

**Parking Advisory Board
Meeting Minutes
November 10, 2015**

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

Board Members Absent: Kelly Donovan

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

Guests: Greg Krueger; Lisa Harmon

Call to Order:

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

Minutes:

The August 11, 2015 and September 8, 2015 minutes were approved as presented.

Reports:

- Quarterly Report

The Board received the Quarterly Budget Report. Tracy advised the budget is looking fairly good with the exception of the Parking Violations being below the quarterly amount. As of September 30 the Year to Date (YTD) is \$475,000.

- Garage Summary

Tracy explained for the month of September, Park One decreased a space from the previous month, while Park Two increased by three spaces, Park Three and the Empire stayed the same. For both September and October, the sales, tokens, and the Park & Shops were up from the prior months. Currently there is vacancy at Park One with no waitlist and the other garages are currently working on leasing their vacant spaces with their waitlists.

Tracy asked the Board if the Garage Summary should include the Library Lot financials. The Board agreed to start including the Library Lot in a separate column on the report.

- Follow-up on Parking Board Ordinance Change (Name and Responsibilities)

The Board received a handout on the ordinance changes. Bruce McCandless explained the ordinance passed by City Council. The Board still needs to work on role description and create by-laws to take back to Council.

- Board Chairperson 2016

Don explained his last meeting will be in December. The Board should start discussing who will be the new Chairperson starting in January.

- Media Parking Concern

Tracy explained to the Board there was a concern regarding the media receiving certain parking privileges. Currently the media are able to have a delivery permit, which is issued with a city business license and cost \$12/year per vehicle. The delivery permit allows a vehicle to park in a "Loading Zone" for 20 minutes only. The media will come downtown to cover trials at the Courthouses and will park for longer than 20 minutes.

The Board discussed options on creating a media parking permit and asked Staff to bring suggestions back to the Board at the next meeting.

Downtown Alliance Report:

- The Holiday Parade and Stroll will be on Friday, November 27, which will also include Santa's Dash for Cash.
- There are billboards in the Heights and on King Avenue supporting downtown shopping.
- The traffic signal box in front of Anytime Fitness has been wrapped, and the planters are being redone on Montana Avenue.
- The MAAP (Motivated Addictions Alternative Program) is going well with people graduating out of the treatment program.
- Lisa, Greg, and Tracy will be having lunch to discuss how Parking can participate with upcoming holiday events.

Public Comment:

No public comment.

Agenda/Action Items:

- Parking Division Policies

The Board received four policies; Monthly Leased Records, Cash Handling, On-Street Timed Parking Enforcement, and Meter vs. Signed Parking. Tracy advised the

Board adopts the policies, and she writes the policy procedures, which will be shared with the Board.

The Board reviewed and discussed the Monthly Leased Records Policy. The policy emphasizes on how accurate record keeping is essential for managing and maximizing the use of the valuable parking resources.

The Board approved a motion to adopt the Monthly Leased Records Policy.

The Board reviewed and discussed the Cash Handling Policy. The policy emphasizes how vital it is to handle cash by the Parking Staff to protect the resources, and to discourage theft while protecting any false accusations.

The Board approved a motion to adopt the Cash Handling Policy.

The Board reviewed and discussed the On-Street Timed Parking Enforcement Policy. The policy is to assist the enforcement officers to determine whether or not to ticket in areas where there is no demand for parking. The enforcement officer's handhelds were upgraded earlier this year, and the handhelds are capable of issuing warning tickets on all violations instead of just the "meter expired" and "posted sign" violations. The Board suggested adding a comment on the ticket, for example, "Thank you for coming downtown. As a reminder please put money in the meter."

The Board approved a motion to adopt the On-Street Parking Enforcement Policy with the suggested grammatical changes.

The Board reviewed and discussed the Downtown Billings Metered Parking Policy. The policy is to encourage parking turn-over for downtown businesses by establishing effective and efficient on-street timed parking guidelines to promote convenient, plentiful and easily accessible parking. The policy establishes developing a parking meter zone for the Downtown Billings District.

Currently downtown on-street parking has both metered and signed areas. The enforcement officers agree that metered parking is more efficient and effective for turn-over demand.

The Board discussed the option of leaving the on-street parking the same, making it all metered, or making it all signed 2-hour parking. The Board asked for this item to be left on the agenda for further discussion at the next meeting.

- Meeting Date/Time

The Board asked for this item to be left on the agenda for discussion at the next meeting.

Adjournment: 5:45 p.m.