that the B.I.D. is in the process of getting their Safety resource officer with the memo of understanding in the works. They have received the allocation for \$184, 000 for 2 years of service. She stated that the Police Department is excited about the new position as is the B.I.D. The area in which the Officer will be covering extends east to west from N. 10th St to N. 32nd and north to south from the Medical corridor to South Park.

Informational Items:

The R.F.P.'s for the Parking Study were due on October 31, 2008. Chris received several proposals from around the country. In a meeting held in the Parking Division office on November 6, 2008 Rich and Associates from Southfield, MI. was chosen to facilitate the project. The members that were on the committee consisted of Peggy Gaghen, Brenda Burkhartsmeier, Aaron Claunch, Chris Mallow and Kelly Cox. Chris has sent the contract to Rich and Associates for review and possibly their signature. The contract will be going to City Council on November 24th for their approval. Rich and Associates are looking at starting their field work and collecting their utilization data on or around December 15 with a project completion date on or before April 1, 2009.

The plexi-glass in the skybridge, which spans between Park 3 garage and the Valley building, has been replaced with tempered glass.

This year Chris has elected to be on the Capital Improvements Plan Committee as a representative from the Parking Division. Other members of the Committee consist of one member from each Division within the City. As part of the Improvement Plan, Chris has added the replacement of the Park 1 elevator at a cost of \$200,000-\$300,000. The Committee will be holding three public meetings, scheduled to be in December at the Community Center, Will James Middle School and Castlerock Middle School. The dates of these meetings will be set at a future time.

The Board requested that the subject of how the number of enforcement officers was determined and looking at their routes and the possibility of doing some changes in regards to the routes.

The Board also requested that Chris bring the policies for surface lots and handicap zones for the next policy drafts.

As a reminder the Board wanted to see if Bruce Simon had gotten a chance to speak with Mike Matthews in regards to the general fund transfer and the history behind it.

The map of the available parking in downtown has been received by Tom Tully and he has assigned the task of updating the map to Joe Carls. Chris will speak with Tom and see if he can give him an e.t.a. for the map.

Adjourn:

The meeting was adjourned at 17:36.