

**Billings Parking Board  
Meeting Minutes  
June 10, 2020**

**This meeting was held over a zoom call due to the Phase II of Covid-19. We did not have a space big enough for all the board members to spread out.**

**Board Members Present by Zoom:** David Fishbaugh, Brandon Scala, Sean Lynch, Todd Morgan, Joni Harmon

**Board Member Present in person:** Mark Kary

**Ad Hoc Board Member Present by Zoom:** Mehmet Casey

**Board Members Absent:** Kallie Parsons, Kevin Heaney, Larry Mathew

**City Staff Present:** Tracy Scott, Jennifer Mockel

**Guest Present:** Daron Olson with Singh Contracting

**Call to Order:** David called the meeting to order at 2:03 pm

**Minutes:**

The March 11, 2020 minutes approved as presented by Mark and seconded by Brandon. Board approved minutes as written.

David started the meeting asking Tracy to report how the City Council presentation went. Tracy reported that the City Council will vote on approval of the gate control company on June 22, 2020 and Meter Rate Increases will be presented on July 13, 2020. The City Council was in favor of the department becoming more self-efficient and improving the Downtown area.

**Reports:**

- **Monthly Reports**

Tracy presented March, April and May monthly reports. The reserved and assigned parking for the garages in March dropped by 4 spaces, the Park and Shops and Hotel Validations dropped dramatically. April was the hardest hit month for cash sales. There were no Park and Shops or Validations due to the Parking Department being furloughed. In May, twenty-five monthly parking patrons were written off. Cash sales started to increase a little for the month of May.

- **Operating Report**

Tracy presented the May Operating Funds, the department was behind on our total budget estimate but expenditures were low as well.

- **Credit Card Analyze Report**

April was the hardest hit month for revenue with the Credit Cards, the revenue started to increase in May.

- **PBP Reports**

Tracy is going to push the use of the PBP app more, especially with the COVID-19. Trying to prevent the citizens from touching the meters. The use of the PBP is increasing monthly.

### **Downtown Alliance Report**

Mehmet reported that the BID team has been working this whole time; they have been working 10 hour shifts Monday-Sunday. One thing they have been doing is cleaning the meters. Mehmet was curious what the board thought of them cleaning the meters. Tracy will talk to the vendor on Friday to see if that will be an issue.

The DBA is reproducing the Downtown Guide, a booklet that has a directory for the downtown area and it has tidbits and historical facts. It will be in hotels, museums, airport and restaurants and other Tourism areas. It is supposed to be ready by June 15<sup>th</sup> but it might be later than that.

The event session is different now due to COVID-19, they are trying to brainstorm different ideas at this time.

The TIF is working as is; they are getting things signed and new applications are coming in. All 3 TIF districts are meeting soon to see what they need to do to move forward.

The DBA is going through changes as well due to COVID-19, they had 3 permit layoffs. The Membership Director, Arts and Culture position and Leadership positions were eliminated.

### **Public Comment (3 Minutes)**

Daron Olson presented a Special Parking Application for the Snook Building. Comments are in Special Parking Application.

### **Discussion Items:**

- **Gate Control Equipment**

Tracy reported that the Parking Department is receiving the funds from the TIF district bonding for the PARCS gate control equipment. Flash Parking will be the vendor that will be installing the Gate Control Equipment. Tracy believes that things will be moving forward in July.

The total is around \$364,000 plus the cost for the electrical. Ace Electric has been contracted to provide the electrical requirements along with assisting with the installation of the equipment.

- **COVID-19 affects**

The Parking Department was furloughed for a total of 6 weeks. There was a savings of about \$50,000 in salary & wages, and about \$20,000 in maintenance; however, there was a loss of about \$100,000 in revenue.

- **Park 2 Improvements**

Tracy reported that she had some staff repaint signage at the Park 2 garage. The reserved and monthly parking spaces were repainted.

- **Wells Fargo Lot**

The Wells Fargo Lot was striped and they are now assigned spaces. So far, three spots have been sold and there are four spots reserved for the EV car stations.

- **3<sup>rd</sup> Parking Enforcement Vehicle**

Currently the Fleet Department is loaning the Parking Division a vehicle for a 3<sup>rd</sup> Parking Enforcement vehicle.

### **Agenda/Action Items**

- **Special Parking Application for Harvey Singh**

Daron Olson with Singh Contracting showed on Zoom about changing the current parking from 2 hour parking to 10 hour parking. Brandon motioned to approve it, Sean seconded and all approved.

### **Additional Items of Discussion**

Tracy is proposing to City Council to extend the enforcement hours on the street for Parking Enforcement. The Officers would stagger their work schedule. Once the new gate control equipment is installed, two booth attendants would become the evening Parking Enforcement Officers. They would also go through the garages in the evenings for security purposes.

Tracy also reported that the Parking Division put out Take Out spots for the restaurants until the city is in Phase III. Mehmet stated that the businesses have been very appreciate of them.

Mark asked how the transient issues is doing. Tracy has not seen an increase; however, Mehmet stated that the BID team did see an increase in April due to COVID-19 and many being released from the prison. Brandon stated that the issue in the sky bridge at Park 1 has subsided.

**Meeting Adjournment:**

David adjourned meeting at 2:41 pm.

Next Meeting scheduled on August 12, 2020