

PARKING ADVISORY BOARD

JUNE 14TH, 2011 AGENDA

Meeting Date/Time/Location

JUNE 14TH, 2011

4:00pm

CITY HALL CONFERENCE ROOM

PUBLIC COMMENT PERIOD

1.

REPORTS AND ACTION ITEMS

2. Approve minutes from May 2011 meeting
3. Monthly Report - May 2011
4. Empire Garage Design RFP and next steps
5. Renaming for City-owned parking garages
6. Review Report to City Council on removal of parking meters

OLD BUSINESS

NEW BUSINESS

7. Downtown Alliance Report
8. Informational Items
9. Adjourn

Unapproved
PARKING ADVISORY BOARD
May 17, 2011

Steve Bruggeman ✓
Bruce Simon ✓
Nick Blake ✓
Scott Godfrey ✓
Will Gilbert (esc.)

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

NOTES:

The meeting was called to order by Don at 4:04 p.m. Others present were: Chris Mallow and Kelly Cox. Bruce S arrived about 4:20 and Nick B arrived about 4:40.

PUBLIC COMMENT PERIOD:

None to report.

REPORTS AND ACTION ITEMS:

Approve minutes from March 2011 meeting:

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

Monthly Reports- March and April 2011:

Don asked if Chris saw any trends that needed to be pointed out. Chris explained that due to the Easter holiday and lack of events in downtown cash flow was down however he explained that it was up overall from last year at this time.

Parking Division Garage Summary - March 2011

Garages	Actual	Current	Prior	Variance	% Rented	Spaces	Maximum
<i>(by garage)</i>	Spaces	Month	Month	% P/M		Vacant	Capacity
Park I							
Roof	110	104	110	-5.5%	94.5%	6	110
Non-Reserved	275	287	286	0.3%	104.4%	-12	330
Assigned	33	21	21	0.0%	63.6%	12	33
Total	418	412	417	-1.2%	98.6%	6	473
Park II							
Roof	149	152	153	-0.7%	102.0%	-3	149
Assigned	68	58	58	0.0%	85.3%	10	68
Non-Reserved	386	448	447	0.2%	116.1%	-62	463
Total	603	658	658	0.0%	109.1%	-55	680
Park III							
Roof	61	75	72	4.2%	123.0%	-14	61
Non-Reserved	98	126	125	0.8%	128.6%	-28	127
Assigned	6	6	6	0.0%	100.0%	0	6
Total	165	207	203	2.0%	125.5%	-42	194
Park IV							
Roof	158	78	78	0.0%	49.4%	80	158
Non-Reserved	386	409	406	0.7%	106.0%	-23	463
Assigned	151	99	98	1.0%	65.6%	52	151
Total	695	586	582	0.7%	84.3%	109	772
Grand Total	1881	1863	1860	0.2%	99.0%	18	2,120
Lots							
Lot 27	28	28	28	0.0%	100.0%	0	28

Misc. Info.	Current	Current	Prior	Variance	Prior	Variance
	Month	Month	Month	% P/M	Year	% P/Y
Cash Sales	Tickets	Cash				
Park I	378	\$1,387.25	331	14.2%	356	6.2%
Park II	3153	\$5,498.25	2441	29.2%	2624	20.2%
Park III	2156	\$3,523.00	1804	19.5%	2073	4.0%
Park IV	215	\$533.00	201	7.0%	200	7.5%
Total	5902	\$10,941.50	4777	23.6%	5253	12.4%

	Current	Prior	Variance
	Month	Month	% P/M
Park & Shop	(total hours)		
Park I	568	184	208.7%
Park II	2725	2094	30.1%
Park III	1679	1632	2.9%
Park IV	243	52	367.3%
Total	5215	3962	31.6%

