

**Approved**  
**PARKING ADVISORY BOARD**  
**July 13, 2010**

Randy Hafer√  
Bruce Simon √  
Nick Blake √  
Mitch Goplen √  
Drew Smith √

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

**NOTES:**

The meeting was called to order by Randy at 4:04p.m. Others present were: Jackie Yamanaka with Yellowstone Public Radio, Tina Volek, Bruce McCandless, Greg Krueger, 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 June:

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

Monthly Report- June 2010:

Drew asked about the spike in patrons at Park 4 and Chris explained it was due to some auditors that were working in the area.

Leticia brought up that she had heard that the Parking Division was considering renting the Park 2 garage at 130%. She stated that there may be availability issues if TMG rented out the spaces they were holding on to (86 spaces). Chris stated there was nothing set in concrete that it was just an idea that he was throwing around due to the quick turn over rate at Park 2 garage.

Bruce S. asked about the feasibility of having no attendants and where that topic was at. Chris stated that the information from the technology audit would help answer this question.

Memo regarding Employee Parking in Park 3 garage:

**DATE:           OCTOBER 6, 2009**

This memo pertains to the feasibility of moving all City of Billings employees from the Park 3 parking garage to the Park 2 parking garage.

There are 85 City of Billings employees that park in the Park 3 parking garage located adjacent to City Hall. The parking for these employees is funded by departments O&M budget dollars. The 85 employees (53 covered, 27 roof, 5 assigned, four assigned PD Only spaces will not be relocated) make up 41% of Park 3's total monthly space inventory of 205. Park 3 location to the core of downtown has resulted in a very large waiting list of people wanting to park in this garage and a very small turnover in spaces; typical waiting list duration is 13-16 months.

The Park 2 garage has seen a decrease in the demand for monthly spaces, coupled with increasing our capacity from 120% of spaces to 130% has eliminated the waiting list at the Park 2 garage. Currently 30 covered spaces are available and no roof spaces available. I have also discovered that SFHII LLC (Wells Fargo Building) pays for 424 parking space but has 66 spaces that are not utilized.

Based on the immediate availability at the Park 2 garage I recommend moving the following departments first. This is based on the assumption that whole divisions will be moved at one time. And only Departments without Teamsters since there are not any roof spaces are available.

**First Phase:**

Admin	1
City Clerk	2
Human Resources	4
ITD	11
Legal	12

**Total:           30   Available spaces at Park 2: 30**

This immediate change will increase to revenue at the Park 2 garage by \$1350 a month (\$45/space for 30 spaces).

After the First Phase the following Departments will be left in Park 3:

	Roof	Covered	
City Court	11	3	
Facilities Management	2	1	
Finance/Purchasing	3	8	
Parking	8	1	
Police	4	10	
<b>Total</b>	<b>28</b>	<b>23</b>	<b>= 51 left in Park 3</b>

SFHII, LLC. manages tenant parking for the Wells Fargo Building downtown and they currently pay for 66 spaces that are not used by anyone (14 roof and 52 covered). The City of Billings could temporarily sub-lease these spaces from this customer until permanent space became available. Doing this would allow Facilities Management, Parking, and Police (26 additional employees) to make the move to Park 2 during Phase 1.

Moving these additional departments will increase the revenue at the Park 2 garage by \$855 a month (\$22.50/roof space for 14 roof spaces plus \$45/covered space for 10 covered spaces).

The additional 25 employees (City Court and Finance) would need to be put on the Park 2 waiting list and moved as space becomes available.

Average turnover at Park 2 is about 3 spaces a month. After 4 months the Finance Division will be moved to Park 2. After an additional 5 months the City Court employees will be able to be moved to the Park 2 garage. After all employees are in the Park 2 garage, the sub-lease spaces will begin to be returned to SFHII, LLC.

In conclusion, if the above process is followed all employees will be in the Park 2 garage within one year.

Employee morale will be the largest disadvantage. For that reason, departments should only be moved when all employees in that department can be moved. Some employees may have concerns about safety due to their shift starting/ending outside normal business hours.

