

Approved
PARKING ADVISORY BOARD
January 11, 2011

Steve Bruggeman ✓
Bruce Simon ✓
Nick Blake ✓
Scott Godfrey ✓

Don Olsen ✓
Leticia Moore ✓
Drew Smith (esc.)

NOTES:

The meeting was called to order by Chris at 4:12 p.m. Others present were: Lisa Harmon, Greg Krueger, Chris Mallow and Kelly Cox. Chris started the meeting by taking nominations for a new Chairperson and alternate. Nick nominated Don with a second to that nomination by Steve. All members were in favor and Don was elected the new Chairman. Scott nominated Leticia as the Chair alternate which was then seconded by Steve. All members were in favor and Leticia was elected the Alternate Chairperson.

PUBLIC COMMENT PERIOD:

None to report.

REPORTS AND ACTION ITEMS:

Approve minutes from December 2010:

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

Monthly Report- December 2010:

Chris explained that the 10-hour permits for December were lumped together as all permits sold in December and not separated by separate month. Chris explained to Lisa that the Staff and P.A.B. would like the 10-hour permits tracked by number of each month sold in a one month period.

Meter Collection Report:

Chris handed out the first collection reports that he generated from the maintenance hand-held. He explained to the Board that the first report showed how the numbers were put together. The second report showed how the

numbers can be manipulated. Chris cautioned the Board that these numbers only show a partial picture of the meters usage. Chris stated that the numbers did not show turn over, utilization, usefulness. He stated that these numbers simply shows how much time was paid for. Chris stated that the report shows a % but it does not answer what the % is of. It was asked if the program could process different types of reports such as to print out meters that have less than a predetermined amount. Chris stated that it seemed that this could be possible. Chris was asked by the Board to further pursue information available with this system.

Update to Park 2 revenue tracking:

As discussed in the December 2010 public comment section in regards to closing Park 2 garage at 6:00 p.m. Chris has actively been tracking all sales at Park 2 garage from 7:15 a.m. to 10:30 a.m. and 6:15 p.m. to 11:00 p.m. He gave the Board his tracking hand-out to show what the totals for just December were. He told the Board that he felt that it was wrong to assume that the information he provided showed an accurate yearly picture and asked to track the information for a full year to get an accurate view of revenue income during these times. The Board felt that it was not right to make Mr. Honaker wait a whole year for an answer to his request. The Board agreed that it was not wise to assume the numbers generated to date were an accurate representation of a whole year. They advised Chris to continue tracking the numbers for six months and after that time bring back this item for reevaluation. Lisa explained to the Board that Mr. Honaker already has a validation stamp but she has found that it is not currently being used much. The Board asked Chris to contact Mr. Honaker and explain their reasoning behind denying his request at this time and to suggest Mr. Honaker's employees utilize the Park 3 garage, as it is free after 6:15 p.m., or to encourage use of the validation system for Park 2 garage.

Discuss Next Steps of Technology Audit:

As part of Desman Associates scope of work they have completed the current conditions audit with their preliminary findings and suggestions. At this time Desman Associates is looking for direction from the Board where to go from this point. Scott asked Chris what his priorities were and what his thoughts on this were. Chris stated that he believed that Staff and the Board should look more closely at both Smart meters and Multi-space meters for on-street parking and explained the differences between the two options. He also stated that if the Board felt it would be useful they should look at pay in lane systems for Park 1 and Park 4 (if the City didn't sell Park 4) and definitely for any new construction. He would also like to see tighter procedures implemented for garages with potential upgrades to gate controls, cash registers and the possibility of adding credit card capabilities. Additionally, he would like to implement new safer more secure collection devices for meter collections.

It was decided by the Board that Desman Associates should look into:

- 1.) Smart meters over multi-space meters as they seemed more “user” friendly. Chris explained that the Smart meters averaged in cost between \$800 and \$1100 each.
- 2.) A technological way to proceed with an Anti-shuffling program. Along with this, Chris and the Board thought it was important that City Council be made aware of exactly why an anti-shuffling program needed to be put into place and how it would work.
- 3.) Updated software/equipment for both the booths and collections to help with safety issues, loss prevention and reconciliation.