Crowne Plaza	(total validations)		
Park II	3147	2482	26.79%

Adult Ed	(total hours)		
Park IV	412	243	69.5%

Tokens	1531	1002	52.8%
<i>(green meters included)</i>			

Green Meter Tokens		34	at .16
		34	free

Parking Division Garage Summary - April 2011

Garages (by garage)	Actual Spaces	Current Month	Prior Month	Variance % P/M	% Rented	Spaces Vacant	Maximum Capacity
Park I							
Roof	110	104	104	0.0%	94.5%	6	110
Non-Reserved	275	283	287	-1.4%	102.9%	-8	330
Assigned	33	21	21	0.0%	63.6%	12	33
Total	418	408	412	-1.0%	97.6%	10	473
Park II							
Roof	149	153	152	0.7%	102.7%	-4	149
Assigned	68	58	58	0.0%	85.3%	10	68
Non-Reserved	386	444	448	-0.9%	115.0%	-58	463
Total	603	655	658	-0.5%	108.6%	-52	680
Park III							
Roof	61	77	75	2.7%	126.2%	-16	61
Non-Reserved	98	127	126	0.8%	129.6%	-29	127
Assigned	6	6	6	0.0%	100.0%	0	6
Total	165	210	207	1.4%	127.3%	-45	194
Park IV							
Roof	158	78	78	0.0%	49.4%	80	158
Non-Reserved	386	411	409	0.5%	106.5%	-25	463
Assigned	151	99	99	0.0%	65.6%	52	151
Total	695	588	586	0.3%	84.6%	107	772
Grand Total	1881	1861	1863	-0.1%	98.9%	20	2,120
Lots							
Lot 27	28	28	28	0.0%	100.0%	0	28

Misc. Info.	Current Month	Current Month	Prior Month	Variance % P/M	Prior Year	Variance % P/Y
Cash Sales	Tickets	Cash				
Park I	379	\$1,422.75	378	0.3%	346	9.5%
Park II	2613	\$4,152.50	3153	-17.1%	2555	2.3%
Park III	1952	\$3,198.25	2156	-9.5%	1766	10.5%
Park IV	222	\$467.50	215	3.3%	212	4.7%
Total	5166	\$9,241.00	5902	-12.5%	4879	5.9%

	Current Month	Prior Month	Variance % P/M
Park & Shop	(total hours)		
Park I	89	568	-84.3%
Park II	2471	2725	-9.3%
Park III	1342	1679	-20.1%
Park IV	228	243	-6.2%
Total	4130	5215	-20.8%

Crowne Plaza	(total validations)		
Park II	2731	3147	-13.22%

Adult Ed	(total hours)		
Park IV	296	412	-28.2%

Tokens	1085	1531	-29.1%
(green meters included)			

Green Meter Tokens	34	at .16
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MONTHLY 10 HOUR PERMIT SALES

2011			2010		
Month	Permits Sold	Total Revenue	Permits Sold	Total Revenue	Variance %
January	22	\$220.00	69	\$690.00	-68.12%
February	55.5	\$555.00	71	\$710.00	-21.83%
March	61	\$610.00	85	\$850.00	-28.24%
April	59	\$590.00	62.5	\$625.00	-5.60%
May	48	\$480.00	45	\$450.00	6.67%
June	8	\$80.00	72	\$720.00	-88.89%
July	3	\$30.00	62.5	\$625.00	-95.20%
August	2	\$20.00	72	\$720.00	-97.22%
September		\$0.00	63	\$630.00	
October		\$0.00	43.5	\$435.00	
November		\$0.00	45	\$450.00	
December		\$0.00	91	\$910.00	
Total	258.5	\$2,585.00	781.5	\$7,815.00	

Parking Financial Statements:

Don again asked about any trends that Chris could point out in regards to the financial statement. Chris stated that revenue was down in several areas such as bus bags and meter bags however he felt this was pretty historical for this time of year. Scott suggested that with the Metra being out of commission lately that may have something to do with revenues being down. Additionally, Chris added that Park 4 garage is still being underutilized along with three vacant rental/lease spaces at Park 1 garage.

