



BOZEMAN PARKING COMMISSION

Parking Program Manager's Report

Date: June 7, 2019

To: Bozeman Parking Commission

From: Ed Meece, Parking Program Manager

An update of major developments, in **May**, includes:

- **T2:** T2, PCS, and Genetec, made final installation of the additional (5) front entry license plate cameras in the Bridger Downtown Parking Garage. This action has improved the accuracy of data collection and enforcement within the garage already. The Parking Services Division continues to work with these vendors to further refine these processes, as well as new collection/enforcement efforts.
- **Montana Parking Summit 2019:** The PPM is working with other public parking managers across Montana, to develop a one-day public parking collaboration and training event to be held in conjunction with the 2019 Montana League of Cities and Towns Annual Conference.
- **RPPD video:** The Economic Development Department (Eco. Dev, Neighborhoods, Parking) are utilizing the skills of a video professional to create a 'how to video' on adding/deleting license plates for a Visitors Permit (residential district) that will be posted to the Parking page on www.bozeman.net.
- **Surface Lot Sweeping:** The Parking Services division coordinated with the Public Works Department to have all of the surface lots swept, in preparation for paint striping in June.
- **Parking Occupancy Data:** The PPM continues to work with T2 staff to refine parking garage occupancy reporting and analysis processes; some of these efforts were reflected in information provided at the May 24th meeting of the Bozeman Parking Commission.
- **Overnight Garage Enforcement:** The PPM continues to work with the Parking Enforcement Officers, and T2 staff, to automate overnight garage parking reporting for the purpose of non-payment enforcement.
- **HRDC - Streamline MOU:** The PPM worked with the Economic Development Director, City Attorney's Office, and HRDC staff to develop a Memorandum of Understanding regarding the HRDC's use of parking garage space for their transit system hub.
- **Update Lease Limit Calculator:** The PPM worked with Rick Williams (consultant) to update the Lease Limit Calculator with recent parking occupancy data, and refine the formula for new permit sales.
- **ICMA webinar:** The PPM attended one of several 'Supervisory Practices' webinars to be conducted, at the request of the City Manager, over the next several months. (International City County Management Association)
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Financial Update

Revenues for the fiscal year are at 126% (w/out TIFD funds).

Expenditures for the fiscal year are at 95% (w/out TIFD funds).

Parking Services Fund - Operating (as of 6/7/19)
May 2019 - Revenue & Expenditure Report

REVENUE	FY 18 - May ACTUAL	FY 19 BUDGET	FY 19 ACTUAL	% EARNED YTD	% EXPECTED YTD
Parking Lot Permits	\$39,800.00	\$ 30,000.00	\$ 46,403.00	155%	88%
Garage Permits	\$370,194.00	\$ 280,000.00	\$ 427,181.00	153%	88%
Garage- Transient Revenue	\$107,778.00	\$ 75,500.00	\$ 46,156.00	61%	88%
Garage Validation Coupons	\$3,520.00	\$ 3,000.00	\$ 4,943.00	165%	88%
Residential Nghbd. Permits	\$33,682.00	\$ 13,000.00	\$ 33,237.00	256%	88%
Employee Nghbd. Permits	\$4,882.00	\$ 2,000.00	\$ 6,718.00	336%	88%
Visitor Nghbd. Permits	\$22,135.00	\$ 10,500.00	\$ 17,187.00	164%	88%
Admin/Late Fees	\$46,135.00	\$ 42,000.00	\$ 23,931.00	57%	88%
Boot Fees	\$900.00	\$ 2,000.00	\$ 1,860.00	93%	88%
Citation Revenue	\$245,655.00	\$ 300,000.00	\$ 310,578.00	104%	88%
Misc. Revenue	\$5,564.00	\$ -	\$ 30,150.00	NA	88%
Rents/Royalties/Other	\$1,837.00	\$ 1,500.00	\$ 3,076.00	205%	88%
Refunds & Reimbursements	\$1,229.00	\$ -	\$ 1,872.00	0%	88%
Transfer Other Funds (TIFD)	\$250,000.00	\$ 250,000.00	\$ -	0%	88%
TOTAL (w/TIFD Transfer)	\$1,133,311.00	\$ 1,009,500.00	\$ 953,292.00	94%	88%
TOTAL (w/out TIFD Transfer)	\$883,311.00	\$ 759,500.00	\$ 953,292.00	126%	88%

