



**Item:** Ordinance 3122 – amending Title 10, Chapters 3, 48, and 87 of the Official Code of the City of Great Falls Pertaining to the Administration and Operation of the City’s Parking System and Resolution 10083 setting new parking rates and fines.

**From:** Lee Nellis, Deputy Director, Planning and Community Development

**Initiated By:** Great Falls Parking Advisory Commission, Planning and Community Development

**Presented By:** Craig Raymond, Director of Planning and Community Development

**Actions Requested:** That the City Commission implement the recommendations of the Great Falls Parking Advisory Commission and staff by adopting Ordinance 3122 and Resolution 10083.

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**Public Hearing:**

1. Mayor conducts public hearing, calling three times each for proponents and opponents.
2. Mayor closes public hearing and asks the will of the Commission.

**Suggested Motions:** (Each motion to be separately considered)

1. Commissioner moves:

“I move that the City Commission (adopt/deny) Ordinance 3122 as submitted.”

2. The Mayor calls for a second, discussion, and calls for the vote.

3. Commissioner moves:

“I move that the City Commission (adopt/deny) Resolution 10083 as submitted.”

4. The Mayor calls for a second, discussion, and calls for the vote.
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**Background**

The Great Falls Parking Advisory Commission (PAC) began work on the recommendations that are incorporated into Ordinance 3122 and Resolution 10083 in November 2013. The PAC’s first step was to analyze the physical and fiscal condition of the municipal parking system. The results of that analysis are summarized in the April 30, 2014 memo that conveyed the PAC’s original recommendations to the

City Commission. That memo is attached. To put it in one sentence, the PAC found that the revenues being collected by the parking system are insufficient to address substantial deferred maintenance needs and will soon be insufficient to support operations.

After months of discussion, the PAC unanimously asked staff to forward its recommended parking revenue strategies to the City Commission on April 21, 2014. Staff sent a memo to the Commission on April 30, 2014, and the proposed strategies were discussed with the Commission at a work session on May 6, 2014. The PAC also asked staff to present its recommendations to downtown organizations for comment.

Staff presented the PAC recommendations to the Downtown Great Falls Association on May 20, 2014; to the Downtown Development Partnership on May 28, 2014; to the Downtown Chicks on May 30, 2014; and, to a group convened by the Downtown Development Partnership on June 8, 2014. Staff solicited comments and discussion at each of these events. Staff has also had a number of conversations and email exchanges about the proposed revenue strategies with interested individuals.

Staff summarized its conversations with the downtown community at a City Commission work session on July 15, 2014, seeking guidance on questions about the courtesy parking program; about the trade-off between an increase in fines and an increase in the metered parking rate; and about the possibility of requiring that people pay for parking on Saturdays in order to avoid or delay an increase in the metered parking rate. Public discussion of parking revenue strategies continued with staff attending meetings of Neighborhood Council 7 on September 8, 2014, and Neighborhood Council 5 on September 15, 2014, to explain and discuss the possible revenue strategies.

The upshot of nearly a year of analysis and conversation is that reasonable people disagree about the appropriateness, effectiveness, and timing of the proposed revenue strategies. These differences of opinion need to be resolved by the City Commission. Staff has, therefore, prepared Resolution 10083 to embody the parking revenue strategies recommended by the Parking Advisory Commission and staff to provide Commissioners with an easily amended basis for decision-making. Beyond allowing the parking system to raise necessary revenues, this resolution reaffirms existing parking time limits, adopts a corrected map of the parking management districts, and best of all, puts all parking fees and penalties in one compact document. They were formerly scattered among at least four resolutions.

Ordinance 3122 will support any or all of the possible revenue strategies included in Resolution 10083 without being amended. Ordinance 3122 also updates and corrects the guidance needed to administer the municipal parking system. The updates and corrections include eliminating code language setting fees that have been superseded by resolutions of the City Commission; providing a clear process for the establishment of on-street freight and passenger loading zones; simplifying the administration of delivery permits; correcting an erroneous description of the Downtown Parking Management District's boundaries and replacing that description with a map, which is far more useful; and eliminating antiquated language. As the Code stands now, for example, it is unlawful to pay for parking on an electronic meter or via PassPort parking. The code also requires that busses park only at bus stops. We have no bus stops in downtown Great Falls, so this makes operation of the local transit busses unlawful. Finally, the proposed changes clarify downtown parking enforcement operations.

## **Recommendations**

The PAC's original recommendations are attached to this report. They are also summarized and updated below, under "Fiscal Impact." The principal disagreements about the PAC recommendations revolve

around the courtesy parking program, the impact of increases in fines, and the possibility of charging for parking on Saturdays. These issues were summarized in a July 15, 2014, memo to the City Commission, which is also attached.

*Courtesy Parking.* In May, the PAC changed its original recommendation to eliminate this program, and now recommends keeping it with the proviso that the cost of courtesy parking spaces be increased to more closely approximate the revenue yield of a meter and that monthly billing for the program be replaced with annual billing. Further discussion led the PAC to recommend charging more for courtesy parking spaces on Central Avenue than on the other streets within the Downtown Parking Management District.

*Fines v Rates.* This controversy is an interesting study in psychology. Roughly one-third of the folks we have talked to believe that larger fines will be taken as a “slap in the face” by people shopping downtown, while a rate increase will be tolerated. The remainder believes that raising fines is preferable to a rate increase, at least in part because much of the increase in fines will be borne by habitual offenders. Raising the meter rate to 75¢ an hour should be expected to raise somewhat less revenue each year than increasing the fines. It also involves the upfront cost of recalibrating the meters, which the PAC and staff had hoped to absorb in FY 2018, after revenues have increased. Given these factors, the PAC and staff continue to recommend that fines be increased and that they accelerate with the number of violations. In evaluating this strategy, it is important to note that staff and the PAC also recommend that the first ticket issued to a particular license plate each year be a courtesy ticket that thanks the offender for shopping downtown and carries no penalty, just a reminder of the parking rules.

*Pay for Saturday Parking.* This strategy did not originate with staff or the PAC. It came from downtown community members who were seeking a way to avoid increasing metered parking rates. It is not easy to estimate the revenue potential of this strategy because the city has no experience in charging for parking on Saturdays. Our best projection is that it would bring in roughly \$30,000 a year. That is about half of what would be generated by an increase in meter rates. Staff and the PAC have no recommendation on this strategy, which we bring forward as a result of public discussion.

## **Fiscal Impact**

Adoption of Ordinance 3122 and Resolution 10083 will result in increased revenues to the municipal parking system. This will allow the parking system to continue to meet its operating expenses; begin to correct numerous, long-standing deficiencies in the maintenance of parking facilities, and play a positive role in the continuing redevelopment of downtown Great Falls. The approximate additional revenue that would be raised by each of the PAC’s recommended revenue measures is shown in Table 1. These are very rough estimates, based on our current experience.

Table 1 does not include the alternatives that are not recommended by the PAC: raising meter rates rather than fines and charging for parking on Saturdays instead of raising meter rates. Staff projects that increasing meter rates to 75¢ an hour would result in approximately \$10,000 less per year (after the first year, when an additional \$10,000 will be needed to re-calibrate the meters) than raising fines. Resolution 10083 does not include an immediate increase in meter rates as an alternative to increasing penalties, but that could easily be amended in. Resolution 10083 does include an easily detached provision for an experiment in charging on Saturdays. Staff’s best estimate is that this would yield roughly \$30,000 each year, substantially less than an increase in meter rates.



**ORDINANCE 3122**

**AN ORDINANCE AMENDING TITLE 10, CHAPTERS 3, 48 AND 87 OF THE OFFICIAL CODE OF THE CITY GREAT FALLS (OCCGF) PERTAINING TO THE ADMINISTRATION AND OPERATION OF THE CITY'S PARKING SYSTEM**

\* \* \* \* \*

**WHEREAS**, a financially sound parking system and properly maintained parking facilities are essential to the continuing redevelopment of downtown Great Falls and to the many citizens who use those facilities; and

**WHEREAS**, to ensure the continued financial health of the parking system, certain provisions of the OCCGF require updating; and

**WHEREAS**, for clarification and simplifying the administration of the parking system, certain provisions of the OCCGF relating to loading and parking areas, parking districts, and parking violations require updating; and

**WHEREAS**, City staff, in concurrence with the Parking Advisory Commission, recommends that the City Commission approve the amendments to Title 10, Chapters 3, 48 and 87 of the OCCGF for the continued administration and operation of the City's parking system.

**NOW, THEREFORE**, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

- Section 1. That Title 10, Chapter 3, Section 010 of the OCCGF be amended as depicted in Exhibit "A" attached hereto, which removes any language indicated by a strike-out and adds language which is bolded;
- Section 2. That Title 10, Chapter 48 of the OCCGF be amended as depicted in Exhibit "B" attached hereto, which removes any language indicated by a strike-out and adds language which is bolded;
- Section 3. That Title 10, Chapter 87 of the OCCGF be amended as depicted in Exhibit "C" attached hereto, which removes any language indicated by a strike-out and adds language which is bolded;
- Section 4. This ordinance shall be in full force and effect thirty (30) days after second reading and final adoption by the City Commission.

APPROVED by the City Commission on first reading November 18, 2014.

ADOPTED by the City Commission of the City of Great Falls, Montana on second reading December 2, 2014.