**CITY OF BILLINGS - PARKING FUND
BALANCE SHEET
MARCH 31, 2011**

ASSETS		LIABILITIES & OWNER'S EQUITY	
CASH	\$1,078,780	VOUCHER'S/RETAINAGE PAYABLE	\$41,783
ACCRUED INTEREST RECEIV	1,615	ACCRUED SICK/VACATION PAY	39,258
INVESTMENT VALUE TO MKT.	(5,160)	ACCRUED WAGES/BENEF/OPEB	50,672
PARK ONE RECEIVABLE	(2,512)	PARK ONE DEPOSITS	3,335
PARK TWO RECEIVABLE	9,032	PARK TWO DEPOSITS	3,190
PARK THREE RECEIVABLE	(372)	PARK THREE DEPOSITS	1,205
PARK FOUR RECEIVABLE	(589)	METER BAG/PK METER DEPOSIT	(712)
LAND	4,075,502	PAYABLE TO DBA/CHAMBER LOT	120
BUILDINGS	24,300,174	ACCRUED INT PAYABLE	165,912
NONBUILDING IMPROVEMENTS	400,568	LEASE PAYABLE-KOCH FINANCIAL	5,190,161
MACHINERY & EQUIPMENT	701,133	EQUITY	
CONSTRUCTION IN PROGRESS	0	CONTRIBUTED CAPITAL	\$9,883,197
ACCUMULATED DEPRECIATION	(12,246,238)	RETAINED EARNINGS	2,933,812
TOTAL	18,311,933	TOTAL	18,311,933

PARKING DIVISION INCOME STATEMENT

for the month ended MARCH 31, 2011

	CURRENT YEAR 3-31-2011			PRIOR YEAR 3-31-2010	
	MONTH	Y-T-D	BUDGET	MONTH	Y-T-D
GARAGE REVENUE:					
PARKING GARAGE-HOURLY	\$ 20,538	\$ 165,941	\$ 201,500	\$ 19,661	\$ 138,147
PARKING GARAGE-LEASE	76,692	686,892	1,087,600	75,486	723,078
PARKING GARAGE-STORE	7,372	65,252	116,350	8,074	92,030
MISC. REVENUE	0	104	500	0	155
INT ON INVEST & MKT GAIN/LOSS	1,030	5,027	16,973	1,830	14,588
REVENUE FROM DEBT PROCEEDS	-	-	-	-	-
METER ENFORCEMENT REVENUE:					
YELLOWSTONE COUNTY PK LOT 29-09	\$ 876	\$ 5,608	\$ -	\$ -	\$ -
BUS BAGS 29-17	195	3,440	4,500	195	2,745
METER BAGS 29-19	510	5,384	16,650	1,025	18,115
GREEN METERS 29-10	1,270	9,336	11,750	1,227	9,091
PARKING TOKENS 29-20	196	1,757	2,100	-	1,171
MONTHLY METER PERMITS 29-21	585	5,725	12,400	710	9,475
PARKING VIOLATIONS 50-20	17,683	102,300	112,000	14,930	90,053
PARKG METER COLLECTION 29-11	29,472	212,748	291,000	26,217	217,200
DARYLL APT's/ VEEDER BUILD 29-14	-	-	-	-	-
PARKING LOT RENTALS 64-20	1,370	12,330	16,800	1,370	12,355
TOTAL REVENUE	\$ 157,789	\$ 1,281,844	\$ 1,890,123	\$ 150,725	\$ 1,328,203
EXPENSE:					
PARKING ADMIN. 15-21	\$ 42,414	\$ 392,811	\$ 684,488	\$ 38,739	\$ 370,111
PARKING METER ENFORC. 15-22	18,298	165,019	227,039	16,080	164,480
PARKING COLLECTION 15-23	6,851	67,983	88,124	8,093	65,763
PARKING LOTS/ MISC. 15-24	5,058	34,444	37,625	2,942	14,244
PARK ONE 15-91	25,138	164,315	188,665	13,139	216,426
PARK TWO 15-92	32,220	267,128	298,204	27,199	241,075
PARK THREE 15-93	10,683	105,072	139,890	12,611	154,456
PARK FOUR 15-94	23,800	136,287	159,276	13,286	242,528
DOWNTOWN FUTURE PARKING O & M	0	10,537	0	0	70,878
DOWNTOWN FUTURE PARKING CAP.	24,846	93,320	1,342,584	24,899	205,464
	\$ 189,308	\$ 1,436,916	\$ 3,165,895	\$ 156,988	\$ 1,745,425
DEPRECIATION	\$ -	\$ -	\$ -	\$ -	0
TRANSFERS OUT - TO GEN FUND	26,782	217,187	233,308	25,573	224,729
TOTAL EXPENSE	\$ 216,090	\$ 1,654,103	\$ 3,399,203	\$ 182,561	\$ 1,970,154
REVENUE OVER (UNDER) EXPENSE	\$ (58,301)	\$ (372,259)	\$ (1,509,080)	\$ (31,836)	\$ (641,951)

