

**Billings Parking Board
Meeting Minutes
June 12, 2019**

Board Members Present: David Fishbaugh, Sean Lynch, Mark Kary, Brandon Scala, Todd Morgan, Kallie Parsons, Kevin Heaney

Board Members Absent: Dan Brooks, Joni Harmon

City Staff Present: Tracy Scott, Jennifer Mockel, Kevin Iffland

Call to Order:

Chairperson Fishbaugh called the meeting to order at 2:04 p.m.

Minutes:

The May 8, 2019 minutes approved as presented by Mark, seconded by Brandon.

Reports:

- **Monthly Reports**

Tracy presented the board with April and May 2019 monthly sales report. There wasn't much of a change in comparing the two months. She reported that the park and shops were higher last year than this year.

- **Operating Report**

The board received the May operating report. Tracy reported that we have a reserve fund of about \$473,000. The \$50,000 Maintenance reserve fund is part of the reserve. She emphasized that we keep that reserve as a separate line item in the budget.

- **Credit Card Analyze Report**

The board received the May Credit Card Analyze report, Tracy reported that May 2019 was better than April 2019. The report showed a 75/25 use between credit card and coin usage.

Downtown Alliance Report

Nothing to report from the DBA. A new Development Director was hired and will start to come to the meetings.

Public Comment (3 Minutes)

Discussion Items :

- **Pay By Phone Update**

Tracy reported that we are scheduled to have a soft opening on June 17th, however Tracy doesn't think that will happen. Pay By Phone has not sent out the signs and stickers. Civicsmart is working with Pay By Phone and they are all interrogated. Dan has been in contact with Pay By Phone about the marketing piece.

- **Budget Presentation to City Council on June 3, 2019**

Tracy presented to the board the Budget Presentation that she introduced to City Council on June 3, 2019. The City Administrator would like to see the branding and signing updated at all the garages, especially at Park 2 and Park 1. One of the biggest expenses that the parking division is facing right now is purchasing a new gate control system for all three garages. There was some discussion between the members about the TIF funds; if the funds will be available next year and what it is used for.

Tracy did a comparison of some other cities that are close to the size of Billings for both on street and off street parking. Even after the increase, we are still charging less than the other cities.

The City Council will be approving the budget on July 22, 2019

There was some discussion on the collections procedure for all the unpaid parking tickets. Sean asked if we could find a collection company that would buy out all the outstanding tickets and then move forward from there. Kevin wanted to know what the procedure was for someone to contest the ticket. Tracy explained to him how the process works.

Agenda/Action Items

David cancelled the July 2019 and August 2019 meeting. If something comes up, an emergency meeting will be called.

Brandon asked where we are with the leasing of the retail spaces at Park 1. Tracy mentioned that it is in the hands of the legal department.

Tracy mentioned that there has been a problem with the contractors at the Alberta Bair Theatre. She has told them they can have three parking meter bags for that project. They have to move the bags every week so that they are not taking up the same meters every day.

Next Meeting Scheduled on September 11 @ 2:00 in the City Hall Conference Room

Meeting Adjournment :

2:50 by David Fishbaugh