\_\_\_\_\_  
Michael J. Winters, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Kunz, City Clerk

(Seal of the City)

APPROVED FOR LEGAL CONTENT:

\_\_\_\_\_  
Sara R. Sexe, City Attorney

State of Montana     )  
County of Cascade   : ss  
City of Great Falls   )

I, Lisa Kunz, City Clerk of the City of Great Falls, Montana, do hereby certify that I did post, as required by law and as prescribed and directed by the City Commission, Ordinance 3122 in three places within the limits of said City to-wit:

- On the Bulletin Board, first floor, Civic Center Building;
- On the Bulletin Board, first floor, Cascade County Court House;
- On the Bulletin Board, Great Falls Public Library

(Seal of the City)

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Lisa Kunz, City Clerk

EXHIBIT "A"

Title 10 - VEHICLES AND TRAFFIC

Chapter 3 DEFINITIONS

**Chapter 3 DEFINITIONS**

Section:

[10.3.010 Definitions.](#)

10.3.010 Definitions.

Unless otherwise specified or a different meaning is plainly intended, the following definitions apply throughout this chapter ~~Chapter~~ **Title**:

**"Administrator" means the City employee or contractor tasked by the City Manager with the management of the City's parking facilities.**

**(Ord. 3122, 2014)**

~~"Alley." means any public right-of-way or public thoroughfare twenty (20) feet or less in width.~~

~~(Ord. 3122, 2014; Prior code §0-2-1(M) (part)).~~

**"Bicycle" means a non-motorized vehicle consisting of a metal frame on two (2) or more wheels and having handlebars and a seat.**

**(Ord. 3122, 2014; Ord. 2646 §part), 1994)**

~~"Central business district" means all streets and portions of streets within the area described as follows: All that area bounded by the west line of Park Drive, thence in an easterly direction on a line with south line of Second Avenue South to east line of Ninth Street, thence north to the north line of Second Avenue North thence west to point of origin.~~

~~(Ord. 3122, 2014; Prior code §10-2-1(M) (part)).~~

~~"Curb-loading zone" means a space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers and/or freight and materials.~~

~~(Ord. 3122, 2014; Prior code §10-2-1(M) (part)).~~

~~Whenever certain hours are named in this title, they mean standard time or daylight savings time as may be in current use in this City.~~

~~(Ord. 3122, 2014; Prior code §10-2-1 (M)(part)).~~

**"Freight Loading Zone" means a portion of a public right-of-way that is designated for short-term use by vehicles loading and unloading goods. Freight loading zones are established following the procedures adopted in this chapter. This term also includes delivery zones in the metered parking district.**

**(Ord. 3122, 2014)**

EXHIBIT "A"

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Chapter 3 DEFINITIONS

**"Handicap Parking Zone" means a portion of a public right-of-way that is designated for use only by vehicles that have a handicap parking permit or plate. Handicap parking zones are established following the procedures adopted in this title.**

**(Ord. 3122, 2014)**

~~"Parking meter" means any mechanical device or meter, not inconsistent with this chapter, placed or erected~~ **installed** for the regulation of **the time allowed for parking by the authority of as provided by 10.48.270 of this chapter title**. Each parking meter installed shall indicate by proper legend the legal parking time established by the City and when operated, shall at all times indicate the balance of legal parking time, and at the expiration of such period shall indicate illegal or overtime parking.

**(Ord. 3122, 2014; Prior code §10-2-1(M)(part)).**

**"Passenger Loading Zone" means a portion of a public right-of-way that is designated for short-term use by vehicles loading and unloading people. This specifically includes school bus loading zones. Passenger loading zones are established following the procedures adopted in this title.**

**(Ord. 3122, 2014)**

~~"Parking meter space" means any space within a parking meter zone and adjacent to a legally placed parking meter.~~

**(Ord. 3122, 2014; Prior code §0-2-1(M)(part)).**

~~"Parking meter zone" means any restricted street upon which parking meters are installed and in operation.~~

**(Ord. 3122, 2014; Prior code §10-2-1(M)(part)).**

~~"Passenger curb-loading zone" means a place adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.~~

**(Ord. 3122, 2014; Prior code §10-2-1(M)(part)).**



EXHIBIT "B"

Title 10 - VEHICLES AND TRAFFIC

Chapter 48 STOPPING, STANDING AND PARKING

**Chapter 48 STOPPING, STANDING AND PARKING**

**Sections:**

[10.48.010 Stopping, standing or parking close to curb.](#)

[10.48.040 Lights on parked vehicles.](#)

[10.48.050 ~~Operation of~~ Parking at meters.](#)

[10.48.055 Paying for Parking.](#)

[10.48.060 Stopping, standing or parking on ~~trafficways~~ public streets and alleys.](#)

[10.48.070 Parking in alleys.](#)

[10.48.080 Parking for certain purposes prohibited.](#)

[10.48.090 Parking of commercial vehicles.](#)

[10.48.100 Compliance with Signs required.](#)

[10.48.105 Curb or pavement markings.](#)

[10.48.110 Parking controlled adjacent to schools.](#)

[10.48.120 Parking controlled on narrow trafficways.](#)

[10.48.130 Parking controlled during certain hours of the day and/or days of the week.](#)

[10.48.150 Stopping, standing or parking controlled in hazardous or congested places.](#)

[10.48.160 Stopping, standing or parking controlled along arterial and collector trafficways.](#)

[10.48.170 Special-use On street loading and parking zones.](#)

[10.48.175 Parking management districts.](#)

[10.48.180 ~~Permits for special use zones~~ Review of applications for loading and parking zones on public streets.](#)

[10.48.190 Application Fees for permits the establishment of for special-use loading and parking zones.](#)

[10.48.200 Use of ~~special-use~~ loading and parking zones on public streets.](#)

[10.48.220 Bus Passenger loading zones serving schools.](#)

[10.48.230 Passenger loading zone.](#)

[10.48.240 Freight loading zone.](#)

[10.48.250 Delivery zone.](#)

[10.48.260 Daily use zone—meter bags.](#)

[10.48.270 Residential zone.](#)

[10.48.230 Delivery permits.](#)

[10.48.240 Meter bags.](#)

[10.48.250 Residential parking in parking management districts.](#)

[10.48.2860 Administration of Pparking meter management districts defined.](#)

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Chapter 48 STOPPING, STANDING AND PARKING

~~10.48.2970~~ Parking meter enforcement periods and time periods/limits.

~~10.48.29480~~ Courtesy parking provided by property owner(s) within parking district.

~~10.48.300290~~ Unauthorized parking in off-street parking facilities prohibited.

~~10.48.3400~~ Rates charged on City owned/operated off-street parking lots and garages.

**10.48.010 Stopping, standing or parking close to curb.**

It is unlawful for any person to stop, stand or park a vehicle in a traffic way other than parallel with the edge of the traffic way headed in the direction of the lawful traffic movement for the lane in which it is stopped, standing or parked and with the wheels of the vehicle within eighteen (18) inches of the curb or edge of the traffic way except as otherwise provided in Sections ~~10.48.040 and~~ 10.48.050.

(Ord. 3122, 2014; Ord. 1987 2(part), 1976: prior code 10-2-12(A)).

**10.48.040 Lights on parked vehicles.**

Any lighted headlamps upon a parked vehicle shall be depressed or dimmed.

(Ord. 1987 §2(part), 1976: prior code §10-2-12(D)).

**10.48.050 ~~Operation of~~ Parking at meters.**

~~Except for an emergency as determined directed by an officer of the Fire or Police Departments or City parking attendants, or in compliance with the direction of a Police Officer or traffic control device, when any vehicles is parked in any using metered parking spaces adjacent to a parking meter, the driver of such vehicle shall park within the space area and at the angle designated delineated by the curb pavement markings, and in the event such When those markings are obscured by snow, wear, or other conditions and there is, where angle parking, prevails, the vehicles shall be parked to the left side to or right side to of the appropriate meter; wWhere there is parallel parking, prevails, the vehicles shall be parked front end to or rear end to, within 18 inches of the appropriate meter, and within 18 inches of the curb. Failure to comply with this Section is a violation of this Code, subject to the penalties and fees authorized by Section 10.87.090 of this Title. Upon entering the meter space, a driver shall immediately deposit or cause to be deposited in the meter such proper coin of United States or legal token required for such parking meter. The driver of such vehicle, after the deposit of the proper coin(s) or legal token(s), shall also set in operation the timing mechanism on such meter. Any person placing a vehicle in a parking meter space adjacent to a meter which indicates that unused time has been left in the meter by the previous occupant of the space shall not be required to deposit a coin or token so long the occupancy of the space does not exceed the indicated unused parking time. If the vehicle remains parked in any such parking space, and if the meter indicates such illegal parking, it shall be deemed a violation of this chapter.~~

(Ord. 3122, 2014; Ord. 1987 §2(part), 1976: prior code §10-2-12(E)).

**10.48.055 Paying for parking.**

- A. Upon parking in a metered parking space, the occupants of the vehicle shall immediately pay for parking using coins of the United States or any other means provided for payment**

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Chapter 48 STOPPING, STANDING AND PARKING

by the City. The available means of payment shall be indicated on the meter and/or signs posted on the adjoining sidewalk. Alternatively, the occupants may display a free parking pass issued by the City. Failure to pay for parking or to display a pass is a violation of this Code, subject to the penalties and fees authorized by Section 10.87.090 of this Title.

- B. A valid free parking pass bears the signature of the Administrator, the City Manager, or the City's authorized agent, and an expiration date. Attempted use of a pass that does not bear an authorized signature and an expiration date is a violation of this Code, subject to the penalties and fees authorized by Section 10.87.090 of this Title.
- C. It is lawful to use unexpired time on a parking meter, but the unexpired time counts toward the applicable time limit.

