



EXHIBIT 5: Bozeman Parking Commission, 7/9/2020

BOZEMAN PARKING COMMISSION

Parking Program Manager's Report

Date: June 25, 2020

To: Bozeman Parking Commission

From: Ed Meece, Parking Program Manager

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

- **Ordinance #2033:** Ordinance 2033 (Parking Benefit Zones) was considered by the Bozeman City Commission on March 2, 2020, and approved on 1st reading by a 3-2 vote. **Second reading is scheduled for July 27, 2020.**
- **Surface Lot Counting Systems:** The occupancy signage project in the Bridger Downtown Parking Garage will be implemented by T2 Systems in July 2020. Likewise, a pilot project of surface lot counting tech will take place in the Rouse Lot during July 2020 as well.
- **Training:** The PPM attended several parking industry webinars – *Post COVID & Parking* (T2 Systems); *Curb Management Best Practices* (Southwest Parking/Transportation Assoc.); *Parking Pulse: COVID* (Pacific Intermountain Parking & Transportation Assoc.).
- **NEW Garage Graphics:** PEO Keller coordinated a project for the installation of new safety graphics in the Bridger Downtown Parking Garage; to include entry/exit pedestrian graphics, column safety graphics, as well as pay station and level # signage on each parking deck. See pictures attached.
- **“Creativity in Chaos” Webinar:** The PPM served as a panelist for a webinar discussing the operational response to COVID from municipal parking systems; included the parking managers of Eugene (OR), Knoxville (TN), and Bozeman (MT). Access a copy of the webinar, use the following link -- <https://parkinglogix.com/creativityinchaos-municipalities/>
- **Impound Lot Sale (June):** June 18th, PEO DeLaHunt coordinated a Parking Services Division impound auction which sold 7 impounded vehicles through online bidding for a gross revenue of \$2500.
- **Armory Hotel Coordination:** The PPM is working with staff from the Armory Hotel to prepare for their expected utilization of parking permits in the Bridger Downtown Parking Garage; estimated to start in early July 2020. At least initially, hotel visitors will likely self-park in the Main Garage using a ‘coupon’ at one of the pay stations.

6/2020:	Revenues YTD: \$1,055,922.33 (92%)	Expenditures YTD: \$848,785.06 (92%)
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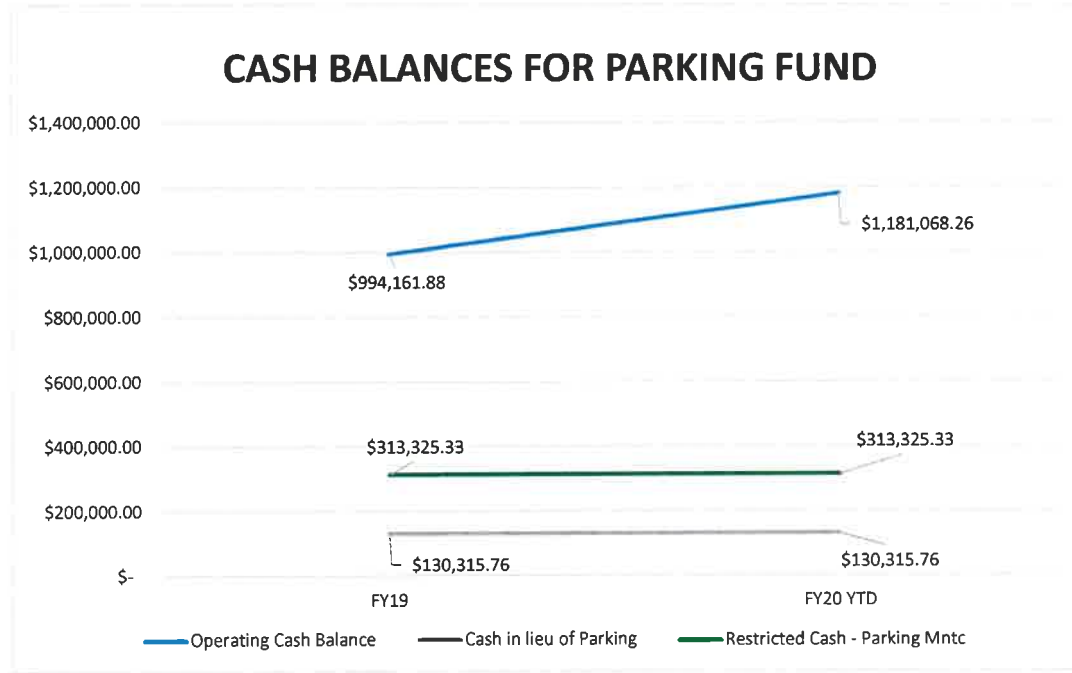
PARKING SERVICE FUND - OPERATING
AS OF 6/2/2020

