

**Parking Advisory Board
Meeting Minutes
May 12, 2015**

Board Members Present: Don Olsen, Chairperson; Leticia Moore; Andy Piccioni; David Fishbaugh; Joni Harman; Kelly Donovan

Board Members Absent: Gordan Gooselaw

City Staff Present: Tracy Scott; Bruce McCandless; Megan Hodson

Guests: Lisa Harmon

Call to Order:

Chairperson Olsen called the meeting to order at 4:00 p.m.

Minutes:

The April 14, 2015 minutes were approved as presented.

Reports:

- Garage Summary

Tracy advised Park One has leased four additional spaces from prior month. All of the garages are currently working on their waitlist. Tracy asked if the Board would like to pursue the idea of converting the assigned spaces to monthly covered spaces. The Board asked her to place that item on the next month's agenda for further discussion.

Downtown Alliance Report:

- The PPL plant gave the BID a truck and an ATV.
- Alive after 5 starts Thursday, June 4th at the Pub Station.
- There are more public art mural projects happening downtown.
- There will be a progress report held for the community regarding the Community Innovation Summit sometime this year.

Public Comment:

No public comment.

Agenda/Action Items:

Don explained there have been new members added to the PAB and wanted each member to introduce themselves and explain why they are interested in downtown Parking. Don also wanted to give a quick background on Parking's past before moving forward with the Strategic Plan Implementation.

- Board Introductions

Don Olsen (Chairperson) – owns an architect business downtown. He sat on the City Council in the 1980's and was involved with the downtown Partnership framework. He has had an interest in the overall growth of downtown and decided to become more involved by applying to be on the PAB. He will be termed out this December.

Andy Piccioni – is the Marketing Director for Pierce Flooring. He was born and raised in Billings. He applied to sit on a City Board and was placed on the PAB.

Joni Harman – moved downtown eight years ago. She owns a couple of businesses downtown. She was interested on being a member of the PAB and brings a different perspective to the Board because she is a resident of downtown.

Kelly Donovan – owns First Montana Title. He was raised in Opheim, MT. He has two offices in Billings, one is located downtown and the other is on the west-end. He is interested in parking downtown and knows how parking can effect a business downtown compared to the west-end. He is also a member of the Empire Garage Owners Association.

Leticia Moore – works for a private commercial property owner who owns the Wells Fargo tower downtown. She has been on the PAB for the last five years as a liaison for her boss.

David Fishbaugh – is a Geologist and teaches a couple of classes at MSU Billings. He managed an office for 25 years downtown. He is on the Board for Habitat for Humanity and sat on the City's Energy Conservation Board. He believes without a downtown there is not a town.

Lisa Harmon – is the Executive Director for Downtown Billings. She is an Ad-Hoc member to the PAB and represents the downtown property owners. She believes parking is a tool for economic development.

Tracy Scott – is the Parking Manager. Her one year anniversary will be in August. She was the Athletic Director for the Catholic Schools for 17 years. She is eager to fully understand the ins/outs of parking. She is passionate about

helping people be successful and is eager to make Parking a great experience for everyone involved.

Bruce McCandless – is the Assistant City Administrator. He has always worked downtown. This is his second time living in Billings. He has worked for the Downtown Partnership and the City Planning Department. He has been in the Administration office for the past 10 years and has overseen the Parking Division. He believes Parking is an important element to a successful downtown.

- **Parking Background**

Don explained the PAB in the past only dealt with simple parking matters, such as, where to place a 10-minute zone and building parking structures. Every so often, the Board would go to Council to ask for rate increases. Within the past 10 years Parking has become more complex. The Board has been given the right to discuss parking topics outside of the Central Business District (CBD).

Several years ago the Board started working on removing meters that were not in high demand. That process led to reorganizing the meter zone and helped eliminate some administration and maintenance cost. The new meter zone also created more free long-term parking options for downtown.

Don explained that Parking was on the verge of bankruptcy almost five years ago. The Park Two expansion started the financial decline because the tax increment that was in place expired and Parking was having to make the payment. The Board went to Council to increase rates to help elevate the pressure, however, the rates were increased minimally. Parking is currently thriving and out of the red.

Don explained the most recent event of trying to create a Parking Commission by amending the City Charter, however, the vote failed. The Board and Staff then pursued creating a Strategic Plan for Parking.

- **Strategic Plan Implementation – Board Responsibility, Department Structure, Vision/Mission Statement & Guiding Principals**

The Board received copies of the Cedar Rapids and the Missoula Parking Commission plans. Don explained to the Board that those plans are great examples of successful parking plans that have been implemented. Don clarified that Billings may not follow those exact plans, however, he would like the Board to review them for discussion at the next meeting. The Board will discuss their responsibility and structure, the department's structure, and then start working on a Vision and Mission statement for the Parking Division.

The Board would like to have more interaction with the Parking Staff and suggested having a few of them come to a meeting to help the Board better

understand their jobs. The Board agreed that they may need another meeting between June and July before going back to Council.

Other Topics for Discussion:

Tracy advised the Board that Parking will be enforcing the Library lot. The Library purchased a Luke kiosk system and will have 2-hour free parking. Parking purchased a tablet to help enforce the lot, however, there are still conversations regarding the time frame and how enforcing will be done.

Adjournment: 5:45 p.m.