EXPENDITURE	FY 18 - May ACTUAL	FY 19 BUDGET	FY 19 ACTUAL	% SPENT YTD	% EXPECTED YTD
Admin - Personnel	\$65,384.00	\$ 87,553.00	\$ 84,249.00	96%	88%
Admin -- Operating	\$174,093.00	\$ 167,255.00	\$ 160,936.00	96%	88%
Admin -- Capital	\$105,794.00	\$ 102,031.00	\$ 232,377.00	228%	88%
Enforcement -- Personnel	\$195,382.00	\$ 223,641.00	\$ 211,461.00	95%	88%
Enforcement -- Operating	\$36,417.00	\$ 51,086.00	\$ 32,727.00	64%	88%
Enforcement -- Capital	\$0.00	\$ 10,000.00	\$ -	N/A	88%
Garage -- Personnel	\$36,791.00	\$ 42,168.00	\$ 41,029.00	97%	88%
Garage -- Operating	\$183,982.00	\$ 175,637.00	\$ 153,931.00	88%	88%
Garage -- Capital	\$0.00	\$ -	\$ 31,746.00	N/A	88%
TOTAL (w/Admin Capital - TIFD)	\$797,843.00	\$ 859,371.00	\$ 948,456.00	110%	88%
TOTAL (w/out Admin Capital-TIFD)	\$692,049.00	\$ 757,340.00	\$ 716,079.00	95%	88%

Active Projects: Strategic Parking Management Plan

June 2019

COMPLETED

PENDING

HOLD/NOT STARTED

<u>STRATEGY</u>	<u>DESCRIPTION</u>	<u>PROJECTED COMPLETION</u>	<u>ACTUAL COMPLETION</u>	<u>COMMENTS</u>
1	Formalize the guiding principles as policies within the parking and transportation system plan.		Aug-16	Adopted by the BPC in 8/2016.
2	Adopt the 85% rule as the standard for measuring performance of the parking supply and triggering specific management strategies.		Aug-16	Adopted by the BPC in 8/2016.
3	Strengthen the role of the Parking Manager and the Parking Services Division - to better integrate with the Community Development and Economic Development planning.	On-Going	On-Going	PPM attending DRC meetings, and offering data/comment as staff review.
4	Establish a policy for adjusting rates (on and off-street)		Oct-16	Adopted by the BPC in 10/2016.
5	Establish a Capital Maintenance Reserve Fund	Jul-16	CC Approval 8/14/17	BPC approved Resolution 2017-03 (6/2017); City Commission approved Resolution #4837 on 8/14/17.
6	Re-evaluate and restructure current cash-in-lieu program.	TBD	CC Approved new CIL rate \$25,000 12/17/19	BPC adopted Resolution 2018-03 recommending CIL increase to \$25000 (6/2018); City Commission APPROVAL of Resolution 4292 (increasing CILP to \$25000) on 12/17/18;

7	Re-evaluate code based minimum parking requirements	TBD	<p>PPM worked with the ED dept on changes to the minimum parking standards (UDC) in the B2M zone, approved by CC 9/2017; PPM actively attending internal DRC meetings to offer guidance on policy issues; ACM winn is re-assembling an internal "Parking Strategy Team" (at instruction of City Manager), 3/1/18; Internal 'Parking Strategy Team' is operating, strategies regarding #6,7,8 are expected to be forthcoming (6/2018)</p>
8	Re-evaluate and clarify the purpose and intent of the current code section regarding Special Improvement District # 565.	TBD	<p>PPM is waiting on the Admin./Legal Depts. For further instruction on this issue; ACM Winn is re-assembling an internal "Parking Strategy Team" (at instruction of City Manager), 3/1/18; Internal 'Parking Strategy Team' is operating, strategies regarding #6,7,8 are expected to be forthcoming (6/2018)</p>
9	Implement a Facilities Maintenance Plan.	12/30/2018	<p>PPM is completing research for facility mgt. best practices, starting to draft Fac. Mgt. plan, 8/17; April/19 - PPM acquired Fac Mgt plan for MSU garage and met with local engineering firm to discuss;</p> <p>On-going</p>

10	Develop a reasonable schedule of data collection to assess performance, including an accurate on and off street inventory (public and private) and an occupancy/utilization analysis.	5/1/17 & 7/1/17	<p style="text-align: center;">COMPLETE</p>	Data collection occurred, following the Strategic Parking Management Plan, Spring and Summer 2017; WTI report (draft) submitted 9/2017, under staff review at this time; Final comments submitted to WTI for modification, 10/23/17; The final WTI Parking Occupancy Report was released on 11/14/2017, analysis is underway - including review/memorandum from Rick Williams Consulting.
11	Identify off-street shared use opportunities based on data from strategy 9. Establish goals for transitioning employees, begin outreach to opportunity sites, negotiate agreements, and assign employees to facilities.		<p style="text-align: center;">On-Going</p>	1st shared use agreement negotiated and approved with Big Sky Western Bank (June 2017); Completion of the WTI Parking Occupancy Study on 11/14/17 is expected to demonstrate areas where new shared space agreements will be most effective; Shared Use Agreement and GIS Layer complete 6/1/18; PPM is identifying several private parking sites as potential areas for shared use parking agreements.
12	Complete the 2008 Parking District Identification Signage/Branding Plan		<p style="text-align: center;">Complete October 2018</p>	Work has begun to design and implement lot specific signage on "P" towers. Likewise, the PPM is working to develop additional technology related and regulatory signage for the garage and lots based on the 2008 format; COMPLETE October 2018