(Ord. 3122, 2014)

**10.48.060 Stopping, standing or parking on trafficways on public streets and alleys.**

**Except when temporarily necessary to avoid conflict with other traffic, when so directed by an officer of the Fire or Police Departments or City parking attendants, or where a parking space is clearly delineated by pavement markings it is unlawful for any person to stop or a violation of this Code to park (temporarily or otherwise) a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law or the directions of a Police Officer or traffic control devices, in any of the following places:-**

- A. In front of (**across**) or within five (5) feet of a public or private driveway or **an** alley or as otherwise designated **indicated by pavement markings and/or official signs, which may prohibit parking in a larger area adjacent to the driveway or alley.**
- B. Within a ~~properly~~ signed and/or marked fire hydrant zone or, if **the fire hydrant zone is** not signed and/or marked, within ten (10) feet of ~~the~~ a fire hydrant.
- C. Within thirty (30) feet **in front of** ~~upon the approach to~~ any crosswalk (marked or unmarked) at an intersection (~~end zone~~).
- D. Within twenty (20) feet **beyond** ~~upon the departure from~~ any crosswalk (marked or unmarked) at an intersection (~~end zone~~).
- E. Within thirty (30) feet **in front of** ~~upon the approach~~ or to twenty (20) feet **beyond** ~~upon the departure from~~ any mid-block crosswalk (~~end zone~~).
- F. Upon the paved or main traveled part of ~~the traffic way~~ **a street or alley** when it is practical to stop, stand, or park or ~~so leave such vehicle off part of the traffic way~~ **in a delineated parking space, on the shoulder, or otherwise safely out of the flow of traffic.**

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- G.** In a traffic lane for the purpose of discharging or receiving passengers, **in which case B** both the driver of ~~such the~~ vehicle and ~~such the~~ passenger ~~or such pedestrian shall be equally guilty of~~ **may be cited for a violation;**~~s of this section.~~
- H.** **In a marked or signed fire lane.**
- I.** ~~At a~~**Any other** place where official signs, **pavement or curb markings** prohibit parking ~~in a fire lane.~~
- J.** **The violations listed above are subject to the penalties and fees authorized by Section 10.87.090 of this Title.**

(Ord. 3122, 2014; Ord. 2676 § (part), 1995; Ord. 2646 §(part), 1994; Ord. 2353 §1, 1984; Ord. 1987 §2(part), 1976: prior code §10-2-13(A)).

**10.48.070 Parking in alleys.**

- A. It is unlawful to stop, stand or park any vehicle or trailer in any alley unless the same shall be parallel to and within eighteen (18) inches of the alley line and leaving at least ten (10) feet of roadway for movement of through traffic.
- B. It is unlawful to stop, stand or park any vehicle or trailer in any alley so as to block entry to any private driveway, entrance to a building, or at any location which will prevent or hinder garbage collection.
- C. It is unlawful to stop, stand or park any vehicle or trailer in any alley at any time in the area which may from time to time be designated central business district; save and excepting only commercial vehicles which are attended or in the process of loading or unloading. Such alleys shall be properly signed and marked by the Public Works Department.
- D. It is unlawful to stop, stand or park any vehicle or trailer in any one-way alley, except upon the right-hand side of the alley and heading in the proper direction of designated traffic flow.

(Ord. 1987 §2(part), 1976: prior code §10-2-13(B)).

**10.48.080 Parking for certain purposes prohibited.**

It is unlawful for any person to do any of the following while a vehicle is parked upon any traffic way of the City:

- A. Display more than one (1) vehicle for sale or advertising of such vehicle on the vehicle itself.
- B. Grease, paint or repair such vehicle, except repairs necessitated by an emergency.

(Ord. 2283, 1981: Ord. 1987 §2(part), 1976; prior code §10-2-13(C)).

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**10.48.090 Parking of commercial vehicles.**

It is unlawful for any motor vehicle used for commercial purposes to park on any traffic way for any continuous period in excess of twenty-four (24) hours, unless otherwise provided for herein.

(Ord. 1987 §2(part), 1976: prior code §10-2-13(D)).

**10.48.100 Compliance with signs required.**

When official signs controlling parking are erected upon such traffic ways as authorized herein, no person shall stop, stand or park a vehicle upon any such traffic way in violation of any such sign.

(Ord. 1987 §2(part), 1976: prior code §10-2-14(part)).

**10.48.105 Curb or pavement markings.**

**The Public Works Department is authorized to approve curb or pavement markings. No such markings shall be applied without prior approval from the Public Works Department.**

(Ord. 3122, 2014)

**10.48.110 Parking controlled adjacent to schools.**

The Public Works Department is authorized to install and maintain signs that control parking upon either side of any traffic way adjacent to any school property when such stopping, standing or parking would, in **the Department's** ~~their~~ opinion, interfere with traffic or create a hazardous situation.

(Ord. 2646 § (part), 1994; Ord. 1987 §2(part), 1976: prior code §10-2-14(A)).

**10.48.120 Parking controlled on narrow trafficways.**

The Public Works Department is authorized to install and maintain signs that control parking upon any traffic way when the width of the traffic way does not permit safe passage of traffic flow under existing conditions.

(Ord. 2646 §(part), 1994; Ord. 1987 §2(part), 1976: prior code §10-2-14(B)).

**10.48.130 Parking controlled during certain hours of the day and/or days of the week.**

The Public Works Department is authorized to install and maintain signs that control parking during certain hours of the day and/or days of the week upon any traffic way whenever it is deemed necessary.

(Ord. 2646 §(part), 1994; Ord. 1987 §2(part), 1976: prior code §10-2-14(C)).

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**10.48.150 Stopping, standing or parking controlled in hazardous or congested places.**

The Public Works Department is authorized to install and maintain signs that control the stopping, standing or parking of vehicles that would create an especially hazardous condition or that would cause unusual delay to traffic along certain traffic ways.

(Ord. 2646 §(part), 1994; Ord. 1987 §2(part), 1976: prior code §10-2-14(E)).

**10.48.160 Stopping, standing or parking controlled along arterial and collector trafficways.**

The Public Works Department is authorized to install and maintain signs that control parking upon either side of any arterial or collector traffic way that may be hereafter designated as such by proper authority.

(Ord. 2646 § (part), 1994; Ord. 1987 §2(part), 1976: prior code §10-2-14(F)).

**10.48.170 ~~Special use~~ On-street loading and parking zones.**

- A. On-street loading and parking zones may be established following the procedure adopted in 10.48.180, below.**
  
- B. The Public Works Department is authorized to install and maintain parking control signs and/or curb or pavement markings on public streets for all special use on-street loading and parking zones serving properties within the City. A special use zone may be a freight loading zone including freight or passenger loading zones, delivery zone, daily use zone, residential zone or handicap parking zones, and Bbus parking zones and Passenger Loading zones outside serving schools areas are also specifically included.**

(Ord. 3122, 2014; Ord. 2646 §(part), 1994; Ord. 2520 §1, 1989; Ord. 2021 §1, 1977; Ord. 1987 §2(part), 1976: prior code §10-2-14(G)(1)).

**10.48.175 Parking management districts.**

- A. The City may establish parking management districts in which time limits or parking meters, or both, are used to encourage turnover in the use of parking spaces and/or to ensure that adequate parking is available to businesses and residents. Delivery permits, meter bags, and monthly meter passes may be used to facilitate the administration of these districts.**
  
- B. The Public Works Department is authorized to install and maintain parking control signs and/or curb or pavement markings designating parking management districts.**

(Ord. 3122, 2014).

EXHIBIT "B"

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**10.48.180 ~~Permits for special use zones~~ Review of applications for loading and parking zones on public streets.**

- A. ~~The Planning and Community Development Department Administrator, upon written application to it for a special use zone permit, which application shall state the location of the desired zone, the type of zone and the number of parking stalls in such zone, shall approve or disapprove the request. If disapproved, the applicant shall be notified in writing with good cause and reason shown. If approved, the Planning and Community Development Department shall issue a permit upon payment by the applicant of the permit fee. All permits hereunder shall expire on June 30th of the fiscal year of issuance. Application for renewal must be made to the Planning and Community Development Department by June 15th prior to the renewal fiscal year. All renewal applications shall be reviewed and approved by the Public Works Department before the renewal permit is reissued shall provide forms upon which applications for the establishment of loading or parking zones, including handicap parking zones, may be filed. Upon receipt of such an application accompanied by the application fee established pursuant to 10.48.190, below, the Administrator shall refer the application to the Public Works and Planning and Community Development Departments for review and comment and then, based on those comments approve, conditionally approve, or deny the application, with any conditions imposed or reasons for denial stated in writing. In addition to the application fee, applicants will be responsible for the actual costs the City incurs in making and erecting signs or installing curb or pavement markings to delineate the loading or parking zone.~~
- B. The extent and location of loading and parking zones may be limited by the Administrator to ensure traffic and pedestrian circulation and safety. The Administrator is not required to approve an application for a loading or parking zone that interferes with safe circulation.
- C. Loading and parking zones will not be permitted on a public street where the Administrator determines that there is adequate space for loading and parking on the applicant's property.
- D. The Administrator's decision may be appealed to the Board of Adjustment following the procedures established in Title 17, Chapter 16, Article 34 of the Official Code of the City of Great Falls.

(Ord. 3122, 2014; Ord. No. 3057, § 1, 8-17-2010; Ord. 2646 §(part), 1994; Ord. 1987 §2(part), 1976: prior code §10-2-14(G)(2)).

**10.48.190 Application Fees for ~~permits~~ the establishment of ~~special-use~~ loading and parking zones.**

~~The annual permit~~ Application fees for the establishment of loading and parking zones shall be set by resolution of the City Commission ~~resolution with guidelines as follows:~~ with the objective of recovering the administrative costs involved. For the convenience of applicants, the Commission may elect to set a flat fee for the installation of residential handicap parking zones.

