

Approved
PARKING ADVISORY BOARD
June 8, 2010

Randy Hafer√
Bruce Simon √
Nick Blake (Esc.)
Mitch Goplen (Esc.)
Lawrence Smith √

Steve Bruggeman√
Don Olsen √
Leticia Moore (Esc.)
Scott Godfrey √

NOTES:

The meeting was called to order by Randy at 4:02 p.m. others present were: Jackie Yamanaka with Yellowstone Public Radio, Lisa Harmon, Nicole Cromwell, Wyeth Friday, Chris Mallow and Kelly Cox.

PUBLIC COMMENT PERIOD:

Jackie Yamanaka from Yellowstone Public Radio was present to witness the meeting. She was not interested in having time for a public comment.

REPORTS AND ACTION ITEMS:

Approve minutes from May meetings:

Steve motioned that the minutes from the May meeting be accepted as written. Don seconded the motion. All members were in favor and the motion passed.

Monthly Report- May 2010:

Randy asked about the drop off in validations for Park 1. Chris stated that M.S.U.B. had several events in April and that Eagle Mount had an abundance of staff downtown. Chris said the average for Park 1 validations was normally around 155-160.

Bruce S. suggested that City employees (approx. 80) be moved from Park 3 garage to Park 2 garage so that the waiting list at Park 3 could be reduced if not eliminated. Chris informed Bruce that this subject had been broached and that a survey had been done and given to Bruce Mc. who in turn gave it to Tina but no decision had been made. Randy asked that Chris specifically note to Tina the amount of the waiting list at Park 3 and that she see the minutes in regards to this subject so that she knew that the Board felt it would be a good fiscal thing to do. Randy would also like to see this item be put on the agenda for July and asked Chris to check the union contract language in regards to this.

Bruce S. also suggested that the 10-hour meters be removed and that the areas that now have 10-hour meters be unregulated free parking. He stated that he felt there is not enough money coming from these meters and that it is a waste of time and resources to collect and enforce them. He stated that it did not make economical sense. Chris stated that he has been doing an analysis of the area where the Board decided to remove 2-hour signed parking and allowing free parking. Chris said that he believes it is because removing the signed parking that the patronage and revenues in the garages is down. Additionally, Chris reminded the Board that the reasoning behind the 10-hour meters was not financial but a systematic approach to managing parking. Chris believes that without the 10-hour meters there would be a systematic parking failure with the garages getting the brunt of it.

OLD BUSINESS:

Updates to Strategic Planning List of Projects:

a. Research on Parking Maximums:

PARKING ADVISORY BOARD – Planning Decisions (3/16/10)

- 1.** *Support/encourage diagonal parking in hospital corridor and Dehler Park (underway at Clinic); City to do Dehler Park; Chris to contact SVHC*

Chris advised the Board that Sanderson/Stewart have the contract to go forward with the work on the Dehler park project. Chris has set up the contract in two phase so that the City reserves the right to move forward after the initial phase of the drawings. Randy stated that he believed the estimate for this was high but Chris stated he was concerned about possible handicap accessibility issues that may arise when adding the handicap spaces on the street. He also added that the project would then need to be reviewed by the Engineering Department and there may be a fee for their review. Chris expected that it shouldn't be more than \$2000.

- 2.** *Support EBURD parking overlay zoning (underway – final council approval 3/22/10)*

- 3.** *Recommend changes to CBD parking*

Option 1

- *Adopt anti-shuffling ordinance (Chris to research; 6 month phase in)*
- *3 “zones”:*
 - *2 hr. metered in highest use/turnover areas*
 - *10 hr. metered in desirable long stay locations*
 - *Remove meters at fringe areas with low utilization*

Option 2

- *Adopt anti-shuffling ordinance*
- *3 “zones”:*
 - *2 hr. signed (no meters) in highest use/turnover areas*

- 10 hr. metered in desirable long stay locations + pass
- Remove meters/time limits in fringe areas

- Chris to get consultant opinion, then conference call

Either option must support & encourage continued use of garages

- *Adjust 10 hr. rates to support garages*
- *With Option 2, increase fines for shuffling or overstaying limit*
- *With Option 2, update technology to enforce*
- *Retain courtesy tickets for 1st offences*
- *Retain monthly 10 hr. passes*

