

**Billings Parking Board  
Meeting Minutes  
December 14, 2016**

**Board Members Present:** Joni Harman, Vice Chairperson; Kallie Parsons; Mark Kary; Leticia Hadley; Andy Zoeller

**Board Members Absent:** David Fishbaugh, Chairperson; Kelly Donovan

**City Staff Present:** Tracy Scott; Megan Hodson

**Guests:** Lisa Harmon; Greg Krueger

**Call to Order:**

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

**Minutes:**

The September 14, 2016, and the November 9, 2016 minutes were approved as presented.

**Reports:**

- Monthly Report

Ms. Scott advised the Empire Garage had the biggest change out of all of the garages. There was an account that released 50 covered spaces and 20 roof spaces. The other garages hardly had any changes from the previous month. The tokens increased and both the hotel validations and park and shops decreased. The enforcement officers handed out tokens to the public before and during Black Friday.

- Phase II/III Engineering Firm Update

Ms. Scott stated Walker Parking Consultants/Engineers, Inc. was selected as the firm for the Contract for Professional Architectural and Engineering Services for Phase II/III and is being routed for signatures. Phase II of the garage repairs will be waterproofing, and Phase III will be electrical and door replacement.

- Park One Cameras

Ms. Scott stated Mr. Robinson, who contracts with the IT Department for camera installations, located areas in Park One Garage to install the cameras. A Board member asked Ms. Scott to check on the insurance liability with having the cameras in the garage. Ms. Scott will follow-up with the Board at the next meeting.

- Rate Increase Update

All the parking garage rates increased November 1, however, the parking meter rates increased on November 28. The parking maintenance staff had to update all the price plates located inside the meters, which is approximately 800 plates. The Parking Division has received very few complaints regarding the rate increases.

Park Two and Park Three will be distributing hangtag permits to all monthly parking patrons to display in their vehicles while being parked in the garages. This will help ease enforcement of the garages. The permits are colored by parking area; red – assigned, blue – covered, and yellow – roof.

- Parking Division Goals 2017

Ms. Scott shared the Parking Division's Goals for 2017 with the Board. The goals will be worked on all together in no particular order, and some have already been started.

**Downtown Alliance Report:**

- The former Wendy's building is being redeveloped into housing and office space.
- The Christmas Parade and Small Business Saturday were a success.
- The Christmas Stroll had a couple of matters this year with food trucks and singing groups not showing up for the event.
- The Battle of the Plans Category winners were chosen; College Plan: BR Brewing/Canning - Audrey Henderson, Expansion of an existing business: Pub Station - Ann Kosempa & Sean Lynch, New Business: Get Juiced! - Nicole Griffith, Janet Jones, & Brian Speas!
- The BID hired Officer Schoening to replace Sergeant Lennick, and Officer Frank has replaced Officer Nichols.

**Public Comment:**

No public comment.

**Strategic Plan Review:**

Ms. Scott explained Chairperson Fishbaugh suggested reviewing the Strategic Plan Primary Action Items each month, two at a time, to help identify what items have been completed and/or what work needs to be done to complete the items.

- Primary Action #1: Adopt New Program Vision and Mission Statements and Recommend Parking program Guiding Principles.

The Vision and Mission Statements have been completed and are posted on the Parking Division's website.

Ms. Scott will review the Guiding Principles with staff and follow up with the Board.

- Primary Action #2: Invest in New On-Street and Off-Street Parking Technology.

The on-street parking technology is in the first stages of being updated.

The off-street parking technology will need to be revisited in the future. According to Ms. Scott's rate increase presentation, the parking garage equipment would be at least five years down the road.

### **Discussion Items:**

- Draft RFP Credit Card/Smart Single Space Parking Meters – Scope of Work

The Board received and reviewed the *draft* Request for Proposals (RFP) for the Credit Card/Smart Single Space Parking Meters Scope of Work section. Ms. Scott advised there were a few changes made to the RFP after the Board received the first draft. After the RFP has been advertised, a selection committee will go through each proposal and select the vendor for recommendation. The selection committee will potentially include the IT Director, Parking staff, Finance staff, Chairperson Fishbaugh, and a downtown business representative. The RFP will be advertised in February.

- Parking Concern – N. Broadway

Ms. Scott stated the Parking Division has been receiving complaints regarding vehicles parking all day on North Broadway between 3<sup>rd</sup> Avenue North and 4<sup>th</sup> Avenue North. There is a new business under construction and across the street is a daycare. When the parents are either dropping or picking their children up from the daycare there has been nowhere to park because the vehicles from the new business have been parking in either the signed 10-Minute zone or parking longer than the 2-Hour metered time limit. Staff and Ms. Harmon will identify better solutions for this parking situation.

### **Agenda/Action Items:**

- No Agenda/Action Items.

**Adjournment:** 3:13 p.m.