Live Performance Event Venue Policy-Draft:

SUBJECT: LIVE PERFORMANCE EVENT VENUE POLICY

Procedures:

- *Event Venues are defined, for the purpose of this policy, as buildings housing staged live performance with seating for more than 100 people as the building main use.*

Policy:

- All managing entities of the Event Venues will submit event schedules to the Parking Supervisor on a regular basis for future performances.
- Alleys nearest to main or stage entrance will be allowed to be used by performing company for loading/unloading equipment and other items necessary for the performance.
- Special accommodations can be made between the managing entity and the Parking Division regarding special parking needs during normal business hours when on-street demand is at its highest (i.e. School District attendance requiring large portions of temporary School Bus Parking).

By request of the P.A.B. Chris drew up the rough draft above as a possible “live performance event venue policy” in regards to loading and unloading of trucks/trailers/semis in alleys in the downtown area. The issue was brought up because there have been several complaints in regards to the blocking of parking spaces belonging to Western Security Bank in the alley beside the Babcock Theatre. The parking spaces in the alley are diagonally marked spaces for parking coming in the alley from the south driving north. It was suggested that the spaces be changed to be more perpendicular spaces instead of diagonal so that they could be accessed from both the north and south side of the alley with attention to where trucks are parking so as to not block off the spaces from one side or the other. It was suggested that Don have a discussion with a representative from Western Security Bank to try and work out some sort of agreement in regards to this issue and that perhaps a “policy” is not necessary. Additional concerns in regards to Fire Department Policy were also addressed. Leticia asked if the Parking Advisory Board was even allowed to adopt such a policy that could/may be in direct conflict with a Fire Department Policy. The Board felt that perhaps it was best if each individual need be addressed when it comes up in the downtown area, i.e. Alberta Bair, Babcock, Montana Ave, Venture Theatre, ect. It was suggested by Steve that perhaps it should be handled like a street closure with permits. Don did not feel that this solution would be feasible as this issue is not an everyday concern but yet will be an ongoing issue on occasion. It was decided that the Board was going to let Don work it out with Western Security Bank and that this subject be tabled indefinitely.

Review of Anti-Shuffling Discussions:

SUBJECT: REVIEW OF ANTI-SHUFFLING DISCUSSIONS

At the March, 2011, Parking Advisory Board meeting Staff was asked to bring back past discussions the PAB had concerning an Anti-Shuffling ordinance. Below are the snippets from previous P.A.B. minutes.

March 2011 meeting:

Leticia stated that she believed that regardless of what was decided with the meters she believed that the Board should consider reducing the number of courtesy tickets, institute an anti-shuffling ordinance along with better enforcement.

Chris was asked why there was no anti-shuffling in place already. He stated that at this time it was a technology issue. With what the Parking Division had now anti shuffling would be very labor intensive.

February 2011 meeting:

Scott stated that he was against the idea of taking out meters until there was a solution for employee parking and resident parking. It was again stated that an anti-shuffling law must be put into effect in order to enforce other changes that should be made. Other questions came into the discussion in regards to safety issues when walking downtown late at night. Ideas such as better lighting and even possibly shuttle service for those employees that would be willing to park outside of the downtown area. The issue of how the funds would be recouped from the loss of meter revenue was also again asked. Again it was stated that employers must be on board in order to curb their employees from parking on the streets.

