



EXHIBIT 4: Bozeman Parking Commission, 11/21/2019

## BOZEMAN PARKING COMMISSION

### Parking Program Manager's Report

Date: November 15, 2019

To: Bozeman Parking Commission

From: Ed Meece, Parking Program Manager

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

- **Armory Lot Improvements:** The PPM continued to work with the Downtown Business Partnership and Etha Hotel to determine the cost and feasibility of making operational and aesthetic improvements to the Armory Lot (upon its return from the Etha).
- **BHS Citizen:** The PPM and PEO II met with an involved citizen in the Bozeman High School RPPD with questions about the permit enforcement process.
- **Training:** The PPM attended a mandatory training for 'Central Square' – the enterprise wide financial software deployed by the City of Bozeman.
- **"Prosperity through Cooperation: Regional Economic Development" workshop:** The PPM participated in a ½ day workshop intended to kickoff new efforts at regional cooperation on economic development issues.
- **Mobile App Scope of Work:** The PPM completed efforts with Passport Labs to develop a Scope of Work for the City of Bozeman's purchase and installation of a 'private label' mobile parking application. A final contract will be presented to the Bozeman Parking Commission in December 2019.
- **Code Compliance Collaboration #1:** The PPM attended a meeting hosted by the Code Compliance Division to determine new ways for attacking the problem of illegal dumping within the city. This session is part of a new multi-department collaboration to address topics where departmental issues overlap.
- **Mail Citation Review (Garage):** The PPM worked with enforcement staff to conduct a revenue/cost analysis of the mail citation' program in the parking garage. For the month of October, the program had revenues of \$; expenditures of \$; with a new surplus of \$.
- **Street Maintenance Citations:** The Parking Enforcement Officers started the annual street maintenance enforcement effort, assisting the Street Department with early morning leaf pickup and street sweeping. As a result, in October, the PEO's issued 777 Street Maintenance citations.

**9/2019:**     Revenues YTD: \$322,058.00 (34%)     Expenditures YTD: \$248,174.00 (23%)

**As of 9/2019:** Operating Reserve: \$1,184,352.18     Cash In Lieu: \$130,315.00     Long Term Maintenance: \$313,325.00

**Parking Services Fund - Operating (as of 11/14/19)**  
**October 2019 - Revenue & Expenditure Report**

REVENUE	FY 19 - Oct	FY 20	FY 20	%	%
	ACTUAL	BUDGET	ACTUAL	EARNED YTD	EXPECTED YTD
Parking Lot Permits	\$2,719.00	\$ 35,000.00	\$ 6,220.00	18%	32%
Garage Permits	\$61,394.00	\$ 310,000.00	\$ 71,207.00	23%	32%
Garage- Transient Revenue	\$16,020.00	\$ 75,500.00	\$ 23,792.00	32%	32%
Garage Validation Coupons	\$398.00	\$ 3,000.00	\$ 4,483.00	149%	32%
Residential Nghbd.Permits	\$27,397.00	\$ 20,000.00	\$ 30,967.00	155%	32%
Employee Ngbhd. Permits	\$5,162.00	\$ 2,000.00	\$ 5,232.00	262%	32%
Visitor Ngbhd. Permits	\$15,125.00	\$ 10,500.00	\$ 14,300.00	136%	32%
Admin/Late Fees	\$0.00	\$ 42,000.00	\$ 19,385.00	46%	32%
Boot Fees	\$885.00	\$ 2,000.00	\$ 600.00	30%	32%
Citation Revenue	\$114,916.00	\$ 300,000.00	\$ 131,753.00	44%	32%
Misc. Revenue	\$10,100.00	\$ -	\$ 12,500.00	NA	32%
Rents/Royalties/Other	\$536.00	\$ 1,500.00	\$ 539.00	36%	32%
Refunds & Reimbursements	\$1,340.00	\$ -	\$ 1,080.00	NA	32%
Transfer Other Funds (TIFD)	\$0.00	\$ 150,000.00	\$ -	0%	32%
<b>TOTAL</b>	<b>\$255,992.00</b>	<b>\$ 951,500.00</b>	<b>\$ 322,058.00</b>	<b>34%</b>	<b>32%</b>