EXHIBIT "B"

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- ~~A. **Bus Zones, Passenger Loading Zones Freight Loading Zones.** For parking stalls within the parking meter district as defined in [Section 10.48.280](#) the cost shall reflect the cost per meter hour and hours and days of normal meter enforcement. The charge for such special use zones in non-metered areas shall be the same amount City wide per year per parking stall.~~
- ~~B. **Delivery Permit.** To be set as a separate fee for each vehicle using same.~~
- ~~C. **Meter Bags.** To be set as a separate fee for each day that the meter is out of regular service. Meter bags will be placed/removed by City of Great Falls or parking contractor personnel.~~
- ~~D. **Residential Zone Handicap Zone.** Shall be issued free of charge to persons meeting the established requirements.~~

~~(Ord. 3122, 2014; Ord. 2646 § (part), 1994; 2443 §3, 1986; Ord. 2353 §3, 4, 1984; Ord. 2305 §1, 1982; Ord. 2021 §2, 1977; Ord. 1987 §2(part), 1976; prior code §10-2-14(G) (3)).~~

**10.48.200 Use of special use loading and parking zones on public streets.**

- ~~A. **No It is a violation of this Code, subject to the penalties and fees authorized by Section 10.87.090 of this Title, for any vehicle shall to stop stand, or park in any special loading or parking zone established as provided in this chapter at any time, for any purpose except as herein provided that for which the zone was established. It is also a violation for vehicles or materials to be parked or stored in a loading zone except where the Administrator permits the temporary use of a loading zone for the parking of equipment or storage of materials during construction.** and in addition to other penalties provided for in this chapter, upon proof to the Planning and Community Development Department of repeated violation of the limitation upon the use of the zone by the vehicle owned by or under the control of the applicant or any member of the family (or owned or controlled by any partner or principal officer of any corporation or a member of the family of any such partner or official in case the applicant is a partnership or corporation), such permit shall not be renewed at the end of the current fiscal year.~~
- ~~B. **The Administrator may, after seeking the advice of the Parking Advisory Commission, remove any loading or parking zone that is subject to repeated violations by the applicant requesting its establishment, that is creating a traffic hazard or congestion, that is no longer in use, or that is otherwise failing to function for its intended purpose.**~~

~~(Ord. 3122, 2014; Ord. No. 3057, § 1, 8-17-2010; Ord. 2646 §(part), 1994; prior code §10-2-14(G) (4) (part)).~~

**10.48.220 Bus Passenger loading zones serving schools.**

- ~~A. **The driver of a bus shall not park same upon any traffic way within that area herein defined as the parking meter district at any place other than at a bus zone, except a driver of any bus may temporarily stop in accordance with other stopping or parking regulations at any place for the purpose of and while actually engaged in loading or unloading passengers; provided, that it is unlawful for any bus to cruise in and upon any traffic way for the purpose of soliciting passengers. It is unlawful for any person to stop, stand or park a vehicle other than a bus in a bus zone when any such zone has been officially designated and appropriately signed.**~~



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- ~~B. The only buses allowed in bus passenger zones adjacent to schools are those authorized by the Great Falls School District.~~
- ~~C. Bus zones adjacent to schools shall only be enforceable between 7:00 a.m. and 5:00 p.m. when school is in session.~~
- ~~D. Any violation of this section in a school bus zone shall be punished as a misdemeanor and shall be punished by a fine of not less than one hundred dollars (\$100.00) or more than five hundred dollars (\$500.00).~~

**Section 10.48.200 shall be enforced in passenger loading zones serving schools only between 7:00 a.m. and 5:00 p.m. on school days during the school year or, when weekend, summer, or evening sessions served by busses are held, and when school is in session.**

(Ord. 3122, 2014; Ord. 2951, 2006)

**~~10.48.230 Passenger loading zone.~~**

- ~~A. It is unlawful for any person to stop, stand or park a vehicle for any purpose or period of time other than for the expeditious loading of passengers in a passenger zone when any such zone has been officially designated and appropriately signed and then only for a period not to exceed three (3) minutes. A driver of a taxicab or bus may not stop, stand or park in a school passenger zone. In any other passenger zone a driver of a taxicab or bus may temporarily stop therein for the purpose of and while actually engaged in loading or unloading passengers when stopping does not interfere with nay passenger vehicle waiting to enter or about to enter such zone.~~

(Ord. 3122, 2014; Ord. 2951, 2006)

- ~~B. School passenger loading zone means an appropriately signed passenger zone located adjacent to a school.~~

(Ord. 3122, 2014; Ord. 2951, 2006).

- ~~C. No special designation of passenger vehicles is required.~~

- ~~D. The applicant for a passenger loading zone permit is herein defined as the owner(s)/lessee of the property(ies) that front the zone.~~

(Ord. 3122, 2014; Ord. 1987 §2(part), 1976: prior code §10-2-14(G) (4) (part)).

- ~~E. Passenger loading zones adjacent to schools shall only be enforceable between 7:30 a.m. to 5:00 p.m. when school is in session.~~

- ~~F. Any violation of this section in a school bus zone shall be punished as a misdemeanor and shall be punished by a fine of not less than one hundred dollars (\$100.00) or more than five hundred dollars (\$500.00).~~

(Ord. 3122, 2014; Ord. 2951, 2006)

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**10.48.240 Freight loading zone.**

- ~~A. It is unlawful for any person to stop, stand or park a vehicle for any purpose or period of time exclusive of loading and unloading of freight for a period not to exceed thirty (30) minutes in a freight loading zone when such zone has been officially designated and appropriately signed except a driver of a taxicab, bus, or passenger vehicle may temporarily stop therein for the purpose of and while actually engaged in loading or unloading passengers when stopping does not interfere with any freight vehicle waiting to enter or about to enter such zone.~~
- ~~B. No special designation of freight vehicles is required.~~
- ~~C. The applicant for a freight vehicle loading zone permit is herein defined as the owner(s) of the property(ies) that front the zone.~~

~~(Ord. 3122, 2014; Ord. 1987 §2(part), 1976: prior code §10-2-14(G) (4) (part)).~~

**10.48.250 Delivery zone.**

- ~~A. It is unlawful for any person to stop, stand or park a vehicle for any purpose or period of time other than those vehicles displaying a valid delivery zone permit in any delivery zone when any such zone has been officially designated and appropriately signed and then only for a period not to exceed forty five (45) minutes~~
- ~~B. Each delivery zone applicant shall display the permit issued by the City on the inside of the displaying vehicle on the right hand side where it is clearly visible. Whenever such applicant transfers or assigns the interests in such vehicles, the permit shall be removed and immediately surrendered to the Planning and Community Development Department together with a notice of transfer of interest in such vehicle. If another vehicle is acquired by the applicant, a new permit shall be issued by the Planning and Community Development Department or designated representative.~~
- ~~C. The applicant for delivery zone permit is herein defined as the owner/lessee of the vehicle that bears the permit and is a common conveyor of service agency and who submits satisfactory proof to the Planning and Community Development Department or designated representative that he is unable to have access to specific locations within the central business district other than through a delivery zone.~~

~~(Ord. 3122, 2014; Ord. No. 3057, § 1, 8-17-2010; Ord. 2646 §(part), 1994; Ord. 1987 §2(part), 1976: prior code §10-2-14(G) (4) (part)).~~

**10.48.260 Daily use zone – meter bags.**

- ~~A. It is unlawful for any person to stop, stand or park a vehicle for any purpose or period of time other than the applicant, his vehicles and his equipment in a daily use zone when so permitted by~~

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~~the Planning and Community Development Department and when any such zone has been officially designated and appropriately signed or marked.~~

- ~~B. Each daily use zone applicant may be required to display a temporary permit issued by the City conspicuously on each vehicle and piece of equipment. The Planning and Community Development Department, or designee, shall install temporary signs or meter bags designating the zone as a daily use zone. Where it becomes necessary to physically remove parking meters or signs because of a construction situation, the removal and replacement shall be done by the City and the responsible party shall reimburse the City in full for all reasonable expense thereof.~~
- ~~C. The applicant for a daily use zone permit is hereby defined as any person or organization actively engaged in construction of any type or other activity necessitating the reservation of parking spaces.~~
- ~~D. The policy of the City Commission is to designate daily use zones for the following applicants only:~~
- ~~1. The business or property owner immediately adjacent to the proposed zone;~~
  - ~~2. A construction contractor, mover, etc. for an activity on the same block as the proposed zone. The designated zone shall be as close as practicable to the necessitating activity. Only vehicles and equipment necessary to the activity shall be parked in the daily use zone. Parking of employee's private vehicles in such zone is not authorized.~~

~~(Ord. 3122, 2014; Ord. No. 3057, § 1, 8-17-2010; Ord. 2646 § (part), 1994; Ord. 2572, 1990; Ord. 2520 §3, 1989; Ord. 2353 §5, 1984; Ord. 1987 §2(part), 1976: prior code §10—2-14(G) (4) (part)).~~

**10.48.270 Residential zone.**

- ~~A. It is unlawful for any person to stop, stand or park a vehicle for any purpose longer than the designated time other than those vehicles displaying a valid residential zone permit in any residential zone when any such zone has been officially designated and appropriately signed, and then the vehicle must be parked within one (1) block of the address on the permit.~~
- ~~B. Each residential zone applicant will display the permit issued by the City where it is clearly visible. Whenever such applicant transfers or assigns his interest in such vehicles or residences, the permit shall be removed and immediately surrendered to the Planning and Community Development Department or his designated representative together with a notice of transfer of interest in such vehicle or residence. If another vehicle is acquired by the applicant, a new permit shall be issued by the City Manager or his designated representative.~~
- ~~C. The applicant for a residential zone permit is defined as the owner/lessee of the vehicle and the place of residence within the residential zone.~~

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~~D. Residential zone permits are not valid within the parking meter district as defined in Section 10.48.230.~~

(Ord. 3122, 2014; Ord. No. 3057, § 1, 8-17-2010; Ord. 2646 § (part), 1994; Ord. 2353 §6, 1984; Ord. 1987 §2(part), 1976: prior code §10-2-14(G) (4) (part)).

**10.48.230 Delivery permits.**

- A. Delivery permits allow parking in freight loading zones or in any lawful parking space in a parking management district without additional payment only while a vehicle is making deliveries.
- B. All vehicles that regularly make deliveries within a parking management district shall display a delivery permit issued by the City in a way that is clearly visible to parking enforcement personnel. The Administrator may issue more specific instructions for the display of these permits.
- C. Delivery permits must be renewed each year, on or before the anniversary date of their issuance. The cost of a delivery permit will be set by resolution of the City Commission.
- D. Use of a delivery permit to attempt to avoid paying for parking when not making a delivery is a violation of this section, subject to the penalties and fees authorized by Section 10.87.090 of this Title.

(Ord. 3122, 2014)

**10.48.240. Meter bags.**

- A. Meter bags may be issued to temporarily reserve metered parking spaces for maintenance or construction activities, while moving, or for other activities being conducted by or for the adjoining property owner that require reserved parking at a particular location within a parking management district.
- B. The daily cost of meter bags will be set by resolution of the City Commission.
- C. Using a meter bag to attempt to avoid paying for parking when not engaged in the activities for which the meter bag was issued is a violation of this section, subject to the penalties and fees authorized by Section 10.87.090 of this Title. It is also a violation to park a vehicle in a parking space with a meter bag without the meter bag applicant's permission.