A policy will need to be created for employees who currently pay a portion of their parking and want to remain in the Park 3 garage. The Parking Division does allow a roof parker to be on the waiting list and obtain a covered space if they pay the difference themselves. The Parking Division will allow this but only in the Park 2 garage. If, in the rare instance, an employee wants to pay 100% of their parking in the Park 3 garage they will have to go to the bottom of the waiting list just like the rest of the public.

Leticia wanted it noted that TMG was concerned about moving employees to Park 2 and the possibility of these employees infringing on the TMG spaces.

Chris explained to the Board that approximately 90 City employees parked in the Park 3 garage. Per Teamster contract (section 10.4) it states that "The City will

provide free rooftop parking for all employees covered by this Agreement.” All non bargaining employees are issued covered spaces. All spaces are paid for by way of transfer from each division’s budget to the Parking Division. Chris also reminded the Board that the roof is used as hourly overflow parking as well as Teamster parking.

Leticia asked if Employees paid at the same rate as any other customers. Chris stated that the City as a whole gets a 10% discount due to the number of people in the group, whereas groups, such as TMG, over 100 get a 15% discount. Chris also explained how the move would need to be handled by waiting for spaces to come available and by moving departments one at a time as a whole.

Randy asked Bruce M. what his thoughts were on this issue. Bruce M. stated that he understood maximizing the revenue but he stated that he believed many of the people on the Park 3 waiting list were currently using other means of City Parking and that the increase in revenue would not end up being as substantial as the Board thought. Bruce M. also had concerns in regards to Employee morale issues and potential safety issues, real or perceived, for the majority of the Employees that are female (some that start early and others that leave late). Additionally Bruce M. added that even if the decision was made there would still be City Employees that would not move such as those that currently park in the secured basement, again for safety and security reasons. Bruce stated that it would be unprecedented to ask paying customers to move for other paying customers. Bruce M. wondered why it was that the City Employees were the targeted group and not another group such as County (45 at P2 & 14 @ P3) or State or even the Valley Building group. Bruce M. was reluctant to set this type of precedent.

Randy asked Tina her thoughts on the subject. Tina stated that she’d like to hold her opinion until after a recommendation was issued. She stated that she had already had a meeting with the City Department Heads, whose employees park in Park 3 garage, and that they were reluctant to agree to such a move. Randy asked if a recommendation would need to go to Tina or to City Council. Tina stated that the recommendation would go to her.

Greg Krueger stated that he agreed with Bruce M. that picking on a certain group was not fair. He also stated that, real or perceived, safety issues would be brought to the forefront of this issue and that safety issues always come across negatively. The DBA has been working hard to change the perception of safety issues in downtown (having cut the number of calls in half within the last year).

Randy called for a motion. Bruce S. motioned that the Board not make a recommendation to Administration at this time but that the Board look for other options. Drew seconded the motion. All members were in favor and the motion passed.

## **OLD BUSINESS:**

### **Updates to Strategic Planning List of Projects:**

#### **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 had a meeting with Michael Sanderson, Mike Whitaker, Bruce McCandless and Randy Hafer on Wednesday June 23, 2010 to discuss the Dehler Park project. They are all hoping to have the project complete by August 11, 2010. Parking spaces will be increased by 58% totaling 117 spaces.

Michael Sanderson stated that he is still working with Billings Clinic and St. V's in regards to the diagonal parking in the medical corridor. Mitch stated that Billings Clinic is still moving forward with the project. Billings Clinic would like to get the changes approved and phase in the parking as allowed by their budget.

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 1<sup>st</sup> offences*
- *Retain monthly 10 hr. passes*

The R.F.P. for the technology audit has been sent out. Chris asked for a volunteer to sit on the selection committee with Council Member Dick Clark and

himself. Don O. volunteered. Chris explained that the proposals were due by the 19<sup>th</sup> of July and at that time he would get copies out to the selection committee for them to look over. Randy asked if Nick would be interested in sitting in on the committee. Nick stated it would depend on when exactly Chris wanted to meet and that if Chris would let him know he'd be able to commit to being there. Chris stated he'd let him know. Don asked the Board for some guidance in what it was they were looking for in a candidate to do the audit. Chris stated that he had been asked what the budget for this project was and he answered that price is not the determining factor. He said that the committee would be looking at the complete proposal including previous experience in this area. Randy stated that he'd like to see that they were credible, had experience with the removal of meters, garage technology and staffing vs. non staffing options. Chris sent the proposal to experienced consultants such as Carl Walker, Desmond & Associates, Kimley/Horn and Nelson/Nygaard. Randy also stated that he found it important for them to use the information that was generated from the Rich and Associates study.