Chris spoke with Kimley-Horn in regards the request from the Board about removing meters to replace with 2-hour signed parking and the scope of work that was received from Nelson/Nygaard and Carl Walker. Chris stated that he felt that Kimley-Horn had a more strategic parking plan and was looking at using the information from the Rich and Associates study along with the City's needs, goals, policies and possible new technology to come up with a plan that is more in line with what the Board is trying to accomplish. Chris would like to see Kimley-Horn's scope of work, modify using both theirs and Carl Walkers and bring the information back to the Board for review. As part of this it was understood that the question about removing meters and implementing the other enforcement efforts would be answered. Chris expects this study to cost somewhere in the area of \$25,000. Steve asked if this was something the Parking Division could afford at this time and Chris stated he believed it was. Chris stated he would add this to his list of capital projects.

4. *Work on Parking Division Finances*

- *Letter to Council strongly recommending phasing out Parking Division transfer to General Fund (233k/yr.)*
- *RH/GK to draft letter; signed by all; bond new garage, etc.; present at Work Session with several members, letters of support*



FROM THE DESK OF . . . PATRICK M. WEBER

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MEMORANDUM

To: Honorable Mayor and City Council

CC: Tina Volek

Bruce McCandless

Date: June 4, 2010

Subject: Parking transfer to the General Fund

There was much discussion about the Parking Fund transfer to the General Fund at the May 25th work session. This discussion was prompted by the Parking Advisory Board's letters to Council and discussion at the work session.

I found my original research and dug a little deeper in an attempt to provide the Council with information regarding the transfer, which is summarized below:

In FY 80, the Parking Garages were moved from the General Fund to an enterprise fund for budgeting and financial reporting purposes. The difference between the budgeted revenues and expenditures of \$217,000 was transferred to the General Fund starting in FY 90. The transfer was necessary to keep the General Fund revenue levels the same as 1989. The transfer amount remained around the \$200,000 from FY 91 through FY 96. The transfer amount was \$189,000 in FY 97 increasing to \$470,000 in FY 98 and varied in amounts until FY 01 when the transfer was reduced back to \$189,000. I could not find any documentation on why the transfer was increased in FY 96 through FY 00.

The Parking Enforcement operation was moved from the General Fund to the Parking Fund in FY 02 for budgeting and financial reporting purposes. At that time, Resolution number 01-17859 set the transfer at 17.5% of all revenues.

Attached you will find a memo to the Parking Board from Robert Keefe, Finance Director at the time, from 2001. The memo indicates that the transfer would be discussed with the Parking Board on November 13, 2001. I have also attached Mr. Keefe's spreadsheet (labeled exhibit C in the 2001 memo) for your reference. The spreadsheet uses the difference between five years worth of enforcement revenue and expenditures (labeled # 1) plus the \$189,000 transfer amount that started when the garages were moved to the Parking Fund (labeled # 2) to arrive at the 17.5%.

The Council passed Resolution number 06-18443 on June 28, 2006, which capped the amount of the transfer at the FY 06 amount which was \$233,308. Starting in FY 08 this amount has been used annually.

To: Parking Advisory Board
Subject: Parking Accounting, Fee and Fine proposal

Attached is a proposal to change the accounting for parking meters and enforcement and to adjust parking garage and parking meter rates.

The accounting change is designed to allow most, if not all of any rate increases for meters to remain in the parking fund and be available for downtown parking purposes.

Parking rates in the garages have been adjusted only once since the garages were built. In 1995 covered reserved spaces were increased in Park I and in Park IV. Roof rates have not been adjusted since the garages were built. Park I was built in 1977, Park II in 1979, Park IV in 1985 and Park III in 1991.

It is unknown when parking meter rates were last adjusted. Surveys of other communities clearly show that the 10 cents per hour current rate is the lowest in the state and probably the country. For some time now, meters have accepted quarters as a convenience to parkers. Approximately 36% of coins currently used in the meters are quarters.

Several projects are in the future that will likely require additional money from parking operations. The proposed diagonal parking in the central business district (CBD) will require parking stalls to be painted on a regular basis, there is a real possibility that we will be expanding Park II garage in the near future, potential paving of the "arcade" lot and the possible creation of "pocket" lots in the CBD will also require funding in the near future.

