

**Parking Advisory Board
Meeting Minutes
July 14, 2015**

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

Board Members Absent: Gordan Gooselaw; Joni Harman

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

Guests: Greg Krueger

Call to Order:

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

Minutes:

The June 9, 2015 minutes were approved as presented.

Reports:

• **Garage Summary**

Tracy advised the Board that Park Two is still working on leasing the vacant spaces on the wait list. The Board did not discuss this item any further.

• **International Parking Institute Conference**

Tracy explained she attended the International Parking Institute Conference from June 29 – July 3 in Las Vegas, NV. This was Tracy's first time going and explained there were over 255 vendors in the convention hall. A lot of the vendors were more for bigger cities; however, she did meet with T-2, who is the vendor for the new parking kiosk at the Library. Tracy advised the Board that she attended discussions on customer service training and how to work with the public. Tracy explained she looks forward to attending next year's conference.

• **Alberta Bair Theatre**

Bruce explained to the Board that the Alberta Bair Theatre is working on an improvement project and Doug James would like to make a presentation to the Board before meeting with City Council on August 17. Mr. James would like to discuss the project and have the support of the Parking Advisory Board. The

improvement project would impact parking by removing seven on-street parking spaces on 2nd Avenue North between Broadway Avenue and North 29th Street, and Broadway Avenue between 3rd Avenue North and 4th Avenue North. The Board asked Staff to bring revenue numbers from the meters that would be removed to the meeting with Mr. James. The Board agreed to meet with Mr. James on their next regular board meeting scheduled for August 11.

Downtown Alliance Report:

- The Farmer's Market starts Saturday, July 18.
- Angel Horses have been placed under Sky Point until the end of the summer.
- Montana Avenue banners are up with a plaque that explains what the historical significance is and helps with a self-guided tour.
- The BMW rally is being held in Billings July 23rd – 25th.

Public Comment:

No public comment.

Agenda/Action Items:

The Board received a memo from Staff regarding the agenda layout and how to best proceed with making decisions and recommendations to City Council with the Parking Strategic Plan. Bruce advised the PAB is scheduled to make an interim report to City Council at its July 20 work session. Staff explained the list of topics is the starting point for discussion and recommendations. Staff consulted Dennis Burns and he is in agreement. Staff explained some of the topics may not be ready for a recommendation to Council this week. The topics are as follows:

- Review Primary Action Items
- Adopt Vision and Mission Statements
- Adopt Guiding Principles
- Parking Board
- Policy Topic Examples

The Board agreed and endorses the Primary Action Items from the Strategic Plan and is ready to present those to Council.

The Board received examples of Vision and Mission Statements. Tracy advised that the Parking staff created a Vision and Mission Statement which the Board received as one of the examples. The Board would like to further discuss this topic.

The Board agreed the Guiding Principles will need to be discussed more in depth.

The Board discussed that the Parking Board should be one of the first recommendations to City Council. The Board discussed changing the name, reducing

the number of members for quorum purposes, and membership requirements. Staff suggested not being too restrictive on who could apply to be on the Board, however, in creating by-laws the Board could suggest trying to recruit certain individuals that have a certain interest of value to Parking. The Strategic Plan recommends having City Staff on the Board, which could not be Tracy or Bruce because of the direct involvement they both have with Parking. It was suggested to have someone from the Finance department since Parking works very closely with them and the plan suggests building a stronger relationship with the Planning department.

Staff explained to the Board that one of the ways the Board could gain more authority is by governance of policies. The Board would be a policy making Board. Tracy would take the policies that would be created and implement them with the Parking Staff. The ultimate authority is City Council and they have the final say.

Kelly motioned to approve that the Parking Advisory Board supports the direction of the Staff proposals regarding the Parking Strategic Plan, Parking Board, and the report to City Council. Dave seconded. Leticia voted by proxy. Motion passed.

Other Items for Discussion:

Tracy advised the Board that the Security RFP committee made a selection on a new security company and are still negotiating prices. Tracy explained cameras are being installed in Park Two in the elevators and garage entrances and eventually would like to install cameras in Park One and Park Three. Tracy advised the signage with the cameras will have to be extremely clear that the cameras are not constantly monitored. The enforcement officers are also going through the garages more frequently.

Adjournment: 5:13 p.m.