EXPENDITURE	FY 19-Oct	FY 20	FY 20	%	%
	ACTUAL	BUDGET	ACTUAL	SPENT YTD	EXPECTED YTD
Admin - Personnel	\$23,173.00	\$ 112,779.00	\$ 31,835.00	28%	32%
Admin -- Operating	\$46,236.00	\$ 199,171.00	\$ 64,335.00	32%	32%
Admin -- Capital	\$231,070.00	\$ 15,000.00	\$ -	0%	32%
Enforcement -- Personnel	\$61,847.00	\$ 267,460.00	\$ 84,724.00	32%	32%
Enforcement -- Operating	\$9,100.00	\$ 47,823.00	\$ 13,639.00	29%	32%
Enforcement -- Capital	\$0.00	\$ 65,000.00	\$ -	N/A	32%
Garage -- Personnel	\$11,213.00	\$ 46,525.00	\$ 15,934.00	34%	32%
Garage -- Operating	\$30,973.00	\$ 178,911.00	\$ 37,707.00	21%	32%
Garage -- Capital	\$0.00	\$ 150,000.00	\$ -	N/A	32%
<b>TOTAL</b>	<b>\$413,612.00</b>	<b>\$ 1,082,669.00</b>	<b>\$ 248,174.00</b>	<b>23%</b>	<b>32%</b>

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.		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			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)

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.	12/30/2019	On-going	<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>
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	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.</p>
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.		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.</p>

12 Complete the 2008 Parking District Identification Signage/Branding Plan

Complete October 2018

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.

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

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](http://bozeman.net). Next step is to review current situation against desired changes for modifying field conditions as deemed appropriate.

14 Rename all publicly owned lots and garages by address.

Dec-18

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

15

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

5/1/2018

8/16/2019

... 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. **As of 8-16-19, the COB will consider implementation of the new access/revenue control system COMPLETE; 8/16/19 is final debrief session with vendors and internal team, on-site.**

16	Install a vehicle counter system at Bridger Garage and at the Surface lots.	3/1/2020	On-Going	<p>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; <u>8/1/19</u>; Phase 2 of the parking tech project is in the 'scoping' phase with T2, for installation of vehicle counting loops at the Black, Rouse, and N. Willson surface lots. Phase 2 will also include occupancy signage on the parking garage &amp; implementation of a Mobile Parking App as well; PPM has acquired initial Phas 2 project bids from T2 &amp; Genetec (Lots/Signs) and Passport Labs (Mobile App), internal review and editing is underway (10/2019); <b>11/12/2019 final project planning is underway for garage occupancy signs, data collection and lot counting systems - project cost, timing, and scope documents to BPC in 12/2019.</b></p>
17	Establish best practice protocols and performance metrics for existing enforcement personnel and support enforcement with appropriate technology.		On-going	<p>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;</p>
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	<p>PPM met with City's 'bike/pedestrian' consultant to open the door for potential new partnerships; follow up planned for Spring 2019</p>

	<p>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.</p>	<p>4/1/2020</p>	<p>On-going</p>	<p>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; Revised DPBD concept outline approved by BPC September/2019; draft ordinance being prepared for presentation to City Commission <b>February 2020.</b></p>
19	<p>Evaluate on street pricing in high occupancy areas.</p>			<p>No activity at this time.</p>
20	<p>Explore expanding access capacity with new parking supply and/or transit</p>			<p>No activity at this time.</p>
21	<p>Develop cost forecasts for preferred parking supply and shuttle options.</p>			<p>No activity at this time.</p>
22	<p>Explore and develop funding options.</p>			<p>No activity at this time.</p>
23	<p>Explore the implementation of on street pricing.</p>			<p>No activity at this time.</p>
24	<p>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.</p>			<p>No activity at this time.</p>



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; **Results from both studies were released in June/July 2019, further study is underway on the two best options for new parking capacity facilities in the B-3;**