REVENUE	FY20 BUDGET	FY20 ACTUAL	% EARNED	% EXPECTED
			YTD	YTD
PARKING LOT PERMITS	\$ 35,000.00	\$ 56,996.00	163%	92%
GARAGE PERMITS	\$ 310,000.00	\$ 459,360.75	148%	92%
GARAGE - TRANSIENT REVENUE	\$ 75,500.00	\$ 45,972.40	61%	92%
GARAGE VALIDATION COUPONS	\$ 3,000.00	\$ 10,489.00	350%	92%
RESIDENTIAL NGHBD. PERMITS	\$ 20,000.00	\$ 38,510.00	193%	92%
EMPLOYEE NGBHD. PERMITS	\$ 2,000.00	\$ 6,072.50	304%	92%
VISITOR NGBHD. PERMITS	\$ 10,500.00	\$ 16,555.00	158%	92%
ADMIN/LATE FEES	\$ 42,000.00	\$ 41,203.69	98%	92%
BOOT FEES	\$ 2,000.00	\$ 1,920.00	96%	92%
CITATION REVENUE	\$ 300,000.00	\$ 327,352.77	109%	92%
INTEREST INCOME	\$ 5,000.00	\$ 18,729.38	375%	92%
MISC REVENUE	\$ 2,340.00	\$ 32,760.84	1400%	92%
TRANSFERS / FROM OTHER FUNDS	\$ 250,000.00		0%	92%
TOTAL	\$ 1,057,340.00	\$ 1,055,922.33	100%	92%

EXPENDITURE	FY20 BUDGET	FY20 ACTUAL	% SPENT	% EXPECTED
			YTD	YTD
ADMIN - PERSONNEL	\$ 112,779.00	\$ 92,081.83	82%	92%
ADMIN - OPERATING	\$ 199,171.00	\$ 152,808.70	77%	92%
ADMIN - CAPITAL	\$ 15,000.00	\$ 70,986.29	473%	92%
ENFORCEMENT - PERSONNEL	\$ 267,460.00	\$ 234,702.00	88%	92%
ENFORCEMENT - OPERATING	\$ 47,823.00	\$ 40,546.15	85%	92%
ENFORCEMENT - CAPITAL	\$ 65,000.00		0%	92%
GARAGE - PERSONNEL	\$ 46,525.00	\$ 43,819.21	94%	92%
GARAGE - OPERATING	\$ 178,911.00	\$ 200,415.88	112%	92%
GARAGE - CAPITAL	\$ 150,000.00	\$ 13,425.00	0%	92%
TOTAL	\$ 1,082,669.00	\$ 848,785.06	78%	92%

As of June 19, 2020

	FY19	FY20 YTD
Beginning working capital	\$ 986,333.51	\$ 994,161.88
plus: revenues	\$ 1,177,456.69	\$ 1,060,022.00
less: expenditures	\$ (1,169,628.32)	\$ (873,115.62)
Operating Cash Balance	\$ 994,161.88	\$ 1,181,068.26
Cash in lieu of Parking	\$ 130,315.76	\$ 130,315.76
Restricted Cash - Parking Mntc	\$ 313,325.33	\$ 313,325.33



Bridger Park Garage - Average Peak Occupancy (April 2019 to May 2020)