January 2011 meeting:

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.

December 2010 meeting:

Randy asked if Desman's felt that Billings should institute an anti-shuffling law. They stated that they felt Billings should and that both Bozeman and Ft. Collins have anti-shuffling laws.

April 2010 meeting:

Chris gave the Board information that he had put together in regards to other cities in Montana, such as Bozeman and Missoula, and what they were doing along with Fort Collins, CO and Spokane, WA. He stated that Bozeman has the newest technology however the system does not recognize the new blue and white plates. Bozeman was the only city with an anti shuffling ordinance. Their ordinance states there is a 3-hour limit and vehicles must move at least 500 linear feet. Bruce S. suggested maybe we could use a digital camera system however there would still be the problem of integrating the ticket with the pictures. Another issue was raised in regards to targeting frequent offenders. This is against the Parking Divisions policies of fair and consistent enforcement. Chris spoke with Kevin Shively in regards to removing meters and he stated that there have been none in the recent past that have done so. Chris stated that other than signed parking for free or pays in space coin meters there are other options and that all options should be looked into not just whether there should be meters or not. Chris spoke with Nelson/Nygaard and they gave Chris a proposal for a study in regards to this issue however; the proposal included a lot of other issues and was quoted at \$12,000 to \$13,000. Chris stated that he could speak to other consultants such as Walker or Kimmelly/Horn and get their input. Don stated that he would like to see on open minded consultant that would be willing to look at all options. Randy stated that he would like something simple; having a consultant to review the information we have and talk to the Board about the options with a cap for this somewhere between \$2000 to \$3000. Leticia suggested sending the paragraph that was already prepared so that the consultant knew exactly what the Board was looking for.

March 2010 meeting:

Anti Shuffling Ordinance:

Chris informed the Board that the City Council was resistant to move forward with an anti-shuffling ordinance as a first step. They believe that we should try every other possible type of public education effort before instituting this law. Chris stated that they don't want it to seem like we are trying to just find another way to ticket patrons. Steve felt it was important to educate employers so they in turn could educate their employees. He felt that a possible door to door campaign be held to speak with business owners along with a public education marketing campaign. Those on the Board believe that those that are causing the problem know they are doing so. Don believed that a general marketing campaign will not work as he believes people do not read fliers of any type. Nick stated that along

with the education there had to be a solution for the employees. Greg stated that he believes the Board is over thinking the education because all the things the Board is suggesting are being done. Greg stated he believed stiff fines, such as those in place now for meter plugging (along with the first time courtesy), are what will stop people from shuffling along with the ongoing education process that is already in place. Chris stated that he would do research in regards to this using other cities within Montana and of comparable size in other states. Chris was asked to find out specifically what Bozeman was doing and the cost of the G.P.S. software and bring the information back to the Board for review.

It was suggested that the P.A.B. have a discussion with the City Council, possibly at a work session, in regards to this issue to see where the Council wanted to go from here. Chris explained that Councilman Vince Ruegamer and Bruce McCandless had a conversation about this subject and Bruce Mc. told the Councilman that the P.A.B. was working on this subject and would be bringing something to the Council in the future. Bruce also "penciled in" the P.A.B. for the City Council work session on June 20th. The Board found that it was important to explain to the Council the whole process of the anti-shuffling idea, how it would work, how it would/could be implemented and how it could be funded. It was suggested that using the reduction of courtesy tickets would be a good tool in the funding of this plan. Scott volunteered his time to get together with Chris and come up with a comprehensive plan/packet to show City Council the possible plan, impact of the plan, benefits, costs, ect. The Board agreed again that it should be included in the plan the feasibility of funding this project or even possibly doing away with some or all meters if the transfer from the Parking Division to the General Fund was stopped. Along with this Chris will look into the feasibility of reducing meters that are showing utilization of less than 10%, possible enforcement reduction and increased rates. It was even suggested that a "experiment" be conducted with bagging the meters with less than 10% utilization with "free parking" bags to see what the results would be. Although this would not necessarily show a "true" picture of how it might be if the meters were removed it could give an indication of what could/would happen if the meters were gone. Chris and Scott will get together and draw up a plan to bring to the City Council work session and bring the results to the next P.A.B. meeting for the Board's review. Chris will also e-mail the results as soon as Scott and he have completed the task.

