

**Billings Parking Board  
Meeting Minutes  
December 12, 2018**

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

**Board Members Absent:** Maisie Sulser; Andy Zoeller; Daniel Brooks

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

**Webinar Guest:** Max Schoen w/ Pay by Phone

**Call to Order:**

Chairperson Fishbaugh called the meeting to order at 2:01 p.m.

**Minutes:**

The October 10, 2018 minutes were approved as presented by Mark and seconded by Sean.

**Reports:**

- **Monthly Reports**

The Board received October and November 2018 financial reports. Tracy reported that October was a productive month, however November was not. There was no record for Green Meter tokens for November. The monthly accounts are increasing, Park 1 has the most available spaces, the other garages have waiting lists.

- **Operating Report**

The Board received October and November 2018 Operating Reports. Marc asked if we can get year to date budget or monthly budget. Tracy mentioned that some of the monthly accounts are delinquent. The Account Clerks are keeping close eye on the accounts, if an account is 3 months' delinquent their card will be shut off.

- **Credit Card Analyze Report**

The Board received October and November 2018 Credit Card Analyze report. The credit card usage is going up every month.

### **Webinar:**

Tracy introduced Max Schoen with PayByPhone, which is based out of Vancouver, BC. PaybyPhone is currently used by Diamond Parking, here in Billings. Tracy mentioned that there's other mobile phone application, another one that she has been in contact with is Passport. Some of the other cities in Montana do use the Passport mobile phone application. Max presented to the Board how the PayByPhone App operates from their perspective and from the citizen's perspective. Max also answered questions from the board members. Brandon inquired if PayByPhone integrates with CivicSmart. Max responded that it will work seamless, they have worked with them in the past. David asked Max if the PayByPhone can be used in other cities, Max responded with, yes. Once a citizen has the app downloaded on their smartphone and has created an account, they can use it wherever there is a PayByPhone option. Sean and Brandon encouraged the board to get this moving and to add it as soon as possible. He would like to see it up and running by Spring of 2019. Tracy mentioned that she will need to send through an RFP before we can select PayByPhone. She will get the paperwork together and get it sent to City Council before next month.

Tracy will check with some of the other cities in Montana to see what they are currently using and what they like and dislike.

### **Downtown Alliance Report**

Maisie was not present, no Downtown Alliance report to present.

### **Discussion Items :**

- **Park 3 Damage**

Tracy reported that there was some damage to the Park 3 mural. The driver of the vehicles insurance will be paying to repair the damage. Terri Porta will be coming back to paint the part of the mural that was damaged.

- **CivicSmart meter/sensors**

Tracy reported that we are still having issues with the sensors. We are returning the sensors, however CivicSmart will replace those sensors with more meters.

### **Agenda/Action Items**

- **Special Parking Application for Well Pared, LLC**

Tracy showed a map where there are other 10 min parking spaces in that area. Tracy mentioned how it is hard to enforce 10 min parking spaces.

Mark moved to deny the special parking application, Sean seconded. The board approved.

Meeting Adjournment: 3:03 p.m.