Items the Board believed they could address without help from Desman’s were;

- 1.) Courtesy tickets- length of time between.
- 2.) Meters to keep or remove- with reports from Maintenance hand-held.

Chris wanted the Board to keep in mind the full duties of the Enforcement and Maintenance Staff before considering cutting personnel or shortening up the Enforcement area.

Capital Improvement Plan Project List:

Chris handed out a copy of the Capital Improvement Plan report to the Board members. He explained the report and why items were removed or added or had already been completed. He also explained the way he set up his report in opposed to other divisions, stating that his was more of a “to do list”, whereas other divisions, such as Parks is more of a “wish list”.

Chris explained the downtown striping project that he has spread over two years. He did state that he would make sure there were no overlay projects coming up in the new future so that he does not have striping done then end up getting overlay put down recently afterwards. Chris explained that Streets department does not have the funds to pay for striping and does not stripe anywhere else in Billings. Additionally, he added that the striping at Dehler Park would be originally paid for by Parking but would be maintained by the Parks Department.

Public meetings will be held to get input from the general public in regards to Capital Improvement projects. Meetings are scheduled at Castlerock Middle School on January 25th, The Moose Lodge on Calhoun on January 27th, and Will James Elementary School on February 5th.

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*

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*

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.*

NEW BUSINESS:

Downtown Alliance Report:

None to report.

Informational Items:

Bruce S. asked about the sale of Park 4 garage. Chris explained that Bruce Mc. had just given information to the committee that was set up to help negotiate the sale price of the garage. Randy Hafer, Greg Krueger, three council members and Bruce Mc. are the members of that committee. The appraisal from Strategy 5 came in at \$4.75 million however, it was noted by Scott that there was a land value assessed at \$1.1 million that should not have been added. The offer price at this time is approximately \$2.6 million. Chris stated that he didn't believe that the City would be willing to take this offer but was willing to negotiate. Chris stated that he was currently working at getting the server for the gate controls moved from Park 4 to the City's I.T. Department and bringing someone other than the Park 4 attendant "into the know" on how the server worked. He stated that would more than likely be him. Chris explained that with vacancies being higher than normal at Park 4 garage the net for that garage has fallen from an average of around \$200,000 to about \$100,000 in the past year. Chris contributes some of this to the processing center for 1st Interstate Bank moving to the east end of the E.B.I.R.D. however he feels other factors could be playing a role in the higher than normal vacancy rate.

Don asked Greg what effect the sale of Park 4 had on building a new garage. Greg stated that he felt it was important. Greg said that they were hoping that they wouldn't have to go 100% tax increment funding for the new garage. Additionally he stated that the tax value of the garage when private should be acknowledged and factored in. It should also be noted that there is a possibility

that if Joel Long owned the garage he could take one or more of the surface lots he currently owns and build on them instead of leaving them as lots. If this scenario was to happen, this too would add to the tax rolls and should also be factored in.

Bruce S. asked about the possibility of changing Park 1 into an automated garage. Chris stated that he wanted to wait to do this until after the decision on Park 4 garage was made. Chris was hoping to work with the Lincoln Center and shift the validations from Park 4 to Park 1 garage and then reevaluate to see if the dynamics at Park 1 changed. Chris also stated that there were other factors that needed to be looked at before deciding to automate Park 1 garage. He stated that he had heard talk of the Billings School system moving the classes from the Lincoln Center to another location. Chris stated that he would get with the school and see what their plans are. Chris also stated that it was important to factor in what the plans were with the potential new owners of Park 4 garage in regards to their intentions on hourly parking. Bruce S. suggested looking at meters along N. 30th St. for the Lincoln Center's use as they always seem to be empty.

Don asked that Chris bring back the restriping item to discuss at the February 9th meeting.

Tina Volek has asked Chris to attend the City Council work session on January 18th to discuss the *Our Gallery under the Big Sky* presentation with the Council Members.

Bruce S. asked that Chris look at the excessive yellow zone on 4th & N. 26th along with an excessive amount of 10-minute zones.

Adjourn:

The meeting was adjourned at: 6:05 p.m.