

**Approved**  
**PARKING ADVISORY BOARD**  
**November 9, 2009**

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

Steve Bruggeman ✓  
Bruce Simon ✓  
Nick Blake ✓

NOTES:

The meeting was called to order by Scott Wetzel at 4:10 p.m. Those present were: Chris Mallow and Kelly Cox. Randy took over the meeting at 4:15 when he arrived at the meeting.

**PUBLIC COMMENT PERIOD:**

No Public comment to report.

**REPORTS AND ACTION ITEMS:**

Approve minutes from September meeting:

Don motioned to approve minutes as written from September. Nick seconded the motion. All members were in favor and the motion passed.

Monthly Report – September 2009:

The 10-hour permit report was sent separately, via e-mail, from the Parking Board packet due to Chris receiving the information after the packet was sent out. No questions were asked in regards to the reports.

**OLD BUSINESS:**

Downtown Parking Study Update:

Chris has spoken with John Revell from Rich and Associates and was told that Rich and Associates are working on finishing up the calculations and will be sending information to Chris in regards to information that Chris will need to forward to them. Rich and Associates are looking at having the finish product to the Board before their December 2009 meeting for review before sending it for City Council for their approval during their January 2010 meeting. Bruce Simon asked that the Board receive the draft as much in advance of the Board meeting

in order to review it. Chris stated that he would make sure that Rich and Associates forwarded the information as soon as possible.

**NEW BUSINESS:**

Minnesota Ave. Lot Discussion:

This item was put on hold until Randy Hafer showed up to the meeting. Randy showed up at 4:15 p.m. and this Agenda item was addressed after the Special Parking District Policy discussion was finished.

Special Parking District Policy Discussion:

Don Olsen had concerns in regards to the Policy as written in the Parking Advisory Board Policy Packet. He stated that he would like the Policy to state clearly the parameters of why some areas and not others were granted Special Parking Districts. Don stated that he would like to see a logic based policy that clearly stated why the P.A.B. made these types of decisions. He stated that he felt it was important to have a policy that was logically and clearly written so that future P.A.B. members would have a clear understanding where these districts came from and how the decisions were made.

It was stated that although Montana Ave. was an anomaly in regards to this subject the current policy only applies to areas where no one is currently parking and that the policy is a way to help spur development.

There were concerns in regards to not having it clearly written that there was an end time for the special parking district such as in the Montana Ave. case. Steve Bruggeman stated that he felt that the Board needed to fall back to the Mission Statement of the Board in regards to this issue to "provide balance for downtown." He also stated that he felt that the Board already had a blue print to work with, with the policy they currently had. Randy agreed with Steve.

Don wanted it to be made clear that others were welcome to come forward and ask for such special accommodations.

Bruce S. motioned that the Chairman appoint a committee of three to change the wording and bring it back to the Board for approval. Don stated that he felt that a committee was not necessary. There was no second to the motion and the motion failed.

It was decided that when the Minnesota Ave. project was completed the Special Parking District policy would be changed to add that the area would be revisited after two years to see if it was deemed necessary to return the meters to this area.

Park 1 Conversion to Monthly Only Garage:

Information:

At the October Parking Advisory Board meeting Bruce Simon asked Staff to prepare a cost/benefit report for taking the Park 1 Parking garage to completely monthly thereby reducing one staff member and eliminating all transient parking. Currently Park 1 has 27 stalls signed as Hourly Only for customers needing to park downtown for longer than the two hour on-street meters allow but not frequently enough to justify paying a rental space in the garage for an entire month.

**Currently:**

Total hourly revenue in October 2009 for Park 1:	\$ 1,382.33
Total hourly revenue budgeted for Park 1:	\$14,500.00
Total number of people on waiting list for a covered space:	0

**Direct Savings/ (Costs) if converted to Park 1:**

Personal costs:	\$49,700.00
Additional Revenue:	\$19,200.00
▪ Assuming all spaces are rented at \$50/each	
▪ Assuming renting 27 @ 120% = 32 spaces	
Net gain/ (loss) to Park 1 budget	\$54,400.00

**Service Impacts/Enhancements to Park 1:**

- Lower ability to respond to customer's concerns such as security, cleanliness, and equipment failure without a garage attendant present at the garage.
- Unemployment costs would also be a factor and not included.
- Parking Enforcement would not have to cover garage shifts which would result in more days of enforcement.
- Higher amount of on-street abuse due to those former hourly customers now having to park on-street; leading to negative public impact.
- Maintenance of Monthly Customer Lists and Billing duties will need to be reassigned to Parking Division Staff resulting in larger workloads for existing Parking Staff.
- Ability to respond to updates for parking groups and changes to billing.
- Staff time will be needed to check operability of garage systems on a more frequent basis.
- Garage will be closed to public during downtown events that draw large amounts of people.

