

Approved
PARKING ADVISORY BOARD
March 2, 2009

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

Steve Bruggeman √
Bruce Simon√
Nick Blake√

NOTES:

The meeting was called to order at 4:07 p.m. by Randy Hafer. Others present were: Chris Mallow and Kelly Cox.

PUBLIC COMMENT PERIOD:

None to report.

REPORTS AND ACTION ITEMS:

Approve minutes from February meeting:

Don motioned to approve the minutes from the February 9th meeting. Steve seconded the motion. All members were in favor and the motion carried.

Monthly Reports – February 2009:

Due to moving the monthly meeting forward the information for the monthly report was not available in time for the meeting.

35th Street between 1st Ave. N. and Montana request:

Staff was directed to take another look at the regulated parking on N. 35th Street between 1st Ave North and Montana Ave. The Parking Advisory Board is asking if the 2-hour zone and 10-minute zone are need with the closure of Graphic Imprints. These zones were part of an area that was examined in a past Parking Advisory Board action to eliminate two-hour signed zones that are not needed any longer. At that time, Graphic Imprints was still in business and asked that the parking remain unchanged. Staff contacted surrounding businesses and they are in favor of the regulated parking being removed and no-limit parking being created for this whole street.

Staff Recommendation:

Staff recommends removing all 2 hour and 10 minute parking on N. 35th Street between 1st Ave North and Montana.

Bruce S. motioned that the board accept Staff's recommendation as written. Don seconded the motion. All members were in favor and the motion passed.

OLD BUSINESS:

Handicapped Zone-research results:

Chris told the board that although he has the information requested by the board for the research results he stated that he did not feel it was an accurate representation since the weather had been bad, the month was short and that his Staff didn't think it was a typical month. Chris asked that he have his staff collect the information for an additional month and then bring the information to the Board. The Board was in agreement.

Downtown Parking Study Update:

The meeting was set for the 11th of March to see the preliminary report on the information collected by Rich and Associates. It has been suggested that the report and meeting be done via web-cast or tele-conference. Chris spoke with Bruce McCandless in regards to this and Bruce thought this would be a good idea. Chris is looking at setting up this meeting via web-cast and he will let the Board know when the meeting will be. Chris states that all Board members are welcome to join in the meeting or Chris will make sure and get the information to all members after the meeting has taken place.

Timeline of Parking Division Transfer to General Fund:

Here is a timeline of parking operations starting when the Parking operations were moved from Community Development to Administrative Services.

- FY 86-87: Parking operations moved from Community Development to Administrative Services. All parking related revenues listed in General Fund. No transfer existed at this time.
- FY 87-88: No major changes occurred.
- FY 88-89: No major changes occurred.
- FY 89-90: Parking garage revenue (Park 1, Park 2, and Park 4) was moved to a separate Enterprise Fund to keep the budget and the Comprehensive Annual Report in the same format, as well as to follow generally accepted accounting principles. The difference between the

budgeted revenues and budgeted expenditures will be shown as a transfer to the General Fund.

- Transfer: Budgeted at \$217,122.
- FY 90-91: Park 3 garage added to the Parking Division. 89/90 actual transfer was \$217,122.
 - Transfer: Budgeted at \$216,099.
- FY 91-92: 90/91 actual transfer reduced to \$196,862.
 - Transfer: Budgeted at \$ 197,928.
- FY 92-93: 91/92 actual transfer reduced to \$197,908.
 - Transfer: Budgeted at \$189,000.
- FY 93-94: 92/93 actual transfer at \$189,000.
 - Transfer: Budgeted at \$189,747.
- FY 94-95: 93/94 actual transfer at \$189,747.
 - Transfer: Budgeted at \$189,000.
- FY 95-96: 94/95 actual transfer at \$189,000.
 - Transfer: Budgeted at \$200,000, includes \$11,000 transfer to MHZ Radio System.
- FY 96-97: 95/96 actual transfers at \$200,000, includes \$11,000 transfer to MHZ Radio System.
 - Transfer: Budgeted at \$189,000.
- FY 97-98: 96/97 actual transfer at \$189,000.
 - Transfer: Budgeted at \$194,030, includes \$5,030 transfer to Health Insurance.
- FY 98-99: 97/98 actual transfer at \$469,237.
 - Transfer: Budgeted at \$397,609, includes \$1,929 transfer to Health Insurance.
- FY 99-00: 98/99 actual transfer increase to \$456,961.
 - Transfer: Budgeted at \$356,000.
- FY 00-01: 99/00 actual transfer at \$356,000.
 - Transfer: Budgeted at \$189,000.
- FY 01-02: Parking meter collection, maintenance, and enforcement revenues and expenditures were moved from the General Fund to the Parking Enterprise Fund. Parking meter rates and fines increased. Parking Division transfer to the General Fund set at a flat 17% of Parking Enterprise Fund revenues. This was established to offset net revenues

the General Fund lost from transferring parking meter and enforcement revenues to the enterprise fund.

- Transfer: Budgeted at \$294,238.
- FY 02-03: 00/01 actual transfer at \$189,000.
 - Transfer: Budgeted at \$245,004.
- FY 03-04: 01/02 actual transfer at \$242,677.
 - Transfer: Budgeted at \$253,797.
- FY 04-05: 02/03 actual transfer at \$227,614.
 - Transfer: Budgeted at \$263,714.
- FY 05-06: 03/04 actual transfer at \$234,349.
 - Transfer: Budgeted at \$258,051.
- FY 06-07: 04/05 actual transfer at \$231,466. New meter and garage rates went into effect. City Council capped the Parking Division transfer to the FY05/06 amount in order to keep increased revenue from the rate increase in the Parking Division.
 - Transfer: Budgeted at \$313,275. (FY05/06 actual transfer amount not yet established.)
- FY 07-08: 05/06 actual transfer at \$233,308. This sets the amount of all subsequent transfers.