Empire Garage Design RFP and next steps:

The Parking Division has closed on the purchase of the Tolliver Building and adjacent parking lot and is still working on closing on the Northern Garage.

Renaming of City-owned parking garages:

This item was tabled for a future meeting.

Report on Courtesy Tickets:

SUBJECT: REPORT ON COURTESY TICKETS WRITTEN IN 2010

At the March, 2011, Parking Advisory Board meeting Staff was asked to bring back a report detailing the number of courtesy tickets written in 2010.

METER EXPIRED COURTESY TICKETS: (1 EVERY 180 DAYS)

2009: 10026 tickets
2010: 8573 tickets

POSTED SIGN COURTESY TICKETS: (1 EVERY 180 DAYS)

2009: 2162
2010: 1739

METER PLUGGING COURTESY TICKETS: (ONCE PER LICENSE PLATE)

2009: 177
2010: 142

Discuss Report to City Council on removal of parking meters:

This subject was addressed with the action item "Review of anti-shuffling ordinance".

SUBJECT: REPORT ON METER UTILIZATION

At the March, 2011, Parking Advisory Board meeting Staff was asked to bring back a report detailing the suspected very low use meters in the CBD and financial impact of removing those meters.

Blocks with average occupancy less than 10%:

METE R #	LOCATI ON	TYPE	AVG. WKLY	P2D OCC.	Avg. Occ.
291	1-32/33	2	\$2.99	9.43%	5.31%
295	1-32/33	2	\$2.81	8.88%	
297	1-32/33	2	\$0.46	1.44%	
292	1-32/33	2	\$0.92	2.91%	

293	1-32/33	2	\$1.76	5.57%
294	1-32/33	2	\$2.02	6.39%
296	1-32/33	2	\$1.30	4.11%
298	1-32/33	2	\$1.20	3.73%

METE R #	LOCATI ON	TYPE	AVG. WKLY	P2D OCC.	Avg. Occ.
84	3-32/33	2	\$7.42	23.18 %	
85B	3-32/33	2	\$3.59	11.40 %	
85A	3-32/33	2	\$1.28	4.07%	
86	3-32/33	2	\$2.79	8.85%	9.07%
93	3-32/33	2	\$1.50	4.78%	
94B	3-32/33	2	\$1.10	3.51%	
94A	3-32/33	2	\$2.41	7.67%	

METE R #	LOCATI ON	TYPE	AVG. WKLY	P2D OCC.	Avg. Occ.
523B	25-3/4	2	\$5.06	15.90 %	
523A	25-3/4	2	\$2.72	8.41%	
524A	25-3/4	2	\$1.70	5.36%	
524B	25-3/4	2	\$2.32	7.29%	
525B	25-3/4	2	\$1.17	3.68%	
525A	25-3/4	2	\$1.41	4.44%	
526A	25-3/4	2	\$1.74	5.48%	
526B	25-3/4	2	\$1.40	4.41%	
527B	25-3/4	2	\$3.16	9.93%	
527A	25-3/4	2	\$3.45	10.84 %	
528A	25-3/4	2	\$2.29	7.19%	
529B	25-3/4	2	\$3.07	9.66%	
530	25-3/4	2	\$2.08	6.55%	8.85%
532	25-3/4	2	\$4.35	14.53 %	
533	25-3/4	2	\$1.78	5.59%	
534	25-3/4	2	\$3.03	9.52%	
535	25-3/4	2	\$5.55	17.46 %	
537	25-3/4	2	\$4.24	13.32 %	
538	25-3/4	2	\$2.40	7.41%	
529A	25-3/4	2	\$2.25	7.09%	
536	25-3/4	2	\$3.80	11.74 %	