**Bridger Park Garage - Average Peak Occupancy (April 2019 to November 2019)**

<u>Designated Peak</u>		<u># of Main Garage Vehicles</u>	<u>%Main Garage</u>
Weekday - Noon		256	77%
	Weekday-Noon - Non-Hotel Permits (UDC & Monthly)	79	18%
	Weekday- Noon- Hotel (UDC Leases)	20	6%
	Weekday Noon - Transient	178	53%
Weekend - Evening		143	43%
Main Garage Total Spaces		335	100%

*Number of  
 (W-  
 2 Since*

Total # of Vehicles	% of Main Garage Capacity	Total # of Transient Vehicles	Total Number of Permit Vehicles	Date	Time	Designated Peak	Day of Week	UDC Hotel	Permits (Paid Annual)	Permits (Paid Monthly)	UDC Hotel % of Peak Occupancy
90	27%	84	6	7/27/2019	7:00 PM	Saturday - Evening	Saturday	3	3	0	3%
92	27%	81	11	8/10/2019	7:00 PM	Saturday - Evening	Saturday	4	6	1	4%
93	28%	84	9	8/23/2019	7:00 PM	Friday - Evening	Friday	1	4	4	1%
119	36%	109	10	4/6/2019	7:00 PM	Saturday - Evening	Saturday	6	2	2	5%
149	44%	134	15	7/26/2019	7:00 PM	Friday - Evening	Friday	6	7	2	4%
155	46%	148	7	4/5/2019	7:00 PM	Friday - Evening	Friday	3	2	2	2%
196	59%	178	18	6/8/2019	7:00 PM	Saturday - Evening	Saturday	5	6	7	3%
247	74%	228	19	6/14/2019	7:00 PM	Friday - Evening	Friday	3	14	2	1%

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143	43%	131	12					4	6	3	3%
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SUPPLEMENTAL MATERIALS

Bozeman Parking Commission

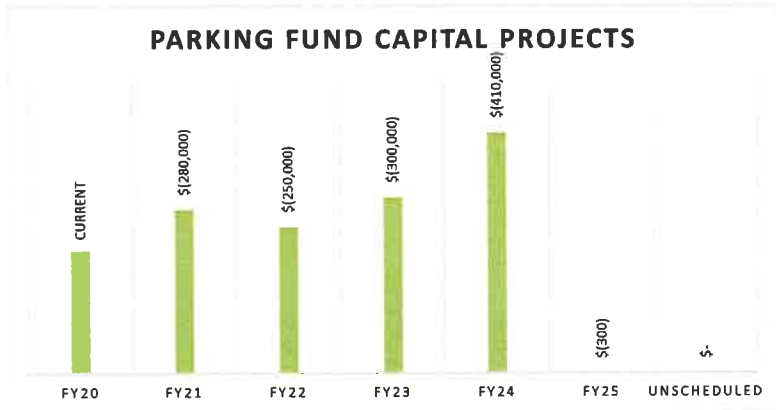
November 21, 2019

**Parking Fund  
Capital Improvement Plan**

Financial Summary	Current Year	Projected					Unscheduled
	FY20	FY21	FY22	FY23	FY24	FY25	
Projected Beginning Balance Dedicated to CIP	\$ 573,373	\$ 743,113	\$ 784,591	\$ 668,535	\$ 505,996	\$ 237,149	
Plus: Parking Revenues Dedicated to CIP	\$ 63,800	\$ 66,990	\$ 70,340	\$ 73,857	\$ 77,550	\$ 81,427	
Cash In Lieu of Parking							
Plus: Parking Revenues Dedicated to Capital	\$ 70,940	\$ 74,487	\$ 53,604	\$ 53,604	\$ 53,604	\$ 53,604	
Plus: Downtown TIF Interest Contribution	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Plus: TIF Contribution for parking lot redesign and improv.	\$ 280,000	\$ 170,000		\$ -	\$ -	\$ -	
Less: Carryforward FY19	\$ (45,000)						
Less: Scheduled CIP Costs (adjusted)	\$ (210,000)	\$ (280,000)	\$ (250,000)	\$ (300,000)	\$ (410,000)	\$ (300)	\$ -
<b>Projected Year-End Cash Dedicated to CIP</b>	<b>\$ 743,113</b>	<b>\$ 784,591</b>	<b>\$ 668,535</b>	<b>\$ 505,996</b>	<b>\$ 237,149</b>	<b>\$ 381,881</b>	