One significant proposal that the board should pay particular attention to is the suggestion that we lower the hourly rate in the parking garages to 25 cents for each hour or part thereof. There would be no free time allowed. That rate currently is 35 cents with the first 10 minutes free. The reason for this proposal is to make sure that the on street parking is not less expensive than the garage parking. Shoppers in general do not like to park in garages and we are attempting to keep the on street parking available for them as much as possible.

Another proposal that deserves some discussion is to change to an escalating fine system. The fines for overtime parking (metered or non-metered) would be zero for the first violation within a rolling 90-day period. The second violation would be \$5, the third \$10 and the fourth and thereafter \$20. We think this would mostly penalize those persons who habitually park on the street in spaces we want to turn over frequently. We are unable to predict the financial impact of this change so we have left the projection for fine revenues at the current level.

Attached supporting documents are:

- Exhibit "A" - Parking Accounting, Fee, and Fine Proposal.

This summarizes the proposals and the justification.

- Exhibit "B" – 1999 Meter Rate Survey and July 2000 Garage Rate survey.
- Exhibit "C" – Parking Support of General Fund (FY 97 – FY 01)
This schedule shows that over the past five years, the General fund has received support from parking related revenues amounting to an average of 17.5% of total parking related revenues.
- Exhibit "D" – Parking garage Rate Proposal
Shows the current and proposed monthly and hourly rates in the parking garages and the estimated impacts on revenue from the proposed rates.
- Exhibit "E" – Parking Division Five-Year Comparison – Parking Enterprise Funds Revenue/Expense.
Shows operating fund revenue and expense in the parking funds for the past four years, the current year budget and the projection for next year based on the proposed changes.
- Exhibit "F" – Parking Division Five-Year Comparison – General Fund Revenue/Expense.
This schedule General fund revenues and expenses which are to be moved to the parking fund. Actual revenues and expenses are shown for the past four years, the budgeted amounts for the current year and projected amounts next year based on the proposed changes.

This proposal will be reviewed at the November 13 Parking Advisory Board meeting. At that time, we hope to develop a consensus opinion to take to the City Council in December or January.

Please review this information and contact me if you need any clarification or if you think added information would be helpful. We are in the process of building a better downtown and the parking portion of that process is critical to its success. In order for the parking program to be successful, the rates must be kept current and be used in a way to promote our overall goals. We believe this proposal does that and would sincerely appreciate your input.

Robert G. Keefe
Director, Finance and Administrative Services

CC: Dennis Taylor
Bill McGill
Kurt Corey
Greg Krueger
Art Seibelli

Exhibit "C"

CITY OF BILLINGS
PARKING SUPPORT OF GENERAL FUND
FY 97 - FY 01

GENERAL FUND:	FY 97	FY 98	FY 99	FY 00	BUDGET FY 01	TOTAL	
REVENUE	\$458,669	\$444,080	\$437,059	\$439,479	\$432,960	\$2,212,247	
LESS TRANSFER	189,000	189,000	189,000	189,000	189,000	945,000	
NET REVENUE	\$269,669	\$255,080	\$248,059	\$250,479	\$243,960	\$1,267,247	
EXPENSE	182,457	206,810	203,442	183,570	227,836	1,004,115	
REVENUE OVER EXPENSE	\$87,212	\$48,270	\$44,617	\$66,909	\$16,124	\$263,132	#1
ADD TRANSFER	189,000	189,000	189,000	189,000	189,000	945,000	#2
SUPPORT FOR GENERAL FD	\$276,212	\$237,270	\$233,617	\$255,909	\$205,124	\$1,208,132	
REVENUE TOTALS:							
GENERAL FUND	\$458,669	\$444,080	\$437,059	\$437,479	\$432,960	\$2,210,247	
PARKING FUND	837,155	954,191	942,818	956,322	914,796	4,705,282	
TOTAL REVENUE	\$1,395,824	\$1,398,271	\$1,379,877	\$1,393,801	\$1,347,756	\$6,915,529	
GENERAL FD SUPPORT AS % OF REVENUE	19.8%	17.0%	16.9%	18.4%	15.2%	17.5%	

Randy went to the City Council work session along with Lisa Harmon and Greg Krueger to discuss the possibility of having the general fund transfer discontinued. Nicole suggested that there is State law that possibly prohibits this type of transfer and that the Board should look into this possibility and even ask Brent Brooks. Randy stated that he was still interested in pursuing this even if the discontinuation took a long time to come to fruition.