Staff Recommendation:

Staff advises the PAB that there is currently nobody waiting for spaces in the Park 1 garage. In October 2009 the occupancy for covered spaces was at 108% or about 32 spaces vacant.

Staff recommends that this action be tabled until the demand is present before any changes are made to the supply.

Bruce Simon stated that it would be best to table this item since it was added on after the agenda was posted so that any concerned patron was aware that it was on the agenda and would have the opportunity to join the meeting to discuss the issue.

It was also recommended that some sort of advertisement be done to let the community know that there were available covered and reserved spaces in Park 1, Park 2 and Park 4 garages. It was suggested that possible avenues for advertising could be the DBA, DBP, BID, City of Billings' web site and the City Link.

Nick asked how much it would cost to automate the garages to turn Park 1 into monthly only which Chris answered there would be no cost for that as the garage is already set up for monthly patrons.

This item was tabled until the December 2009 meeting.

DBA Report:

No information to report.

DBP Report:

No information to report.

Informational Items:

Chris informed the Board that their decision to change the area around the Library was put on hold by Tina until there was a decision made in regards to the future of the Library. The Board asked Chris to advise them of these decisions when they were made so that they knew in a timely manner. Chris stated that he would do so in the future and that he did not do so early because he wanted to be able to tell them face to face in order to field any questions or concerns they may have had.

Bruce Simon stated that he felt there were two issues that needed to be addressed, utilization and the process of getting information from the meters. Chris again stated that he was still waiting on Duncan to fix the software issue and that until then there was no way to retrieve the information from the hand-held that collected the information. Bruce also stated that he felt that meters were a psychological barrier to patrons wanting to park downtown. He feels that all meters should be removed and replaced with two hour signed parking. Leticia agreed that the meters have this effect. Bruce stated that without the meters he felt that the downtown area would be viewed as a friendlier, more attractive place to come to. Leticia stated that there was software, that Bozeman is currently using, that can scan the plates and can easily be used by one person.

Chris stated that it was the right of the Board to recommend issues to City Council however it was advisory only and that operational issues were those of the Parking Division and City Council to deal with.

Kim Barnett, a downtown building owner, has recently rented her building on N. 35<sup>th</sup> St. and Montana Ave. She is requesting that the two of three spaces in front of this building be returned to the two hour signed parking and one space made a 10-minute zone. Chris is willing to do this following Parking Board Policy, placing the 10-minute zone at the end of the block.

Monday November 16, 2009 Chris will be presenting his Administrative business plan to the City Council at their work session. He will bring the plan to the P.A.B. during the December 2009 meeting.

The retainage has been released to A-COM for the final payment on the garage painting project.

Downtown Subs are in their new location on the corner of 3<sup>rd</sup> Ave. N. and N. 29<sup>th</sup>. Tammy is happy to have the corner spot and business seems to be doing well.

New Day is out of their lease space.

Conoco/Phillips is currently storing some office furniture in their lease space and has no intention of renewing the lease at the end of the year.

Mann Mortgage is looking at taking half of the Conoco/Phillips space when Conoco/Phillips contract expires.

Chris, Bruce McCandless and Ernie Bleinberger from Strategy 5 are working on phase 3 in regards to the sale of Park 4 garage. Strategy 5 will assist in the purchase proposal at a cost of \$10,000. As part of this Chris and Pat Weber will need to work with Capital One in regards to the contract for the Park 2 expansion as it states that the City will not sell off any revenue generating property during the time of the loan.

Zoot Construction will be installing site fencing around the Northern hotel on 1<sup>st</sup> Ave. N. and Broadway to block off the parking lanes in order to do further construction on the Northern Hotel.

Chris has contacted Terry Smith in regards to the conceptual map of the hospital area. Terry stated that he is still looking for it. The Board has asked Chris to bring it to the December 2009 meeting.

The Board has asked Chris to continue with the bicycle rack project and suggested that he speak with Darlene Tussing, Shane Winden and Joe Stout, from the DBA, to get more insight and suggestions on where would be the best places to install bicycle parking.

The Parking Division has a new employee, Jim Rindahl, for the vacant maintenance position. Jim was an internal candidate from motor pool.

Adjourn:

The meeting was adjourned at 5:50 p.m.