<u>Designated Peak</u>	<u># of Main Garage Vehicles</u>	<u>%Main Garage</u>
Weekday - Noon	215	64%
Weekday-Noon - Non-Hotel Permits (UDC & Monthly)	76	18%
Weekday- Noon- Hotel (UDC Leases)	21.04	6%
Weekday Noon - Transient	135	40%
Weekend - Evening	111	33%
Main Garage Total Spaces	335	100%

Weekday Noon Peak Occupancy - Bridger Downtown Garage (April 2019 to May 2020)

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	Permits	UDC Hotel % of Peak Occupancy
									(Paid Annual)	(Paid Monthly)	
219	65%	132	87	4/4/2019	12:42 PM	Weekday - Noon	Thursday	15	50	22	7%
189	56%	137	52	4/9/2019	12:56 PM	Weekday - Noon	Tuesday	8	30	14	4%
335	100%	278	57	6/7/2019	12:00 PM	Weekday - Noon	Friday	6	36	15	2%
245	73%	176	69	6/21/2019	12:00 PM	Weekday - Noon	Friday	6	49	14	2%
301	90%	224	77	7/19/2019	12:00 PM	Weekday - Noon	Friday	39	20	18	13%
270	81%	180	93	7/18/2019	12:00 PM	Weekday - Noon	Thursday	25	51	17	9%
257	77%	161	96	8/1/2019	1:00 PM	Weekday - Noon	Thursday	30	48	18	12%
235	70%	137	98	8/6/2019	12:00 PM	Weekday - Noon	Tuesday	31	50	17	13%
281	84%	204	77	9/20/2019	12:00 PM	Weekday - Noon	Friday	15	43	19	5%
268	80%	186	82	9/27/2019	12:00 PM	Weekday - Noon	Friday	21	48	13	8%
223	67%	200	23	10/2/2019	12:00 PM	Weekday - Noon	Wednesday	8	12	3	4%
231	69%	135	96	10/4/2019	12:00 PM	Weekday - Noon	Friday	28	50	18	12%
217	65%	106	111	11/12/2019	12:00 PM	Weekday - Noon	Thursday	38	52	21	18%
309	92%	225	84	11/21/2019	5:00 PM	Weekday - Noon	Thursday	23	51	10	7%
267	80%	167	100	12/19/2019	1:00 PM	Weekday - Noon	Thursday	27	55	18	10%
247	74%	146	101	12/18/2019	12:00 PM	Weekday - Noon	Wednesday	32	51	18	13%
206	61%	115	91	1/7/2020	12:00 PM	Weekday - Noon	Tuesday	30	46	15	15%
216	64%	105	11	1/9/2020	1:00 PM	Weekday - Noon	Thursday	38	55	18	18%
200	60%	115	85	2/25/2020	1:00 PM	Weekday - Noon	Tuesday	29	42	24	15%
209	62%	110	90	2/28/2020	12:00 PM	Weekday - Noon	Friday	23	47	20	11%
180	54%	87	93	3/10/2020	12:00 PM	Weekday - Noon	Tuesday	18	58	17	10%
182	54%	81	101	3/12/2020	12:00 PM	Weekday - Noon	Thursday	18	56	27	10%
52	16%	12	40	4/29/2020	12:00 PM	Weekday - Noon	Wednesday	4	28	8	8%
59	18%	15	44	4/30/2020	12:00 PM	Weekday - Noon	Thursday	6	31	7	10%
102	30%	49	53	5/14/2020	11:00 AM	Weekday - Noon	Thursday	11	30	12	11%
101	30%	30	71	5/27/2020	12:00 PM	Weekday - Noon	Wednesday	18	37	16	18%
215	64%	135	76					21.04	43	16	10%

Weekend Evening Peak Occupancy - Bridger Garage (April 2019 to May 2020)