(Ord. 3122, 2014)

**10.48.250 Residential parking in parking management districts.**

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- A. Residential parking areas are shown on the Official Parking Management District Map of the City of Great Falls that is appended to this Title. After seeking the advice of the Parking Advisory Commission, the City Commission may, by resolution, dissolve, amend, or add residential parking areas in any parking management district.
- B. It is a violation of this Code, subject to the penalties and fees authorized by Section 10.87.090 of this Title, to stop or park a vehicle for longer than the time limit established by the signs posted in a residential parking area except that residents of the district, whether owners or lessees, may, upon submitting proof of their residence in a residential parking area, obtain a residential parking permit that exempts them from the posted time limit. The City Commission may set a fee that covers the administrative costs of issuing the residential parking permits.
- C. Residential parking permits are specific to the vehicle plate number shown on the application for the permit and must be used within one block of the place of residence given on that application. Residential parking permits may not be used at metered parking spaces. Penalties for violations of this section are as set by resolution of the City Commission.

(Ord. 3122, 2014)

**10.48.280260 Administration of parking meter management districts. defined**

~~The parking meter district to be established in the City shall consist of traffic ways or portions of traffic ways described and set forth within the following bounds:~~

~~At the point of beginning from the south line of Third Alley North projected to the west line of Park Drive, in a southerly direction along the west line of Park Drive to the south line of First Avenue South thence in an easterly direction to the west line of Second Street South thence in a southerly direction to the north line of Third Alley South thence in an easterly direction to the west line of Seventh Street South thence in a northerly direction to the north line of Second Alley South thence in an easterly direction to the east line of Ninth Street South thence in a northerly direction to the south line of Second Alley North thence in a westerly direction to the East line of Sixth Street North thence in the northerly direction to the north line of Second Avenue North thence in a westerly direction to the East line of Fifth Street North thence in a northerly direction to the north line of Third Avenue North thence in a westerly direction to the west line of Fourth Street North thence in a southerly direction to the south line of Third Avenue North thence in a westerly direction to the west line of Third Street North thence in a southerly direction to Third Alley North thence in a westerly direction to the point of beginning; Lots 1 through 7, Block 312; Lots 1 through 5, Block 315; Lots 11 through 14, Block 362; Lots 8, 9 and East one half of 10, Block 365, Lots 8 and 9, Block 367, Lots 8 and 9, Block 370, all within Cascade County, Montana.~~

- A. Parking management districts are shown on the Official Parking Management District Map of the City of Great Falls that is appended to this Title. After seeking the advice of the Parking Advisory Commission, the City Commission may, by resolution, dissolve, amend, or add parking management districts. These changes shall be promptly added to the Official Parking Management District Map of the City of Great Falls that is appended to this Title.

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- B. **Parking meters may be installed within parking management districts. Meters need not, however, be used throughout these districts. The Administrator, in consultation with the Parking Advisory Commission, may remove parking meters that are not needed to maintain parking turnover or where the cost of servicing a meter exceeds the revenue it generates. Where meters are not used within the metered parking districts, time limits may be posted and enforced using signs.**
- C. **The Administrator may also issue monthly parking passes that can be used at meters in areas where meters are underutilized. The fee for monthly parking passes shall be set by resolution of the Commission.**

(Ord. 3122, 2014; Ord. 2189, 1980; Ord. 1987 §2(part), 1976: prior code §10-2-14(G) (5)).

**10.48.290270 Parking meter enforcement periods and time periods limits.**

- A. **Time limits on curb parking, whether metered or not, are established to promote parking turnover for the convenience of shoppers and the benefit of downtown businesses. The rates and time limits for parking meters in parking management districts shall be as established by resolution of the City Commission resolution.**
- B. Any type of meter may be located **used** within the parking meter a parking **management** district at the discretion of the ~~Planning and Community Development Director~~ **Administrator**, with recommendations from the Parking **Advisory** Commission.
- C. **Enforcement of the P parking meter requirements of this chapter rates and time limits established by the Commission shall be in effect from 9:00 a.m. to 5:00 p.m. on all days except Saturdays, Sundays and City holidays or as otherwise provided by resolution of the Commission. The Administrator may temporarily suspend parking meter enforcement for downtown events, holidays, or construction projects.**
- ~~D. No person shall stand or~~ **It is a violation of this Code, subject to the penalties and fees authorized by Section 10.87.090 of this Title, to park a vehicle upon a street in a parking management district for a longer period of time longer than the limit that is adopted by the Commission and sign-posted in either metered or un-metered areas on the meter and/or signs placed by the City. Meter sSpaces may be used without regard to the sign-posted time limit on Saturdays, Sundays and City holidays, except where sign-posting specifically prohibits otherwise posted. An exception is granted to individuals as defined in 49-4-302 MCA, to use any metered space without regard to the sign-posted time limit.**
- E. **The time limits authorized herein are enforced, among other ways, by chalking tires. Consistent with the purpose of time limits, as stated in A., above, a vehicle that has not been moved far enough to erase the chalk mark is still in violation of the time limits and this Code.**
- F. **An exception to the posted time limits is hereby granted to individuals with disabilities as defined in Mont. Code Ann. Title 49, Chapter 4, to use any metered space without regard to the sign-posted time limit.**

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(Ord. 3122, 2014; Ord. No. 3057, § 1, 8-17-2010; Ord. 2646 § (part), 1994; Ord. 2520 §4, 1989; Ord. 2353 §9, 10, 1984; Ord. 2052 §1, 1979; Ord. 2021 §4, 1977; Ord. 1987 §2(part), 1976: prior code §10-2-14(G) (6)).

**10.48.291280 Courtesy parking provided by property owner(s) within parking district.**

Upon the request by the **adjoining** property owner **or tenant** and the approval of the **Planning and Community Development Department Administrator**, metered spaces may be designated as courtesy parking, ~~thereby allowing the removal of the meters and their replacement with a sign stating that parking is being provided by the adjoining business.~~ The number and location of spaces ~~that may be~~ thus designated will be determined by the **Planning and Community Development Department Administrator**. ~~Only spaces immediately adjacent to the applicants' property shall be considered.~~ The fee for designating spaces as courtesy parking shall be at a ~~standard rate as approved by~~ **set by resolution of the City Commission and payable each year on the anniversary date of the application.** ~~The fee shall be payable monthly.~~ The City will continue to enforce the applicable time limit ~~for area parking~~ **on courtesy parking spaces.**

(Ord. 3122, 2014; Ord. No. 3057, § 1, 8-17-2010; Ord. 2646 § (part), 1994; Ord. 2443 §1, 1986: Ord. 2353 §11, 1984).

**10.48.300290 Unauthorized parking in off-street parking facilities prohibited.**

- A. It is ~~unlawful~~ **a violation of this code, subject to the penalties and fees authorized by Section 10.87.090 of this Title**, for any person to stop stand, or park a vehicle in any parking space in an off-street parking facility **that is owned or leased** by the ~~municipality~~ **City** unless ~~such the occupants of that vehicle conspicuously displays a valid permit designating a rental of the use of the space for parking for a specific period. Sufficient currency or authorized tokens placed in the lot coin box shall also constitute a valid permit. Failure to display permit or deposit sufficient currency or authorized token(s) within two (2) hours after parking in the facility will constitute a violation of nonpayment at City lot. Each subsequent two-hour nonpayment lapse shall constitute a further violation~~ **have paid the required fee.**
- B. Parking spaces controlled by parking meters in off-street parking facilities owned or leased by the City shall be subject to ~~control and enforcement as otherwise provided in this title relative to parking meters~~ **the same rates, time limits, and periods of enforcement as other parking meters, unless otherwise provided by resolution of the Commission.**

(Ord. 3122, 2014; Ord. 2457 §1, 1987; Ord. 2383 §2, 1985; Ord. 2353 §12, 1984; Ord. 2188, 1980).

**10.48.310300 Rates charged on City owned/operated off-street parking lots and garages.**

The City Manager shall, on recommendation of the Parking Advisory Commission, ~~make adjustments to establish~~ **the hourly, daily, and monthly** lease rates charged ~~on~~ **for parking in any** City owned/  
**or operated off-street lots or garages.**

(Ord. 3122, 2014; Ord. 2646 § (part), 1994; Ord. 2521, 1989).

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Title 10 - VEHICLES AND TRAFFIC

Chapter 87 VIOLATION PENALTY

## Chapter 87 VIOLATION PENALTY

### Sections:

[10.87.010 Definitions.](#)

[10.87.030 Illegally parked vehicle—notice—procedure.](#)

[10.87.040 Illegally parked vehicle—notice—failure to comply.](#)

[10.87.050 Illegally parked vehicle—presumption.](#)

[10.87.060 Illegally parked vehicle—warrant issued when.](#)

[10.87.070 Disposition of fines and parking meter revenue.](#)

[10.87.080 Fines and forfeitures—official misuse.](#)

[10.87.090 Penalties and administrative fees.](#)

### 10.87.010 Definitions.

"Parking Official" for purposes of Title 10, Chapter 87 means: peace officers, and other persons designated by the City Commission.

(Ord. 2646 § (part), 1994)

### 10.87.030 Illegally parked vehicle—notice—procedure.

Whenever any motor vehicle without a driver is found parked or stopped in violation of any of the restrictions imposed by the laws of this City or by State law, the Parking Official finding such vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its owner and shall conspicuously affix to such vehicle a notice in writing on a form provided by the ~~clerk~~ **City** for the owner to answer to **or pay** the charge against the driver within ~~five (5) days~~ **the time set forth in the notice**, during the hours and at a place specified in the notice.