13 Clarify current on-street parking signage, particularly in areas where unlimited parking is allowed. Consider incorporating the current City parking logo into on-street signage.

14 Rename all publicly owned lots and garages by address.

15 Upgrade the access/revenue control system at the Bridger Garage.

5/1/2018

On-going; **January 2019 a Complete Parking Inventory loaded to GIS system.**

Dec-18

PSD, in cooperation with the GIS Department, has completed an inventory of all parking signs and zones within the B-3. The inventory has been loaded as a map layer to the COB's GIS viewer, and is available to the public at bozeman.net . Next step is to review current situation against desired changes for modifying field conditions as deemed appropriate.

Resolution 2018-06 was presented and approved at the 8/12/18 meeting of the BPC.

RFP Selection Committee is in final stages of award recommendation, as of 9/7/17. Following 9/2017 bid award, staff is engaged in final contract negotiations and project planning; Contracts signed 10/16/17 - Scope of Work signed 10/27/17; Project launch expected by 12/1/17: Project kick off call held 11/10/17, data conversion and preliminary staff training underway; Data conversion is nearing completion of second data extraction, staff training is underway, transition planning on-going; estimated GOLIVE of 4/28/18; T2 Software and all technology (inc. LPR) installed; **continuing to make operational tweaks, and remedy fixed-camera accuracy ("context") issues as of 9/6/18.**

16	Install a vehicle counter system at Bridger Garage and at the Surface lots.	2/1/2019	On-Going	Installation of vehicle counting system has been moved to "Phase II" of the 2018 Parking Technology Project; following successful completion of t "Phase I" - T2 and fixed/mobile LPR.
17	Establish best practice protocols and performance metrics for existing enforcement personnel and support enforcement with appropriate technology.		On-going	Court/Appeals Packet (4/17); Uniform Policy (8/17); Enhanced Safety Procedures; Security Camera Policy; LPR Policy; PEO Assigned Routes Policy; Dept. Operations Manual completed 4/28/19;
18	Expand bike parking network to create connections between parking and the downtown to encourage employee bike commute trips and draw customers to downtown businesses.		On-going	PPM met with City's 'bike/pedestrian' consultant to open the door for potential new partnerships; follow up planned for Spring 2019
19	Explore changes to existing residential on street permit programs and evaluate potentially implement new residential parking permit districts in the neighborhood north and south of the downtown commercial district.	1/1/2019	On-going	City Commission requested (11/20/17) that this effort be complete, with recommendation to them, by late Spring/Early Summer 2018. PPM will provide preliminary report to BPC on 3/8/18, final report on 4/12/18; Presentation to City Commission on 4/23/18; Post-CC report, the PPM continues to work on revised code changes and RPPD determinations for eventual resubmittal to CC; Draft outline for new Parking Permit Districts finalized by BPC (12/18), public engagement planned for April and May 2019; Public Engagement Sessions held April and May to gather input on the BPC's draft proposal for the creation of new PPDs, PPM reported summary to BPC at 6/13/2019 mtg;
20	Evaluate on street pricing in high occupancy areas.			No activity at this time.

21	Explore expanding access capacity with new parking supply and/or transit	No activity at this time.	No activity at this time.
22	Develop cost forecasts for preferred parking supply and shuttle options.		No activity at this time.
23	Explore and develop funding options.		No activity at this time.
24	Explore the implementation of on street pricing.		No activity at this time.
25	Consider consolidating current users of the Carnegie Lot into the Bridger Garage. Sell the Carnegie Lot to fund acquisition of better located parking parcels and/or construction of a parking garage.		No activity at this time.
26	Initiate new capacity expansion.	On-going	The PPM is participating in several separate economic development projects that would create new public parking facilities (7/2018). The internal parking strategy team has identified this as a priority action, and a siting/funding plan is being developed for further comment and action by community stakeholders - including the BPC. ; Two separate feasibility studies are underway at this time 1) feasibility of additional decks to the existing garage, 2) feasibility of several new structured parking sites in the downtown - results from #1 expected 3/1/18, #2 by 5/2018.