Total # of Vehicles	% of Main Garage Capacity	Total # of Transient Vehicles	Total		Date	Time	Designated Peak	Day of Week	UDC Hotel	Permits (Paid Annual)	Permits (Paid Monthly)	UDC Hotel % of Peak Occupancy
			Number of Permit Vehicles									
90	27%	84	6		7/27/2019	7:00 PM	Saturday - Evening	Saturday	3	3	0	3%
82	24%	66	16		1/18/2020	7:00 PM	Saturday - Evening	Saturday	11	3	2	13%
143	43%	103	40		1/31/2020	7:00 PM	Friday - Evening	Friday	9	23	8	6%
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%
238	71%	226	12		9/13/2019	7:00 PM	Friday - Evening	Friday	5	6	1	2%
133	40%	118	15		9/7/2019	7:00 PM	Saturday - Evening	Saturday	4	9	2	3%
177	53%	141	36		10/1/2019	7:00 PM	Friday - Evening	Friday	14	12	10	8%
87	26%	72	15		10/12/2019	7:00 PM	Saturday - Evening	Saturday	6	8	1	7%
141	42%	127	14		11/22/2019	7:00 PM	Friday - Evening	Friday	3	6	5	2%
98	29%	88	10		11/23/2019	7:00 PM	Saturday - Evening	Saturday	3	5	2	3%
182	54%	170	12		12/6/2019	7:00 PM	Friday - Evening	Friday	2	5	5	1%
177	53%	156	21		12/7/2019	7:00 PM	Saturday - Evening	Saturday	1	11	9	1%
90	27%	82	8		2/15/2020	7:00 PM	Friday - Evening	Friday	2	4	2	2%
131	39%	121	10		2/21/2020	7:00 PM	Saturday - Evening	Saturday	5	4	1	4%
27	8%	23	4		3/13/2020	7:00 PM	Friday - Evening	Friday	2	2	0	7%
10	3%	0	10		3/14/2020	7:00 PM	Saturday - Evening	Saturday	3	6	1	30%
3	1%	2	1		4/24/2020	7:00 PM	Friday - Evening	Friday	0	1	0	0%
8	2%	5	3		4/25/2020	7:00 PM	Saturday - Evening	Saturday	0	2	1	0%
25	7%	13	12		5/29/2020	6:00 PM	Friday - Evening	Friday	1	3	8	4%
4	1%	2	2		5/23/2020	6:00 PM	Saturday-Evening	Saturday	0	2	0	0%
111	33%	99	13						4	6	3	5%

Parking Permit Calculator

June 2020 Review

General Permit Calculator

Total Bridger Stalls	435
Gated Basement Stalls - Reserved for Etha	- 100
Total Stalls Available	= 335
Utilization at Designated Peak (as of 5/11/2020)	= 225
Available Empty Stalls	= 110
50% Rule Applied to Empty Stalls	/2 55.0
Revocable Monthly Permits Available	= 55

Bozeman Parking Commission, 6/11/2020

Explanations

- The Total number of stalls in Bridger Park Garage
- 100 Basement Stalls. (Coincidentally, 100 spaces are reserved for Etha Parking)
- Total Stalls - Basement Stalls
- Average of Peak Occupancies WEEKDAY noon. The chosen peak is a policy choice.
- Available Empty Stalls (Main)
- The 50% Rule means we always try to reserve 50% of Available Empty Stalls for Hourly, Transient, Parking
- Revocable Monthly Permits Available. This number can be negative. Reclaim permits if the number is negative.

Utilization Percentage at Designated Peak (Weekday Noon)

Utilization at Designated Peak	225
Total Stalls Available	335
Percent Utilization at Designated Peak	67%
85% Rule	"85%"

- Avg. % of Available Stalls Occupied by all vehicles
- When a parking facility is at 85% occupancy, it is time to have a policy conversation about increased pricing to impact demand.