*Assumptions Made for Revenue Estimates:*

	Current Year	Projected				
	FY20	FY21	FY22	FY23	FY24	FY25
Estimated Annual Parking Fund Revenues	\$ 1,063,340	\$ 1,063,340	\$ 1,116,507	\$ 1,172,332	\$ 1,230,949	\$ 1,292,496
Estimated Growth in Revenues	0%	5%	5%	5%	5%	5%
Total Estimated Revenues	\$ 1,063,340	\$ 1,116,507	\$ 1,172,332	\$ 1,230,949	\$ 1,292,496	\$ 1,357,121
Current Revenues Dedicated to CIP %	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Plus: Increase Dedicated to Capital Improvements %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total % Dedicated to CIP	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Total Estimated Revenues Dedicated to Capita.	\$ 63,800	\$ 66,990	\$ 70,340	\$ 73,857	\$ 77,550	\$ 81,427



**Parking Fund- 650**

**Current CIP Requests**

Project #	Project Name	FY2021	FY2022	FY2023	FY2024	FY2025	Unscheduled
P001	WILLSON LOT REDESIGN	-	-	300,000	-	-	-
P012	ARMORY LOT REDESIGN AND IMPROVEMENTS	-	250,000	-	-	-	-
P017	ROUSE PARKING LOT RE-DESIGN AND IMPROVEMENTS	280,000	-	-	-	-	-
P024	BLACK LOT IMPROVEMENTS	-	-	-	410,000	-	-
GF346	FACILITY CONDITION INVENTORY	-	-	-	-	300	-
<b>Fiscal Year totals</b>		<b>280,000</b>	<b>250,000</b>	<b>300,000</b>	<b>410,000</b>	<b>300</b>	<b>-</b>

**Prior Year CIP Requests**

Project #	Project Name	FY2021	FY2022	FY2023	FY2024
P001	WILLSON LOT REDESIGN	-	-	300,000	-
P004	SURFACE PARKING LOT HARDWARE & SOFTWARE SYSTEMS	15,000	15,000	15,000	-
P012	ARMORY LOT REDESIGN AND IMPROVEMENTS	-	250,000	-	-
P014	PARKING GARAGE CRACK MAINTENANCE AND REPAIR	-	20,000	-	-
P017	ROUSE PARKING LOT RE-DESIGN AND IMPROVEMENTS	280,000	-	-	-
P024	BLACK LOT IMPROVEMENTS	-	-	-	410,000
<b>Fiscal Year totals</b>		<b>295,000</b>	<b>285,000</b>	<b>315,000</b>	<b>410,000</b>



# FREE PARKING DAY

## on Small Business Saturday

### Saturday, November 30

The Bozeman Parking Commission approved **FREE PUBLIC PARKING IN DOWNTOWN BOZEMAN, ALL DAY** on Saturday, November 30, 2019. To celebrate Small Business Saturday, all public parking lots and garages will have free parking – this includes the Bridger Downtown Parking Garage (corner of Black & Mendenhall), as well as all the four surface lots.



**DOWNTOWN BOZEMAN**

YOU'LL ♥ OUR  
COMMUNITY

**SMALL BUSINESS SATURDAY®**  
**NOVEMBER 30, 2019**





**TO: Bozeman City Commission**

**FR: Chris Naumann on behalf of the  
Downtown Business Improvement District Board**

**DA: October 10, 2019**

**RE: Future Leases in Bridger Park Garage**

The Downtown Business Improvement District (BID) Board requests that the City Commission refrain from issuing any additional leases of any type in the Bridger Park Garage until the current utilization data can be analyzed and the anticipated use associated with leases issued to developments currently under construction can be considered to determine current and future capacity.

The Downtown BID Board sent the same request to the Bozeman Parking Commission on March 26, 2019.

The BID Board also requests that the City of Bozeman prioritize the construction of a second parking garage to further support the success and vitality of downtown as the community continues to grow.

The BID Board as property and business owners are already feeling the pressure on the parking demand and are very concerned.

Please feel free to contact me with any questions.

Chris Naumann  
Executive Director

Submitted on behalf of the Downtown Business Improvement District Board



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