%

METE R #	LOCATI ON	TYPE	AVG. WKLY	P2D OCC.	Avg. Occ.
948B	32-3/4	2	\$0.19	0.60%	
948A	32-3/4	2	\$0.16	0.51%	
949A	32-3/4	2	\$0.29	0.91%	
949B	32-3/4	2	\$0.10	0.31%	
965	32-3/4	2	\$2.10	6.68%	3.85%
966B	32-3/4	2	\$0.81	2.56%	
966A	32-3/4	2	\$0.58	1.84%	
967A	32-3/4	2	\$1.09	3.40%	
967B	32-3/4	2	\$1.35	4.30%	
968B	32-3/4	2	\$2.13	6.78%	
968A	32-3/4	2	\$4.56	14.49%	
METE R #	LOCATI ON	TYPE	AVG. WKLY	P2D OCC.	Avg. Occ.
744B	29-6/7	2	\$0.83	2.64%	
744A	29-6/7	2	\$1.72	5.46%	
745B	29-6/7	2	\$1.24	3.92%	
746	29-6/7	2	\$4.13	13.11%	
749B	29-6/7	2	\$5.60	17.79%	
749A	29-6/7	2	\$3.73	11.84%	9.42%
750A	29-6/7	2	\$2.82	8.96%	
750B	29-6/7	2	\$4.06	12.90%	
751B	29-6/7	2	\$3.57	11.34%	
751A	29-6/7	2	\$3.24	10.28%	
752A	29-6/7	2	\$2.29	7.27%	
752B	29-6/7	2	\$3.62	11.48%	
745	29-6/7	2	\$1.71	5.43%	

The financial impact to revenue is \$7,510.88 annually. This was calculated by taking the sum of the average weekly revenue times 52 weeks in a year.

The financial impact to direct expenses is \$150 annually. This was calculated by

taking the number of meters listed times the cost of the replacement batteries time the number to times a year the battery is replaced. (60 meters x \$1.25/battery x 2 times a year = \$150.00).

WEST OF 30TH STREET:

The Parking Advisory Board asked Staff to analyze the data and draw some conclusions about 2 hour meters west of 30th Street between Montana Ave and 6th Street.

There are currently 210 2-hour meters west of 30th Street. They have an average occupancy of 25.14%. The occupancies range from a high of 162% to a low of .31%. These meters generate average annual revenue of about \$80,500.00. Battery replacement costs about \$525.00 per year.

EAST OF 26TH STREET:

The Parking Advisory Board asked Staff to analyze the data and draw some conclusions about 2 hour meters east of 26th Street between Montana Ave and 6th Street.

There are currently 78 2-hour meters east of 26th Street. They have an average occupancy of 22.55%. The occupancies range from a high of 76.68% to a low of 3.68%. These meters generate average annual revenue of about \$35,400.00. Battery replacement costs about \$195.00/year.

NORTH OF 6TH AVENUE:

The Parking Advisory Board asked Staff to analyze the data and draw some conclusions about 2 hour meters north of 6th Avenue.

There are currently 17 2-hour meters north of 6th Avenue North. They have an average occupancy of 12.91%. The occupancies range from a high of 26.94% to a low of 2.64%. These meters generate average annual revenue of about \$3,600.00. Battery replacement costs about \$42.50 per year.

SOUTH OF MONTANA AVENUE:

The Parking Advisory Board asked Staff to analyze the data and draw some conclusions about 2 hour meters south of Montana Ave.

There are currently 41 2-hour meters south of Montana Avenue. They have an average occupancy of 11.41%. The occupancies range from a high of 41.43% to a low of 2.63%. These meters generate average annual revenue of about \$10,600.00. Battery replacement costs about \$102.50 per year.

INDIRECT COSTS:

Efficiencies will be realized by removing these meters, or converting them, such as smaller enforcement area and less walking distance for Meter Maintenance Staff during collection of meters.

No conclusions or assumptions have been made to Parking Division staffing levels as such decisions have impacts with Union employees, garage operations, and further revenue impacts.

