

**Unapproved
PARKING ADVISORY BOARD
June 16, 2008**

Brenda Burkhartsmeier
Steve Bruggeman ✓
Bruce Simon ✓
Don Olsen ✓
Leticia Moore (exc.)

Randy Hafer ✓
Scott Wetzel ✓
Gary Temple ✓
Nick Blake

NOTES:

The meeting was called to order at 4:08 p.m. Others present were: Greg Kruger, Lisa Harmon, Chris Mallow and Kelly Cox.

MINUTES:

Randy motioned to approve the minutes from the April 14th meeting. Steve seconded the motion. All members were in favor and the motion carried.

OLD BUSINESS:

Bruce stated that during a meeting with the Downtown Property Owners, Mike Matthews stated that he was present during the time that the City Council decided to implement the transfer of a percentage of revenues from the Parking Division to the General Fund. He stated that the City Council decided to implement the transfer to cover for monies lost when the Tax Increment District expired. He also stated that he believed this was not the case now and the Parking Division should not be paying this disbursement any longer.

MONTHLY REPORTS – April and May 2008:

April 2008:

Garage utilizations for April show a decrease by 0.1% overall.

April cash sales were up from March by 16.5% and are up from last year by 20.1%.

Park and Shop was up 26.5% for March.

Crowne Plaza validations were up by 26.5% from March.

Adult Education was up from March by 197.1%.

Token usage was up from March by 31.4%.

10-hour permits were down from 123 in March to 101 in April.

May 2008:

Garage utilizations for May showed an increase by 0.2% from April.

May cash sales were down from April by 6.7% overall but are still showing up by 4.1% from last year.

Park and Shop was down substantially by -14.8% for May with a huge drop in Park 1 of 49.3%.

Crowne Plaza validations were down by -15.98% from April.

Adult Education was down from April by -22.2%.

Token usage was down from April by 26.0%.

10-hour permits were up from 101 in April to 107 in May.

PRESENTATION FROM RANDY HAFER:

On behalf of the Old Town Neighbors Inc. Randy brought in a detailed map of the purposed renovations and parking changes in the area of Minnesota. He stated that he would like to change the parking configuration in and around Minnesota to go along with the renovations that are currently in the works for this section of town and that he would like to have the Parking Board's nod of approval for the overall changes. The Parking Advisory Board asked Chris to research how to appropriate Parking Division revenue into this project, specifically costs associated with realigning street parking in the area. The Parking Advisory Board also asked Chris to find a way of estimating a cost of this project. He left the map with Chris to have him map out current parking spaces in the area on top of his proposed design.

REQUEST AND RECOMMENDATIONS:

Top-line Services:

Information:

Staff has been in contact with Jerry from Top Line Services concerning his business address at 511 North 26th Street. Jerry states that the 10-minute zone was removed from 26th Street, directly in front of his building, without any notice to him. Jerry also states that now that the 10-minute restriction is gone there is

always someone parked in front of his building which limits his and his customer's access to the building. Jerry is requesting that one to two 2-hour signed zones be created where the 10-minute zone used to be. In 2007, the Parking Advisory Board examined this zone as well as other zones in various locations. Staff made every effort to contact businesses in this area but only received a call back from Thrifty Car Rental Company. The space was eliminated as it appeared to be unused at that time. The remainder of the spaces, on 26th St. between 4th and 6th Avenues N., are un-regulated north of the railroad right-of-way, where the 10-minute zone was removed, south of the railroad right-of-way, is two hour signed parking.

Staff Recommendation:

Staff has discovered that, historically 2-hour signed zones are viewed as a parking regulation for an area or block face not for one or two parking space requests. Staff recommends the Parking Advisory board either approve the request as an exception to the previous 2-hour signed zone policy or discuss the appropriateness of re-installing the 10-minute zone that was previously removed.

Gary motioned that the 10-minute zone be re-installed in front of Top-line Services. Don seconded the motion. After discussion concerning the need for the zone and the idea of having a commercial loading zone in this area instead Gary withdrew his motion and motioned to have a commercial loading zone added at this location. Steve seconded the motion. All members except Bruce Simon were in favor and the motion carried.

FINANCIAL STATEMENTS AND BUDGET SHEETS:

Chris handed out the approved financial statements and budget sheets for the upcoming fiscal year. After reviewing the hand outs the Board wanted to know the meaning of Building Services Worker and what those funds were set aside for. Chris explained that this would be for a full-time City employee to do the cleaning in the garages that are currently being done by ABC Maintenance. It was suggested that the Business Improvement District put in a proposal to do this. Lisa Harmon of the B.I.D. stated that she would be interested at looking at that possibility.