(Ord. 2646 § (part), 1994)

### 10.87.040 Illegally parked vehicle—notice—failure to comply.

If a violator of the restrictions on stopping, standing or parking under the traffic laws does not appear in response to a notice affixed to such motor vehicle within ~~a period of five (5) days~~, **the time set forth in the notice**, **the City shall implement the following process:** ~~the Clerk of the Municipal Court or other person authorized by the proper magistrate shall send to the owner of the vehicle a written notice informing the driver of the violation and warning the driver that in the event such written notice is disregarded for a period of ten (10) days a warrant of arrest will be issued.~~

1. **The penalty for a violation of this section occurring in a parking management district must be paid within 30 calendar days of the date of the citation. If payment is not received within that time, an administrative fee will be added to the violation. The penalties and**



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**fees will be set by resolution of the City Commission, as provided by Section 10.87.090 of this Chapter.**

- 2. After 30 days without payment, a statement of the amount due for the violation and the administrative fee will be sent to the address associated with the license plate in the records of vehicle registrations maintained by the appropriate licensing agency or authority.**
- 3. After 60 days without payment, a second statement of the amount due for the violation and the administrative fee will be sent to the address associated with the license plate in the records of vehicle registrations maintained by the appropriate licensing agency or authority.**
- 4. After 90 days without payment, a third statement that is clearly marked as a pre-collection notice of the amount due for the violation and the administrative fee will be sent to the address associated with the license plate in the records of vehicle registrations maintained by the by the appropriate licensing agency or authority.**
- 5. After 120 days without payment, the amount due for the violation and the administrative fee will be referred to a collection agency. If the payment through collection efforts is not received within ten (10) months of the date of the citation, the City may request an arrest warrant and proceed with an action through the Municipal Court as provided by other sections of this chapter.**
- 6. Proceedings through the Municipal Court for enforcement of this Title must be filed within one (1) year of the date of the citation.**

(Ord. 3122, 2014; Ord. 2646 § (part), 1994; Prior code §10-2-16(F))

**10.87.050 Illegally parked vehicle—presumption.**

If any vehicle is found stopped, ~~standing~~ or parked in any manner violative of the provisions of Title 10 of ~~this Code~~ **the Official Code of the City of Great Falls**, the owner, person, or corporation in whose name said vehicle is registered shall be held absolutely responsible for said violation and subject to the penalty therefore.

(Ord. 2321 §1, 1983)

**10.87.060 Illegally parked vehicle—warrant issued when.**

In the event any person fails to comply with a notice so given to the person or attached to a vehicle or fails to make appearance pursuant to a summons directing an appearance in the municipal court, or if any person fails or refuses to deposit bail as required and within the time permitted by law, ~~the proper magistrate shall~~ **Municipal Court may**, in their ~~at its~~ discretion, issue a warrant of arrest.

(Prior code §10-2-16(H))

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**10.87.070 Disposition of fines and parking meter revenue.**

- A. All fines or forfeitures collected upon conviction or upon the forfeiture of bail of any person charged with a violation of any of the provisions of this Title except Chapter 10.72 shall be paid to the Planning and Community Development Department and deposited in the ~~general~~ **parking** fund, to be expended to defray the expense of proper regulation of traffic and parking upon the public streets of the City, to provide for the cost of supervision, regulation, and control of parking vehicles and to cover the cost of purchase, supervision, operation, maintenance, control and use of parking meters.
  
- B. All revenue obtained from and through the use of parking meters shall be appropriated by the City to pay for the operation and maintenance of on street and off street parking facilities.

(Ord. No. 3057, § 1, 8-17-2010; Ord. 2646 § (part), 1994; Prior Code §10-2-16(I))

**10.87.080 Fines and forfeitures—official misuse.**

Failure, refusal, or neglect on the part of any judicial or other officer or employee receiving or having custody of any such fine or forfeiture, either before or after a deposit in the fund, to comply with the foregoing provisions of this chapter, shall constitute misconduct in office and shall be grounds for removal therefrom.

(Prior code §10-2-16(J))

**10.87.090 Penalties and administrative fees.**

~~The penalty for violation of the two hour parking limit in the parking meter district shall be ten dollars (\$10.00) for each offence. The penalty for meter or overtime violations (other than the two hour time limit) or non-payment at off street parking facilities shall be three dollars (\$3.00) for each offense. The penalty for all other standing or parking violations including, but not limited to, hydrant zone, crosswalk, end zone, double parking, bus or passenger zones, driveway, alley and fire lane shall be ten dollars (\$10.00) for each offense. In the event that citations issued for violations of any of the provisions of this chapter, except Chapter 10.72, are disregarded for a period of thirty (30) days, the City may charge an administrative fee to recover the costs of processing the violations. Penalties and administrative fees for violations of this Title shall be set by resolution of the City Commission.~~

(Ord. 3122, 2014; Ord. 2707, 1996; Ord. 2646 § (part), 1994; Ord. 2469 §1, 1987; Ord. 2456 §1, 1987; Ord. 2443 §2, 1986; Ord. 2321 §2, 1983).

## RESOLUTION NO. 10083

### A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, ESTABLISHING THE RATES, FEES AND PENALTIES ASSOCIATED WITH TITLE 10 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) PERTAINING TO THE CITY'S PARKING SYSTEM

**WHEREAS**, Title 10 of the OCCGF provides for various parking system related rates, fees and penalties to be established by Resolution; and

**WHEREAS**, a financially sound parking system and properly maintained parking facilities are essential to the continuing redevelopment of downtown Great Falls and to the many citizens and visitors who use those facilities; and

**WHEREAS**, the revenues earned by the parking system at this time are inadequate to provide for continuing operation without subsidies from other sources; and

**WHEREAS**, engineering studies and operating experience have identified substantial deferred and new maintenance that cannot be met without additional revenue; and

**WHEREAS**, it is desirable to introduce new revenue measures incrementally in order to monitor and assess their impacts; and

**WHEREAS**, the Parking Advisory Commission has studied this matter and set forth the recommendations herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, THAT:**

(1) **Metered Parking.**

**A. Metered parking rate.** The rate for metered parking shall be \$0.50 (50¢) per hour until July 1, 2015. Rates for subsequent fiscal years are adopted as set forth in Section 4 of this Resolution.

**B. Courtesy ticket.** The first violation by a particular vehicle each year for failure to pay for parking, as required by OCCGF 10.48.055.A, or for an expired meter or overtime parking, as provided by OCCGF 10.48.270.D, shall result in the issuance of a courtesy ticket. Said courtesy ticket thanks the driver for visiting downtown Great Falls and reminds him or her of the parking regulations. Courtesy tickets will not be issued for any of the other violations listed in Title 10, Chapter 48 of the OCCGF. A courtesy ticket will not be issued to the occupant of a vehicle that is associated with unpaid fees and/or penalties.

**C. Accelerated penalties per year for failure to pay, expired meter, and overtime violations.** The penalty for the second violation for failure to pay for metered parking as set forth in OCCGF 10.48.055.A, or violation of expired meter or overtime parking as set forth in OCCGF 10.48.270.D, shall be \$10. The penalty for the third violation shall be \$15; and, all subsequent violations by a particular vehicle within one year shall be \$20 for each violation.

**D. Other parking penalties.** Penalties for all other violations listed in Title 10, Chapter 48 of the OCCGF shall be \$20, except the fine for violations in handicap parking zones shall be \$100.

**E. Miscellaneous parking fees.**

i. A \$10 administrative fee shall be added to all penalties that are not paid within thirty (30) days after the date of the citation.

ii. Pursuant to OCCGF 10.50.040, the \$140 immobilization or “boot” fee shall remain in effect until July 1, 2015. Fees for subsequent fiscal years are adopted as set forth in Section 4 of this Resolution.

iii. Pursuant to OCCGF 10.48.240, the \$4 per day charge for a meter bag shall remain in effect until July 1, 2015. Charges for subsequent fiscal years are adopted as set forth in Section 4 of this Resolution.

iv. Pursuant to OCCGF 10.48.260.C, the \$20 monthly metered parking permits shall remain in effect until July 1, 2015. Fees for subsequent fiscal years are adopted as set forth in Section 4 of this Resolution.

v. Pursuant to OCCGF 10.48.250, a \$25 administrative fee shall be charged for the issuance of residential parking permits.

vi. Pursuant to OCCGF 10.48.190, a nonrefundable \$100 fee must accompany an application to establish a freight or passenger loading zone, which is in addition to the actual costs of marking and/or signing the zone if the application is approved. The fee shall be waived for passenger loading zones at public schools.

vii. Pursuant to OCCGF 10.48.190, a \$75 combined application and installation fee shall be charged for handicap parking zones.

**F. Saturday parking.** Saturday metered parking shall go into effect sixty (60) days after adoption of this Resolution for a period of six (6) months in order to assess the potential to avoid an increase in the parking meter rate. Within thirty (30) days after the six month experimental period, the Commission shall schedule a work session to discuss the results and determine whether to continue charging for parking on Saturdays.

(2) **Courtesy parking.** Pursuant to OCCGF 10.48.280, the cost of a courtesy parking space shall be \$400 per year for each parking space on Central Avenue, and \$300 per year for each parking space that is within the Downtown Parking Management District, but not on Central Avenue. This annual fee is in addition to the actual cost of installing the courtesy parking sign(s).

(3) **City parking facilities.** Pursuant to OCCGF 10.48.300, the City Manager shall, on recommendation of the Parking Advisory Commission, establish the hourly, daily and monthly lease rates charged for parking in City owned or operated off street lots or garages.

**A. Parking Ramps/Garages.** The \$41 monthly lease rates for the City's parking ramps/garages located at Second Avenue South/Third Street and First Avenue North/Fourth Street North shall remain in effect until July 1, 2015. Lease rates for subsequent fiscal years are adopted as set forth in Section 4 of this Resolution.

**B. City parking lots.** The \$0.50 per hour/\$5 per day/\$25 monthly lease rates for parking lots 2, 4, 6, 7 & 8, and the \$0.50 per hour/\$5 per day/\$19 monthly lease rate for parking lot 3 shall remain in effect until July 1, 2015. Lease rates for subsequent fiscal years are adopted as set forth in Section 4 of this Resolution.