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:

Chris will be attending a meeting on Thursday May 19th with Pat Weber and the City's Bond Council to work out financing the Park 5/Empire Garage.

The bid for the repairs on the N. 29th Street sky bridge has been awarded to General Contractors.

The contract for the Dehler Park project has been assigned to Knife River. It was stated that the project should not take long and that it should be beginning soon.

Kelly's last day will May 27th as she has sold her home and will be moving to North Dakota.

Chris will be gone from May 20th thru May 27th to attend his annual International Parking Institute Convention in Pittsburgh, PA.

Adjourn:

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

Parking Division Garage Summary - May 2011

Garages	Actual	Current	Prior	Variance	% Rented	Spaces	Maximum
<i>(by garage)</i>	Spaces	Month	Month	% P/M		Vacant	Capacity
Park I							
Roof	110	107	104	2.9%	97.3%	3	110
Non-Reserved	275	281	283	-0.7%	102.2%	-6	330
Assigned	33	21	21	0.0%	63.6%	12	33
Total	418	409	408	0.2%	97.8%	9	473
Park II							
Roof	149	153	153	0.0%	102.7%	-4	149
Assigned	68	58	58	0.0%	85.3%	10	68
Non-Reserved	386	444	444	0.0%	115.0%	-58	463
Total	603	655	655	0.0%	108.6%	-52	680
Park III							
Roof	61	76	77	-1.3%	124.6%	-15	61
Non-Reserved	98	127	127	0.0%	129.6%	-29	127
Assigned	6	6	6	0.0%	100.0%	0	6
Total	165	209	210	-0.5%	126.7%	-44	194
Park IV							
Roof	158	76	78	-2.6%	48.1%	82	158
Non-Reserved	386	412	411	0.2%	106.7%	-26	463
Assigned	151	100	99	1.0%	66.2%	51	151
Total	695	588	588	0.0%	84.6%	107	772
Grand Total	1881	1861	1861	0.0%	98.9%	20	2,120
Lots							
Lot 27	28	28	28	0.0%	100.0%	0	28

Misc. Info.	Current	Current	Prior	Variance	Prior	Variance
	Month	Month	Month	% P/M	Year	% P/Y
Cash Sales	Tickets	Cash				
Park I	446	\$1,490.25	379	17.7%	381	17.1%
Park II	2769	\$4,828.00	2613	6.0%	3015	-8.2%
Park III	2029	\$3,619.75	1952	3.9%	1651	22.9%
Park IV	260	\$607.50	222	17.1%	198	31.3%
Total	5504	\$10,545.50	5166	6.5%	5245	4.9%

	Current	Prior	Variance
	Month	Month	% P/M
Park & Shop	(total hours)		
Park I	203	89	128.1%
Park II	2170	2471	-12.2%
Park III	1526	1342	13.7%
Park IV	278	228	21.9%
Total	4177	4130	1.1%

Crowne Plaza	(total validations)		
Park II	2667	2731	-2.34%

Adult Ed	(total hours)		
Park IV	341	296	15.2%

Tokens			
	1142	1085	5.3%
(green meters included)			

Green Meter Tokens	24	at .16
	24	free

MONTHLY 10 HOUR PERMIT SALES

MONTHLY 10 HOUR PERMIT SALES					
2011			2010		
Month	Permits Sold	Total Revenue	Permits Sold	Total Revenue	Variance %
January	22	\$220.00	69	\$690.00	-68.12%
February	55.5	\$555.00	71	\$710.00	-21.83%
March	61	\$610.00	85	\$850.00	-28.24%
April	59	\$590.00	62.5	\$625.00	-5.60%
May	60	\$600.00	45	\$450.00	33.33%
June	52	\$520.00	72	\$720.00	-27.78%
July	5	\$50.00	62.5	\$625.00	-92.00%
August	3	\$30.00	72	\$720.00	-95.83%
September		\$0.00	63	\$630.00	
October		\$0.00	43.5	\$435.00	
November		\$0.00	45	\$450.00	
December		\$0.00	91	\$910.00	
Total	317.5	\$3,175.00	781.5	\$7,815.00	