In fiscal year 1989/1990 the parking garage revenue (Park 1, Park 2, and Park 4) was moved to a separate Enterprise Fund to keep the budget and the Comprehensive Annual Report in the same format, as well as to follow generally accepted accounting principles. The difference between the budgeted revenues and budgeted expenditures will be shown as a transfer to the General Fund. In fiscal year 2001/2002 parking meter collection, maintenance, and enforcement revenues and expenditures were moved from the General Fund to the Parking Enterprise Fund. When parking meter rates and fines increased, the Parking Division's transfer to the General Fund was set at a flat 17% of the Parking Enterprise Fund revenues. This was established to offset net revenues the General Fund lost from the transfer of parking meter and enforcement revenues to the enterprise fund.

Chris handed out packets, to each member, of materials he had found and correlated, from the past 20 years to show where the transfers were listed and as reference material for the Board. Randy asked if Bruce S. would be willing to start a narrative to the City Council in regards to the Parking Division being able to discontinue the transfer and then have it reviewed by Bruce McCandless and Chris and then signed off by the Board. Chris stated that it was a good time to do this as it was budget time and that Chris could add the letter of proposal to his budget presentation that will be reviewed at the City Council work session at the end of May.

It was stated that it may be best to offer some type of solution such as phasing out the transfer in a three year cut back. Other items were also listed that the Board felt were important to add to the narrative such as;

Showing a brief history of the transfer.

Stating that the people that park downtown are the ones having to pay this transfer as a sort of tax, whereas, others of the City did not. In turn this gives a feeling of disincentives for having a business in the downtown corridor.

The Board's intentions of what they plan on using the money for, such as, future parking structures or large scale maintenance to the existing structures.

That the new stimulus package could help alleviate the pressure on the General Fund when/if the transfer is discontinued.

Also note that other enterprise funds are not transferring at the same rate as Parking is.

Bruce agreed to start the narrative and get it to Randy for review. Randy would then get the information to the Board and Chris via e-mail.

Working list:

Randy asked that the Board add in a couple other "Old Business" items. He suggested that the Board come up with a working list of items that need to be looked at or addressed by the Board. He suggested that the Board start with the list he had, which he would get to Chris so that Chris could get it to other Board members for them to review or add to and to possibly flush out other items or ideas. Bruce suggested adding to Randy's list that the Board have an open discussion with both hospitals and the college in regards to a plan to optimize parking in that corridor and other options that could go along with those type of changes.

Map:

Chris advised the Board that he had received the map, both the electronic and hard copy, which was requested, just 20 minutes before the meeting started. The electronic map is stored on the map server and Chris states that he will look into getting a projector or lap top to view the map during the next meeting.

Park 4 garage:

Nick asked what was happening with the Park 4 garage. Chris stated that the City Council is waiting on the completion of the parking study in order to make an informed decision on whether to keep or sell the garage. Nick stated that he

believed, after speaking with Terry Moore, that there may be interest from 1st Interstate Bank in regards to the purchase.

Possible security cooperative:

Chris is still planning on getting together with Chris Johnson of the Crowne Plaza, Aaron Sparboe of the Wells Fargo Building and possibly others in the neighborhood, in regards to some sort of security agreement. It was asked of Chris to put this item on the agenda for April.

NEW BUSINESS:

DBP Report:

None to report.

DBA Report:

None to report.

Informational Items:

Chris had a meeting with Mike Nelson from the Northern Hotel property where he learned that Mike is looking at re-opening the parking garage to guests and employees only. However, Mike is open to the idea of building a new garage with additional meeting places or possible retail space. Chris stated that he knew that Toliver & Honaker along with Chris Johnson from the Crowne Plaza were possibly interested in expanding to include the surface lot east of the parking structure and even possibly the whole block between N. 28th and N. 29th on Montana. It is Chris' understanding that Mike is planning on re-opening the Northern with all the amenities that were currently in the hotel including banquet, event and meeting facilities along with the re-opening of the restaurant.

Shane Winden is now currently patrolling the downtown area as the new Downtown Resource Officer. Several members of the Board stated that they have met Shane and he seems to be a perfect fit for this position as he is very personable and eager and willing to service the Downtown area.

Chris will be heading to the International Parking Institute Convention in May. The convention is being held in Denver and Chris is looking forward to what is being offered and seeing some of the Denver area. This year's "motto" is *"Parking as a method of change."*

Chris has submitted his budget for fiscal year 2010 for Administrative review by Tina next week. Chris has added three supplemental budget requests (S.B.R.) for the new fiscal year. The first request is to adjust the budget for increased spending for snow removal as the price to do this has risen substantially. Chris stated he will be looking at additional businesses this next year for competitive

bids. He has also added in a request to add a part-time building services worker as it has come to his attention that the cleaning that needs to be done for the division is more than one full time person can handle. Additionally, Chris was approached by facilities manager Saree Couture in regards to a façade wash of City Hall and Park 3 garage. Chris stated it wouldn't be much for the Parking Division but there is a small amount that we would be responsible for.

There is currently one lease space still available for rent at the Park 1 garage, the location where Gunsmoke B.B.Q. used to be. The property has been being advertised and at this time there seems to be some interest from Dan Konen of MT. Brewing Company to start a new business in this location.

Adjourn:

The meeting was adjourned at 5:27p.m.