

**Billings Parking Board  
Meeting Minutes  
February 13, 2019**

**Board Members Present:** David Fishbaugh, Chairperson; Kallie Parsons; Brandon Scala; Sean Lynch; Mark Kary; Kevin Heaney

**Board Members Absent:** Maisie Sulser; Joni Harmon; Daniel Brooks; Todd Morgan

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

**Guest:** Jose Bustos, JR

**Call to Order:**

Chairperson Fishbaugh called the meeting to order at 2:02 p.m.

**Minutes:**

The December 12, 2018 minutes approved as presented by Mark and seconded by Brandon.

**Introduction of new Board Members:**

David Fishbaugh introduced new board member Kevin Heaney. Todd Morgan was absent; he will be introduced at the next board meeting.

**Reports:**

• **Monthly Reports**

Tracy presented the board with December and January monthly sales reports. She did not have much to report. There was a decrease in the green meter tokens; later found that the bank was not separating out the tokens for green meters. The bank was notified and the problem has been fixed. Tracy reported that as people cancel their assigned spots, those spots would become a covered (non-assigned) spot. Eventually all the assigned spots will be eliminated.

• **Operating Report**

The board received January's operating report. Tracy mentioned that we are doing a little better than last year. Mark asked if the YTD vs. previous YTD variance could be added. Jenny will check with the Finance Department to see if that can be done.

- **Credit Card Analyze Report**

The board received both December and January Credit Card Analyze reports. The report shows that the credit card revenue has been increasing every month.

### **Downtown Alliance Report**

Nothing to report from the DBA.

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

#### **Discussion Items:**

- **Mobile Phone RFP**

Tracy reported that the City put out a RFP for a mobile app, five companies submitted an RFP. There was a committee set up to look at the RFPs, Tracy Scott, Parking Manager; Jenny Mockel, Administrative Assistant for the Parking Division; Dave Fishbaugh, Board Chairperson; Bruce Smith, Parking Enforcement Officer; Teri Walker, Debt Investment Coordinator; and Barb McRae, IT Manager. The committee narrowed the choices down to two mobile app companies, Park Mobile and Pay by Phone. Pay by Phone would charge .19 to the parker, Park Mobile would charge .30 to the parker for each transaction. The committee selected Pay by Phone, the paperwork was sent to the City's legal department. Once the City's Attorney approves it then the request to add Pay by Phone will go to City Council for approval.

Mark wants to make sure that it is clear to the citizens what their charge will be. The company will be planning a marketing and training for the Citizens.

Board showed enthusiasm about adding this feature to the meters.

- **Parking Control Equipment**

Tracy mentioned that our Parking Control Equipment software is going to expire very soon. There is a variety of different options that the City can choose from; gateless, kiosk, or automated. Tracy estimates the cost to be around \$500-600,000 for the three garages. Mark wants to discuss this further; Sean would like to get an RFP in place by April.

- **On Street Parking**

Tracy mentioned that we would not increase the rates for on street parking. However, she is recommending that all meters be at the same rate. The two-hour digital meters would change to three hours. The board agreed with her recommendation.

- **Meter Hours**

Tracy and the board members discussed on how many hours the meters should be set at. The board discussed different options and decided to keep the max hours at 3 hours.

- **Rate Increases**

Tracy mentioned that the garage rates would increase. Tracy is recommending that we increase the garage rates by 5% each year for the next three years. Tracy mentioned to the board that she has been encouraged to eliminate the first hour free in the garages. The board members agreed with this recommendation.

### **Agenda/Action Items**

- **Special Parking Application for Jose Bustos, JR & Marlene Bustos**

Jose Bustos is requesting a Handicap sign in front of his residence at 109 S 37<sup>th</sup> Street. Jose reported that both his wife and daughter are handicap. His residence is located behind King's Hat. Currently customers from the restaurant park in front of his residence. Sean reminded Jose that anyone with a Handicap permit is allowed to park in the Handicap spot, and Jose responded that he is aware of that.

Sean made a motion to approve the request. Mark seconded the motion, the board approved.

Tracy will contact the Engineering Department for them to look at the spot. Tracy mentioned to Jose that he will be responsible for the payment of the sign.

Next Meeting Scheduled on 3/13/2019 @ 2:00 in the City Hall Conference Room

Meeting Adjournment: 3:10 by David Fishbaugh