Utilization by Type - Peak Occupancy (Weekday Noon) April 2019 - April 2020

Avg. Transient Vehicles	143
Avg. Hotel UDC Leases	21
Avg. Non Hotel Permits (UDC and Monthly)	77
Utilization at Designated Peak	225

- All numbers are averages and will NOT add up to the designated peak.
- The Avg. Peak Occupancy for all parked vehicles that do not have a parking permit or lease.
- The Avg. Peak Occupancy for Hotel lease utilization during the Weekday-Noon period; not all UDC leases, just Hotel UDC leases.
- The Avg. Peak Occupancy for all permits that are not Hotel permits (UDC); these may be UDC (like 5 West) or just regular monthly permits
- Average of Peak Occupancies WEEKDAY noon. Data Period: April 2019 - April 2020

Lease/ Permit Summary

Monthly/ Annual Revocable Permits	295
5 West Mixed Use Office (UDC)	50
Element Hotel (UDC)	60
Lark Hotel 1 (UDC)	19
Lark Hotel 2 (UDC)	27
Etha Hotel (UDC)	54
Etha Hotel (UDC) - Pending	46
Sub-Total UDC Leases (Non Revocable)	256
Total Permits and Leases Issued	551
New Revocable Monthly Permits Available	55
Total Permits and Leases Authorized	606

- One customer turned in a large set of non-UDC parking permits, others chose not to renew OR non-pymt terminations.

5/26/2020: The Finance/Parking Departments are not acting upon this information until at least September 2020. The impact of COVID restrictions in March/April/May affected parking occupancy over that same period of time. ERM.

This is the maximum number of total permits and leases that should be sold in the parking garage in order to maintain reservation that transient and permit holders will find a parking space.

The purpose of the Parking Permit Calculator is to utilize parking industry best practices in determining how many parking leases the Bozeman Parking Commission (BPC) can sell in the Bridger Park Downtown Garage, while maintaining reasonable confidence that adequate capacity exists for both leased and short term parking. The rationale is that the BPC can 'oversell' monthly/annual leases (more leases than spaces) by maintaining a margin of excess capacity based on "Peak Hour" utilization. Employing a common parking management strategy, the BPC, upon advice of Rick Williams Consulting, has chosen to use a factor equal to 50% of unused parking spaces during the Peak Hour.

In September 2019, the Parking Program Manager began using the most current 'Average Peak Occupancy (Weekday - Noon)' as the Peak Occupancy number for this calculator. Monthly, the Parking Manager pulls peak occupancy data for Weekday-Noon, Friday Evening, and Saturday Evening for the previous month. This data is combined with other monthly peak occupancy to create a "Peak Occupancy Average". Because the Weekday-Noon peak occupancy data historically has the highest volume of parked vehicles, it is used for the purpose of the Parking Permit Calculator.

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			
8	Re-evaluate and clarify the purpose and intent of the current code section regarding Special Improvement District # 565.			
9	Implement a Facilities Maintenance Plan.	12/30/2019	On-going	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;

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	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.		On-Going	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		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 . 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	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; PPM is finalizing a contract with PASSPORT Labs for mobile app that will expand ability to provide timed parking opportunities, expected presentation at (March) July 2020 BPC mtg.
16	Install a vehicle counter system at Bridger Garage and at the Surface lots.	3/1/2020	On-Going - ORD #2033 pending final approval	Installation of vehicle counting system moved to "Phase II" of the 2018 Parking Technology Project; Phase 2 will include occupancy signage on the parking garage & implementation of a Mobile Parking App as well; Purchase Order for garage occupancy signage signed 12/26/2020. PPM has received final approval on parking occupancy signs from Community Development Department for Bridger garage and the surface lots, project is restarting for implementation (3/5/20); Garage Occupancy signs to install July 2020 - field test of surface lot counting tech July 2020 as well.
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; Voice Recorder Policy (12/2019); Mail Citation Policy (12/2019);

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.	4/1/2020	Public Engagement Sessions held April and May 2019 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; Feb 3 presentation to City Commission of Ordinance 2033, 3 hours discussion, public comment, City Commission to continue consideration on March 2, 2020; Ord 2033 passed on 1st reading (3/2/20), headed to CC for second reading 7/27/2020.
20	Evaluate on street pricing in high occupancy areas.	On-going	No activity at this time.
21	Explore expanding access capacity with new parking supply and/or transit		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 lbetter located parking parcels and/or construction of a parking garage.	On-going	No activity at this time.

26 Initiate new capacity expansion.

On-going

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 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;**