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

The bike lockers have been ordered and are expected to arrive sometime around the middle of August. The DBA has installed a set of bike racks at the Buchanan Capital

building and have removed the benches at Park 1 and will be installing bike racks at that location also.

### Parking Maximums:

Chris met with Debi Meling and Chris Hertz from The City of Billings Engineering Department. They stated that they would like to come to the August meeting and discuss the recommended changes further. Randy asked Chris to also invite Wyeth Friday and Nicole Cromwell to the meeting. Deb told Chris it would be best if any changes went thru Engineering then to City Council to avoid having to go thru another Board (Planning).

### Bike Parking Update:

## **NEW BUSINESS:**

### DBA/BID Report:

The event season is in full swing. Greg wanted to thank the Parking Division and the Board for their support. They have been working hard on removing backs from benches with great success. Additionally, they are monitoring almost 200 trees after treating them in the previous two years for mite infestations. They do not plan on treating the trees again this year but will be actively monitoring them. Flower baskets are up and looking great.

### DBP Report:

The DBP is actively working on finding the funding for Park 5 garage which would be located at Montana Ave and Broadway. At this time it would entail buying the Tolliver building and demolishing the Northern garage. It is feasible to but a half block structure in that would contain 450 spaces. They are still looking into a mixed use facility with possible convention center and retail spaces. At this time Greg said this project would cost somewhere in the area of eleven million dollars. Greg would like to have Chris put the DBP on the September agenda so that Greg can bring in preliminary drawings. Greg is hoping to get funding thru several different sources such as tax increment funding and revenues from the sale of Park 4 among others.

### Informational Items:

The sale of Park 4 garage is moving forward with an independent appraisal being done by MAI appraisers. Chris will be meeting with their representative on Thursday July 22, 2010. The negotiations will begin after the appraisal. The City has reserved the right to either accept the appraisal or get another one. Chris

expects the contract to go to City Council sometime before October or November.

Chris has spoken with Aaron Claunch in regards to the Minnesota Ave. project. Aaron needs to know if there has been a design survey done. Randy stated that there has but that he wanted it made clear that they are not surveyors but that they did measure everything out. Aaron will get back to Chris on specifics such as quotes, price estimates and the possibility of a sealed bid. The construction administrator for this project will be Aaron Claunch and the Engineering Department.

The 10-hour library lot has been sold to Stockman Bank. Chris spoke with Mike Tuss from CTA who stated that the bank will be requesting an additional 10-minute zone when they open. Chris stated this was outside the Boards policy as there are already two in this area.

Underriner has moved and there are currently four 2-hour meters located next to their property. Kelly asked if these should be replaced with 10-hour meters. Chris stated that he noticed that these have been being used by patrons of the Library during the summer months. Chris also stated that he has had no complaints as of this time.

Don asked that Chris put on the agenda for August better signage for the meters that better and more clearly explain when patrons need to plug the meters.

Leticia asked that Chris put lighting and cleaning issues in the Park 2 garage be put on the agenda for August. Chris stated that he could talk about the lighting issue now. He informed the Board of the City wide energy audit that is in the works. As part of this audit the lighting in the garages has been addressed. McKinstry is working on a lighting performance contract with the City. They are looking at induction lighting (L.E.D.) instead of sodium lighting that we are currently using. McKinstry guarantees that the City will be able to pay for the upgrades from the savings from their electric bills. If the savings does not pay for the upgrades McKinstry will pay the difference. Bruce S. suggested checking with Northwestern Energy as they may have some sort of rebates too.

Bruce S. brought up residential parking zones stating that he had a friend in the Custer & 10<sup>th</sup> St. W. area that was being crowded out by the students at the local beauty school. He was advised to contact the local task force. Chris stated that there is an ordinance in place to be allowed to start a residential parking program. This process ends up going thru planning and code enforcement.

Adjourn:

The meeting was adjourned at: 5:37 p.m.