5. *Recommend changes to parking for rest of city (per list)*
 - a. *Provide diagonal parking for on-street parking whenever possible (or perpendicular in street centers where available)*
 - b. *Encourage an interconnected grid of streets in new developments*
 - c. *Require all new streets in commercial areas to be designed to accommodate on-street parking*
 - d. *Allow on-street parking to count as part of total parking requirement or make on-street parking a mandatory offset of on-street parking*
 - e. *Allow an offset for bicycles/scooters/motorcycles (biking racks downtown)*
 - f. *Allow compact/energy efficient car spaces as part of the total requirement (smaller)*
 - g. *Create a standard for the maximum number of parking spaces provided depending on project type; change current into maximum; set new floor*
 - h. *Allow/encourage parking sharing between parcels/properties; i.e. if more than 1 business adjacent, then max. X .9 = total for entire site, 3 or more X .8, 5 or more X .7, etc.*

SUBJECT: RESEARCH OF PARKING MAXIMUMS

Information:

At the May 2010 Parking Advisory Board meeting Randy asked Staff to find out what Parking Minimums and Maximums exist in other Montana cities.

- **Bozeman** –
 - Minimum parking requirements are determined by use of a specific building.
 - Maximum parking is capped at 125% of minimum requirement.
 - **Landscaping in Lieu** – allows for deletion of 5 spaces or 10% of required spaces (whichever is less) if 350 square feet of landscaping, trees, or streetscape is installed.
 - **Payments in Lieu** – may satisfy parking requirement by providing an equivalent cash-in-lieu payment that is determined by the Bozeman Parking Commission.
 - **Shared Parking** – Up to 80% of the non-residential parking requirement may be provided through shared parking if parking can be provided to serve two or more individual land uses without conflict or encroachment.
 - **No Bicycle offset found but bicycle parking is required.**

- **Great Falls** –
 - Minimum parking requirements are determined by use of a specific building.
 - Maximum parking is capped at 120% of minimum requirement.
 - **Payments in Lieu** – Allows for the parking requirement to be reduced if a payment of \$1000 per space is made.
 - **Shared Parking** – Sharing of parking spaces is allowed if those spaces accommodate two or more buildings and are within 400 feet of the building(s) in question.
 - **No Bicycle offset found but bicycle parking is required.**

- **Missoula** –
 - Minimum parking requirements are determined by use of a specific building.
 - Maximum parking restriction does not allow more than 4.3 spaces per 1000 square feet of gross leasable floor area. No provision for payments in lieu.
 - **Shared Parking** – Allowed if applicants file a shared parking agreement. Amount of space reduction is based on type of use and operating hours of applicants.
 - **No Bicycle offset found but bicycle parking is required.**
 - **Motorcycle offset is allowed.** For every 4 motorcycle parking spaces provided, the automobile parking requirement is reduced by one space.

- **Helena** –
 - Minimum parking requirements are determined by use of a specific building.
 - Maximum parking:
 - Lots of 20-50 spaces: capped at 120% of minimum requirement.
 - Lots of 51 spaces or more: capped at 110% of minimum requirement.
 - **Shared parking** – Parking spaces within 700 square feet of the building will be counted toward off street parking requirement.
 - **On-street offset.** A one-to-one basis for on-street parking adjacent to a development's property line.
 - 20% reduction if a transit stop is within 300 feet of the main building entrance.
 - **Bicycle offset** – one required parking space could be eliminated if two bicycle parking spaces are installed.
 - **Landscaping offset** – 20% reduction in requirement if 300 square feet of landscaping or acceptable public space is provided.

Nicole stated that she thought it was a good idea to pursue this issue and that it would probably be best to include both Engineering (who currently manages Site Development Code where the parking code currently is) and Public Works. It was asked if it would be possible to customize zoning policy for different types of building projects such as new construction, rebuild or existing structures. Nicole stated she didn't see why this couldn't happen. She stated it was important to keep in mind not only change of use but expanse of use and stated that not only does the City not want to over park but they don't want to under park either. She also said that there were good reasons to move forward with this type of management such as the City's liability to control storm water management and the livability factor of the City. It was decided that the Board would like to get together with Engineering, Planning and Public Works.