(4) **Revenue measures that will take effect on July 1<sup>st</sup> of fiscal years 2016, 2017, 2018 and after are set forth as follows:**

	<b>Current</b>	<b>2016</b>	<b>2017</b>	<b>2018 and after</b>
Metered parking rate, per hour	\$0.50	\$0.50	\$0.50	\$1.00
Failure to pay, expired meter and overtime violations, first offense per year	Courtesy Ticket			
Failure to pay, expired meter and overtime violations, second offense (time calculated from date of first offense)	\$10.00	\$10.00	\$10.00	\$10.00
Failure to pay, expired meter and overtime violations, third offense	\$15.00	\$15.00	\$15.00	\$15.00
Failure to pay, expired meter and overtime violations, after third offense	\$20.00	\$20.00	\$20.00	\$20.00
Other parking penalties listed in OCCGF, Chapter 48, Title 10	\$20.00	\$20.00	\$20.00	\$20.00
Penalty for violation of handicapped parking	\$100.00	\$100.00	\$100.00	\$100.00

Administrative fee attached to penalties not paid within 30 days	\$10.00	\$10.00	\$10.00	\$10.00
Immobilization or "boot" fee, per incident	\$140.00	\$150.00	\$150.00	\$150.00
Delivery permits, per year	\$50.00	\$60.00	\$60.00	\$60.00
Monthly metered parking, per month	\$20.00	\$25.00	\$25.00	\$25.00
Meter bag, per day	\$4.00	\$5.00	\$5.00	\$5.00
Administrative fee for residential parking permit, biennial	\$25.00	\$25.00	\$25.00	\$25.00
Application fee for loading zones, plus cost of installation	\$100.00	\$100.00	\$100.00	\$100.00
Application fee for residential handicap zone, including installation	\$75.00	\$75.00	\$75.00	\$75.00
Courtesy parking space on Central Avenue, per space per year	\$400.00	\$400.00	\$400.00	\$400.00
Courtesy parking space off Central Avenue, per space per year	\$300.00	\$300.00	\$300.00	\$300.00
Surface Parking Lots #2, #4, #6, #7 and #8, hourly/daily/monthly	\$0.50/\$5.00/\$25.00	\$0.50/\$5.00/\$30.00	\$0.50/\$5.00/\$35.00	\$0.50/\$5.00/\$35.00
Surface Parking Lot #3, hourly/daily/monthly	\$0.50/\$5.00/\$19.00	\$0.50/\$5.00/\$30.00	\$0.50/\$5.00/\$35.00	\$0.50/\$5.00/\$35.00
Garage parking, hourly/daily/ monthly	\$0.50/\$5.00/\$41.00	\$0.50/\$5.00/\$46.00	\$0.50/\$5.00/\$51.00	0.50/\$5.00/\$56.00

(5) **Time limits.** This resolution reaffirms all existing posted parking time limits.

(6) **Parking management district map.** The “Official Parking Management District Map of the City of Great Falls, Montana,” is adopted as appended to this Resolution.

**BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA,** that the effective date of Resolution No. 10083 shall be thirty (30) days after adoption of Ordinance No. 3122, An Ordinance Amending Title 10, Chapters 3, 48 and 87 of the Official Code of the City of Great Falls (OCCGF) Pertaining to the Administration and Operation of the City’s Parking System.

**BE IT FURTHER RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA,** that Resolution No. 9133 pertaining to the monthly lease rate for the City’s Parking Ramps; Resolution No. 9319 pertaining to the monthly fee for courtesy parking stalls established within the Parking Meter District; Resolution No. 9779 pertaining to parking program rates in the Downtown Parking District; and, Resolution No. 10006 pertaining to monthly meter parking permits, parking immobilization “boot” fee and fee for special use meter bags are hereby repealed.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, December 2, 2014.

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Michael J. Winters, Mayor

ATTEST:

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Lisa Kunz, City Clerk

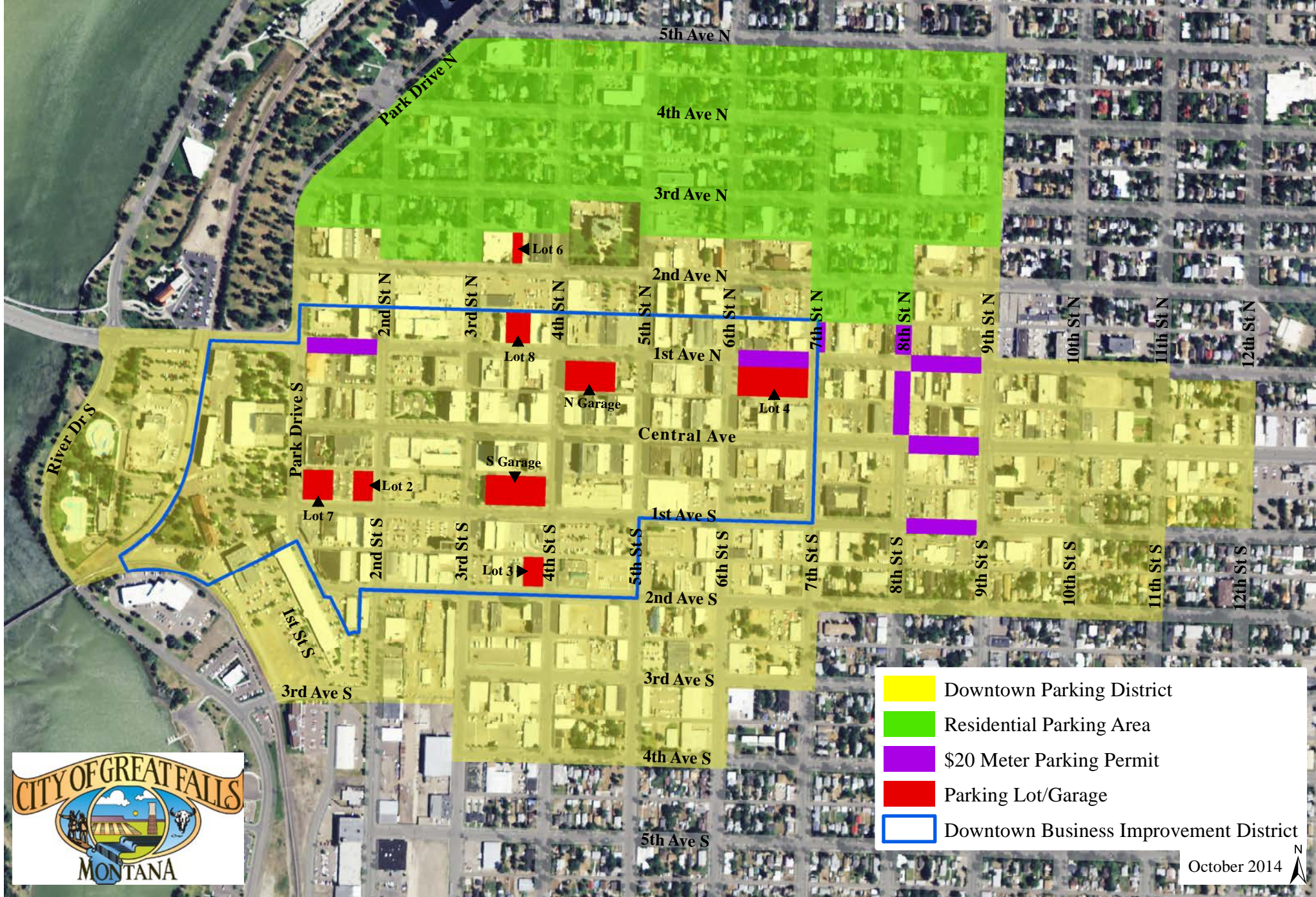
(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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Sara R. Sexe, City Attorney

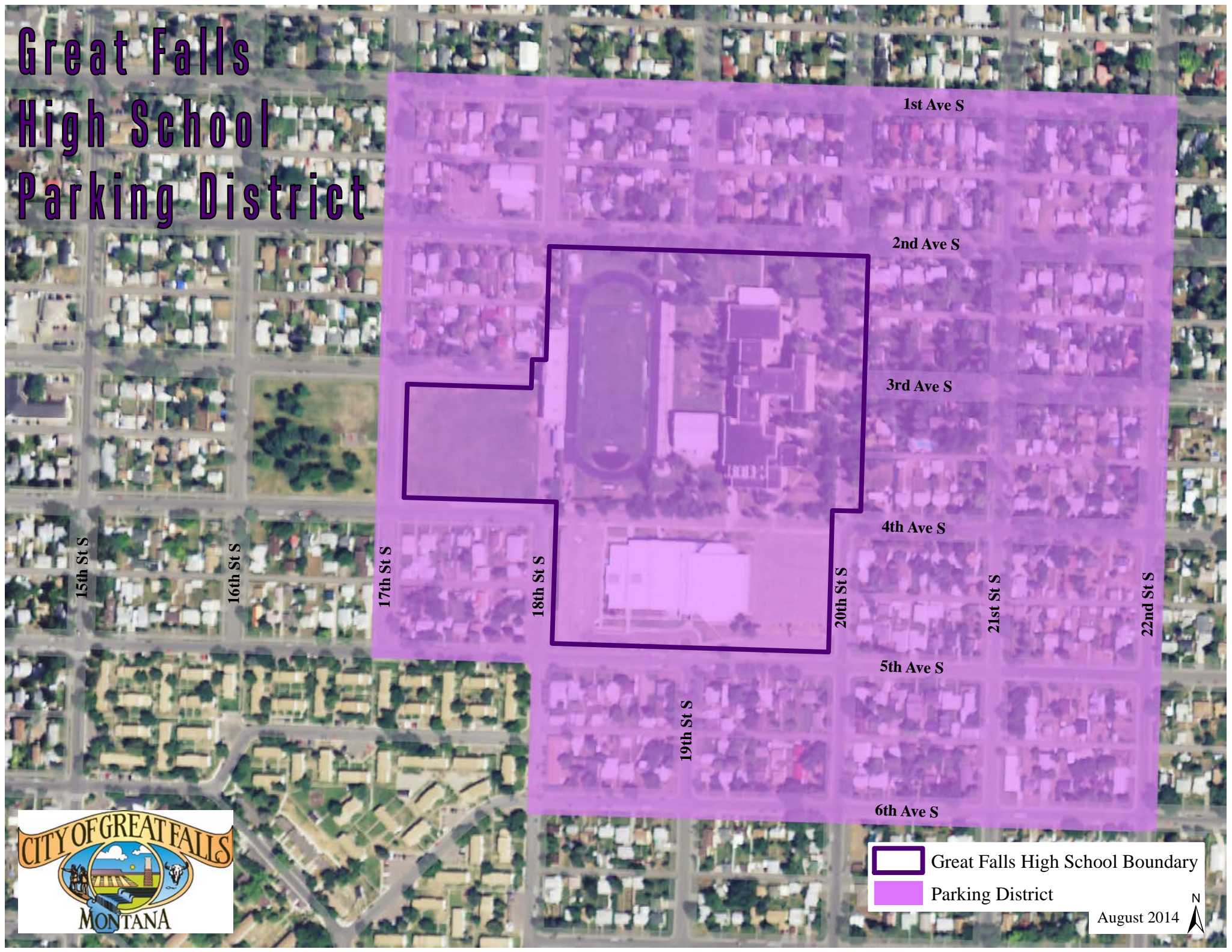
# The Official Parking Management District Map of the City of Great Falls, Montana