Bruce wanted to know if the revenue that was collected during the year was put into an interest bearing account and at what rate. He suggested that the monies that go into the parking reserve funds be used to pay off the debt from the expansion. It was explained by Chris that it was the monies in this reserve that is used to help with additional building projects. As an example Chris stated that the expansion project used up all the bond money plus some of the revenue from this fund. Chris also stated that he would find out the percent rate and where the funds were kept and bring the information to the next board meeting. Additionally, Chris informed the Board that the funds from the sale of the Veeder/McBride building did get paid back and indeed went into this reserve. Don added that the

monies in the reserve were also left there for possible projects such as the possibility of building a garage at 4th and Broadway or some kind of possible project with the Northern garage.

Chris stated that he attributes the increase in income to diligence from his department with boots along with the collection efforts. The question was raised how much we are paying Penn Collection for their efforts. Chris explained that the contract is for 19% of what is collect regardless if it is them collecting it or us. It was asked how much was sent to Penn Credit for collections. Chris stated that originally \$146,000 was sent but it was realized that were duplicate tickets. When corrected the actual amount was \$131,000. Since the original batch of tickets Chris has sent two additional batches, May and June, which average between \$3000 and \$4000. Chris was then asked what the percentage of return Penn expected to collect he stated that he was told by Penn that if monies could be collected in the first 120-180 days they estimated 60-75%

A question was raised why the Parking Administration expenses include the debt service payment for the Park 2 expansion on the income statement as opposed to the budget documents that list the debt service payments separately. Chris stated that he would find out and bring the information to the next meeting.

Chris made a conservative estimate in increases of profits. He stated reason he was conservative with his estimate was due to the possible down sizing of meters although he thought that the increase in reserved rental space prices and overall monthly rentals would make up some of that difference. Chris stated that there would definitely be an increase in expenses due to basic inflation.

INFORMATIONAL ITEMS:

The bid for garage painting was put through. After taking 4-5 contractors on a tour of all four garages and sending information dealing with Davis/Bacon wages, no contractors were present at the bid opening. The bid will be resubmitted in hopes of finding a contractor to take the job. The \$250,000 budgeted for this project will be moved from the budget from 2008 to the new budget for 2009.

Chris attended the International Parking Institute (I.P.I.) Convention June 1st-4th. He stated that he went to several educational sessions were he picked up a lot of useful knowledge. The conference's theme this year was "Parking going green". As part of this Chris went to a presentation about reducing our carbon footprint in today's world. He has decided that this is definitely something that he is going to get on board with as there are many ways in which the City can implement changes that can and will make a big difference. He stated that the company that put on this presentation will be putting out a p.d.f. presentation on ways to lessen our footprint on the environment. He stated that when the presentation came out on the web he would forward the information to all the board members.

Chris showed the Board members the Award of Merit that was presented to the City Of Billings, Carl Walker Group, Fischer Construction and Collaborative Designs for the restoration and expansion of the Park 2 garage. Out of 12-16 entrants we were the winner of this prestigious award. Chris stated that although this is a new category it is second in prestige to only the Award of Excellence. The decision of where the award will be displayed will be decided at a later date.

Strategy 5 has completed their valuation process and the City Council will now look at the possibility of marketing the Park 4 garage. It has been stated that there is significant interest, by several businesses in the area, of the possibility of buying the property. These businesses include but aren't necessarily limited to 1st Interstate Bank, United Properties and the Billings Clinic.

After losing one of the Parking Division's enforcement officers to the Solid Waste Division we have replaced that position with one of our own. Gail Sweatt, who took the maintenance position over a year ago, has decided to come back to enforcement. At this time the empty maintenance position is posted City-wide.

NEW BUSINESS:

The subjects of 10-minute zones and garage hourly spaces were moved to the next scheduled agenda as some of the Board members felt that these items would need in depth discussion. By the time this agenda item came up there just simply was not enough time left as some members needed to leave the meeting by 6:00 p.m. It was suggested by Randy that the subject of parking in the medical and Dehler stadium areas be put on the agenda for the next meeting to go along with the need for change in the 10-minute zone policy. It was also suggested that the Board develop a list of policies that needed to be worked on and that the list be prioritized.

A discussion between the City Of Billings and Billings Clinic has taken place in regards to the possibility of building a parking garage on one of the Clinic's surface lots. It has been suggested that the Clinic use the garage during business hours for their employees and patrons and in the evenings the City could use the lot for patrons of Dehler stadium. At this time it is still just in the discussion phase.

DBP REPORT:

Don reported that the DBP has completed the work on the downtown quiet zone project which concerns the railroad and the use of their train horns. He stated that they are also still working on the Legacy project with the replacement of the downtown traffic and street lights.

DBA REPORT- Lisa Harmon:

Both Greg and Lisa needed to leave before the DBA and DBP reports were up on the agenda.

PUBLIC COMMENT:

None to report

ADJOURNMENT:

The meeting was adjourned at 5:47 p.m.