- i. Encourage parking behind buildings.*
- j. Bike racks.*

Bike parking update:

Chris has found out that the Met transit is renting their bike lockers for \$10 a month. It was advised that Parking Division keep the rental of the bike lockers the same as the Met to keep it simple and consistent. It was discussed that the lockers will cost \$1,800 for a two bike locker and Chris is looking at purchasing two lockers. It was discussed if it would be best to rent the lockers monthly or daily but no decision was made on this yet. Chris stated that it would probably be best to have the keys rented from the Park 2 attendant as they are open early and leave late Monday thru Saturday.

25th Street Pedestrian Bridge – Parking Component:

Information:

At the May 2010 Parking Advisory Board meeting, Staff was asked to bring back a list of projects that require funding and use of Parking Reserves. This list includes projects that have been formalized and equipment approved for purchase (estimates only).

- Minnesota Ave Diagonal Parking -- \$135,000
- 29th Street Skywalk repairs -- \$185,000
- Dehler Park drawings -- \$15,000
- Dehler Park angled parking -- \$85,000-115,000
- Technology Audit \$14,000-20,000
- Condition Audit \$65,000
- 25th Street Pedestrian bridge parking lot \$120,000
- Power Sweeper \$50,000
- New pickup for meter maintenance \$22,000

The Board gave Wyeth their continued support of the Pedestrian Bridge after Chris affirmed that there were ample funds to cover the requested \$120,000 match of the CTEP funds. Wyeth stated that they would then continue the processes need to secure the land lease from Montana Rail Link. Chris was asked to send an e-mail to the Board and to Wyeth confirming that this was still in the budget.

Chris told the Board that he checked on the ownership of the Sky bridge at Park 1 and could not find any information stating the bridge owned by anyone other than the City. Bruce asked why the bridge could not just be completely closed off and no longer used. Chris stated that this had already been discussed and a survey had been done and the bridge was being used. Chris also stated that there was a rather large cost involved in removing the bridge completely. Additionally, this project has already been approved by the City Council.

Chris also advised the Board that the City Council had approved \$375,000 for future parking needs as part of the budget. He said that there were restrictions on reserve funds and that it was an Administrative order in place that there must be 16% (or approx. \$300,000) of total operating budget and one year's worth of debt service payments (equally \$545,000).

NEW BUSINESS:

DBA Report:

Lisa gave the DBA report stating that they are in full swing with the downtown events. The Strawberry festival is coming up and they are looking for volunteers.

They are also continuing with the safety program expansion since this has been a huge improvement with incident calls being reduced by over 2000 from last year.

Lisa stated that their purple 5k run was a huge success and that the B.I.D. is looking at giving a \$5000 grant for a group who is helping to alleviate poverty or helping the homeless.

The DBA currently has three bike racks on order and they should be here shortly. Lisa added that the benches at Buchanan Capital have been replaced with backless benches and will have a bike rack installed, when they come in, along with a garbage can. Park 1 garage will also get a bike rack and garbage can. Additionally, City Hall is looking at removing the benches in front of City hall and will be waiting to see if there is a need to replace them. Lisa said they are also working on replacing the benches at Neecee's with the no back bench option.

DBP Report:

Lisa stated that ground breaking on the new Federal Courthouse will be in October and that they are looking at a completion date of December 2012. It was brought to their attention that there would be a parking issue during this construction due to the number of workers that will need parking during the project and that the City should be aware of this.

Don stated that the Babcock Theatre has been added to the National Park Service's National Registry of historic places.

Informational Items:

The meters were installed at the County lot on Tuesday June 1. The Parking Division paid \$3800 for the meter mechanisms and paid somewhere in the area of \$2000-\$3000 to install the meter poles. Chris found that collections on these meters yielded \$751.42 from the period of around noon on Tuesday to mid-morning on Friday June 4th. He found this to be exceptional news since it is considered to be very good if green meter collections top \$500 for a full week.

Bruce left the meeting at 17:25

It was suggested that a possible solution to the Y.M.C.A.'s revolving loan default would be to put meters in their lot and apply the money collected to their loan.

Adjourn:

The meeting was adjourned at 5:57p.m.