

BILLINGS PARKING BOARD
Meeting Minutes
March 13, 2024 @ 2:00

Board Member Present in person: Thom Maclean, Jennifer Webber, Pete Sanderson, Todd Morgan, Jim Hauck, Brandon Scala

Ad Hoc Board Member Present: Memet Casey

Board Members Absent: Larry Mathew, Mark Kary, Thom Greenwood

Guest:

City Staff Present: Tracy Scott and Brianne Logan

Call to Order: Brandon called the meeting to order at 2:00 pm

Minutes: Todd made motion. Jim seconded.

Reports: Tracy delivered the reports.

- **Monthly Reports**

Compared to December monthly parking has gone down nine spaces with the majority being in Empire. Lots went up a space. Hourly parking revenue's best month was December due to Christmas festivities. Monthly revenue has the lowest amount due to the timing of the city employee parking payment in January. Comparing monthly with last year, we are up by almost 25k.

- **Operating Report**

Licenses and permits are down by almost 3.7k. Charges for services are over 128k. Fines and forfeits are down about 3.7k. Enforcement officers have been assisting the main office with auditing monthly parking. They also cleaned up spreadsheets/information. Investment earnings are up 154k. Expenditures are down from Personnel Services dropping about 100k due to less employees. Expenses will go up. Hired another Facilities Maintenance position at a higher step. Operations and Maintenance are up 55k from last year. We have the added expense of including online payments/contest. Help Me Parker calls at Empire are excessive; over 1k a month for service. Park 2 has a lot, too, but not at 1k. We are over in expenses in comparison to last year by 7.4k.

- **PBP Report**

Looking at all three months, January was the best month, bringing in 10.5k. February wasn't too bad. December was low because of free parking.

- **Credit Card Analyze Report**

Parking could not run the December and January report because of technical issues with the vendor. Cash is still preferred by parkers: 61% of users use coin, credit cards are at 25% and pay by phone is at 14%.

Downtown Alliance Report

Mehmet reported that going back to February, the MUG crawl with coffee shops downtown was very successful. They sold out with 8.8k tickets and most showed up. Everyone had a good time. Yesteryears was successfully relocated. Operating in the new location, they had 2 record sales. At the old location, BID team is giving facelift. DBA will be relocating into that space for a short time. DBA lease is up in April. They are searching for a permanent home for the DBA. March 1 relaunched Battle of Plans from 2016-17. Submissions ended today with over 10 submitting applications. This Saturday is the Saint Patrick's Day parade. The weather is looking good, so they are looking for upped attendance. Then there will be a break until summer. DBA is looking to release Alive After 5 roster soon.

Public Comment (3 Minutes)

Discussion Items

- **Skate Lot Update**

Tracy reported that we will have a Special Event Application. Sean from the Pub Station is the number one vendor to use the area. We are holding different dates for him. He will narrow the number of dates. Tracy has been meeting with Sean, Kevin, Parks, and skateboarding group trying to improve the area. Ongoing.

- **New City Hall Update**

City Hall needs to be out of this building by February 2025. The plan is to get the departments that lease properties into the Stillwater building first. That gives the opportunity to do testing on building operations before everyone moves. We are working on what parking is going to look like.

- **FY '25 Budget – Update in June**

New information on Park 3 Garage being sold as well as the lots will have an impact on us. The total estimated lost revenue from the lots is about 400k. We have been asked and have verbally agreed to operate and manage Park 3 when it takes new ownership.

- **Condition Audit Update**

The Condition Audits have been taken care of. Park 1 needs most repair. Park 3 does not have major repairs. We don't know estimated costs at this point. Department goals are getting Park 1 looking good – repainted and resigned.

Agenda/Action Items

- **Special Parking Application**
 - **Board of Directors (South Park Senior Center)**

SPSC board members (Board of Directors) are requesting 2 HC parking spaces at the South Park Senior Center. They would be located on the east side of S 30th street along the west side of the senior center in the 900 block.

 - Why the zone is needed (notes from form): Assured parking for center and handicap members especially during busy days ie: dinners and holidays, so senior members do not have to cross street. They need easy access.
 - Some discussion. Motion to approve was made. Jenn seconded. Motion was approved.
- **1st Ave N Garage Booth – Window Vinyl**
 - Tracy reported that the Park 2 booth needs repurposing. Plan is to utilize area for other parking needs. The idea brought forth that window vinyl would improve the appearance of the garage. Window vinyl through Zee Creative with abstract art covering window. Project required a quick turnaround, that's why we didn't to art murals with local talent. Board approved project.
- **Downtown back in parking.**
 - Big trucks tend to hit the meters. Contractors will set meter poles back further from street when reset. Parking staff will monitor back in parking as to usage. The overall thought was that moving meter poles back will improve situation.

Agenda / Discussion Items for Next Meeting

- **FY '25 Budget – Update in June**

Next meeting June 12, 2024 @ 2:00 pm