- Downtown Parking District
- Residential Parking Area
- \$20 Meter Parking Permit
- Parking Lot/Garage
- Downtown Business Improvement District



# Great Falls High School Parking District



1st Ave S

2nd Ave S

3rd Ave S

4th Ave S

5th Ave S

6th Ave S

15th St S

16th St S

17th St S

18th St S



20th St S

21st St S

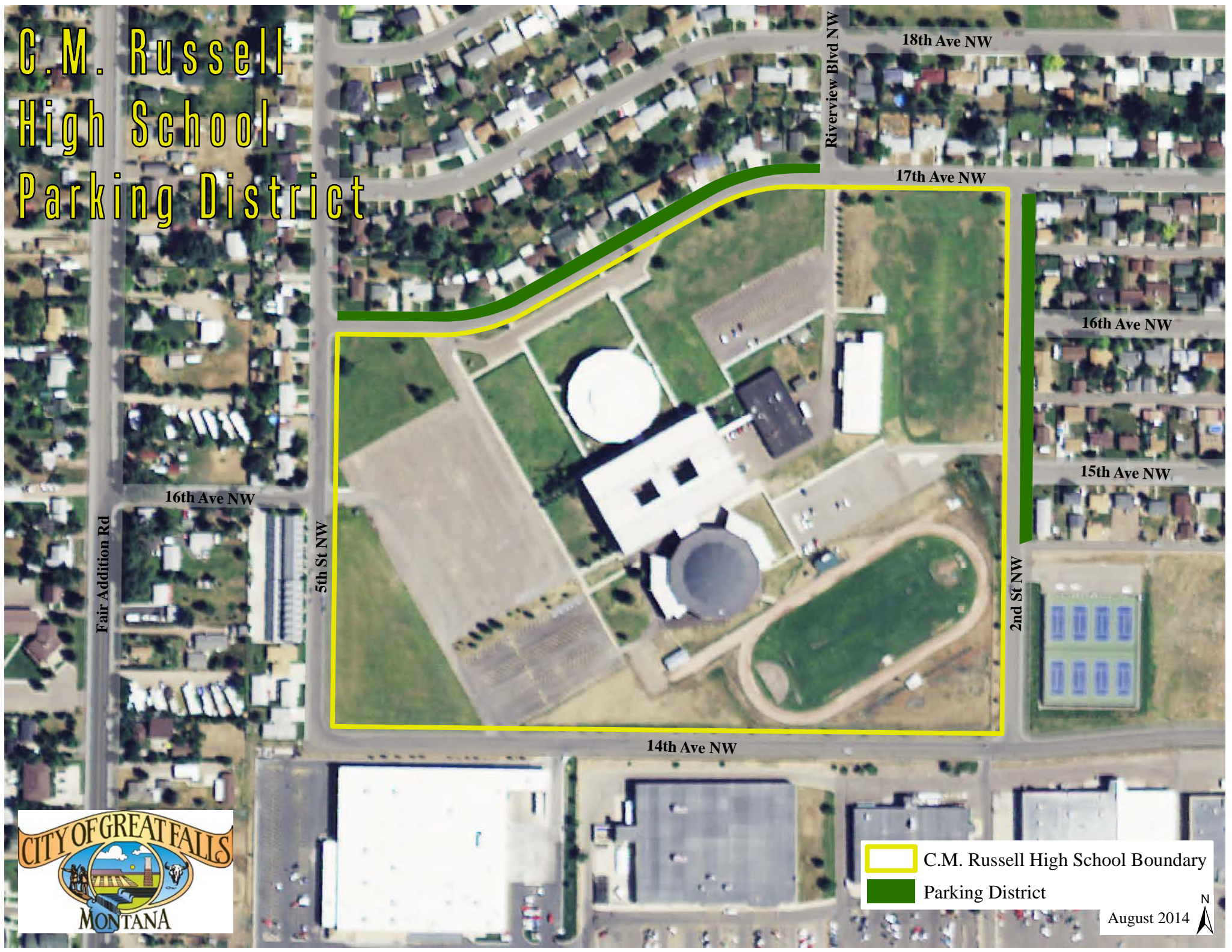
22nd St S

19th St S



 Great Falls High School Boundary  
 Parking District

# C.M. Russell High School Parking District



Fair Addition Rd

16th Ave NW

5th St NW

Riverview Blvd NW

18th Ave NW

17th Ave NW



16th Ave NW

15th Ave NW

2nd St NW

14th Ave NW



-  C.M. Russell High School Boundary
-  Parking District

## MEMO

TO: Great Falls City Commission; Greg Doyon City Manager

FROM: Lee Nellis, FAICP, Deputy Director, PCD

DATE: April 30, 2014

*This document was unanimously adopted as a recommendation to the City Commission by the Parking Advisory Commission in April 2014.*

### **RE: Proposed Parking System Revenue Strategy**

The purpose of this memo is to propose a series of measures that will generate adequate revenue for the management and maintenance of Great Falls' parking system. This strategy is rooted in the following realities.

- In four years, at most, the revenues coming into the parking system will consistently fail to cover its basic operating costs. This would already be the reality if parking fines had not been dedicated to the parking system in 2012.
- Even with the approximately \$270,000 worth of repairs and improvements that will be made this year, decades of deferred maintenance will continue to result in a regular need for emergency repairs and operational failures. After minor emergency repairs to staunch a leak through the electrical room at the North Parking Garage and keep the elevators working in cold weather, we are now facing a major emergency repair that is a direct result of deferred maintenance. One of the elevators in the North Parking Garage has failed. It will take about \$70,000 to put that elevator back into operation. That will be taken from the Parking Fund reserve now. Further work on this elevator and its companion will also be necessary in FY 15. Out files include estimates for the necessary maintenance from a few years ago, when the costs would have been \$20,000 less.
- The short and mid-term maintenance, repair, and reconstruction needs of the parking system total almost \$1.8 million (\$515,000 surface lots, mostly on Lot 4; \$470,000 South Parking Garage; \$780,000, North Parking Garage). The revenues generated by the system must support these expenditures or the city will, at some point, be compelled to ask the tax payers to support the parking system.
- Great Falls' parking system should, as it does in many cities, play a positive role in the redevelopment of downtown. With adequate revenues, the parking system could contribute to way-finding efforts (so that, among other things, visitors can find the parking structures and lots), improve the appearance of the surface lots and North Parking Garage, and contribute to maintenance of the streetscape adjacent to the parking structures and lots. These are all activities that would, in turn, help generate higher revenues for the parking system.

This proposed strategy runs over four fiscal years. It begins with revenue measures that do not require the City to raise meter rates or rates for parking in the garages in FY 2015. Gradual increases in the cost of parking in the garages and on the surface lots are proposed for the following three years, along with increases in some minor fees the parking system collects. The meter rate would change in the fourth

year. This gradual approach will allow the City to monitor the results and either advance or postpone a measure in response to revenue trends. It also allows the public to anticipate changes in the system.

## FY 2015

The Parking Advisory Commission (PAC) and staff recommend that the following actions be taken immediately and in FY 2015.

**Increase the Rate for Parking in Lot 7.** The lease rate for Surface Lot 7 was reduced some years ago to encourage people to use what was then an underutilized facility. Redevelopment of the Arvon Block has completely changed parking patterns along First Avenue South, however, and the Parking Advisory Commission and staff ask that the City Manager immediately increase the monthly lease rate for this lot back to \$25 per month. The Celtic Cowboy has not been open long enough for us to make a reasonable projection of the additional revenue this will yield, but there is no longer a reason to treat Surface Lot 7 as an underutilized facility.

**Replace Courtesy Parking with Parking Tokens.** This measure will generate revenue by replacing courtesy parking signs with meters and through the sale of parking tokens. A cautious estimate of the net increase in revenue to the parking system is \$11,300 to \$13,500, after the first year.

*Background of Courtesy Parking.* The city currently allows a business owner to request that meters adjacent to his/her business be removed and replaced with courtesy parking signs. See 10.48.291 of the Official Code of the City of Great Falls (OCCGF). The owner pays the city \$240 per year, per meter for this privilege. There are currently about 40 courtesy parking spaces in downtown Great Falls.

*Liabilities of Courtesy Parking.* There are three reasons why the PAC and staff recommend ending this program.

First, courtesy parking spaces are still public. There is no guarantee that a person who parks there will patronize the merchant who is paying for the space. The alternative we propose, parking tokens, leads to a direct interaction between merchant and customer.

Second, the courtesy parking program requires monthly billing (at an internal cost of about \$1,400 a year) to collect just \$20 a month and a total of only about \$10,000 per year.

Finally, the revenues received for courtesy parking spaces do not match the revenue that would be earned by meters had they been left in place. The average meter on Central earns \$411.99 per year and, while we don't know (we'd have to replace the courtesy parking signs with meters and monitor the result), it seems likely that merchants request courtesy parking at busy locations, where meters would yield more than average. Staff estimates that, based on an analysis of receipts from meters in similar locations, the parking system is losing more than \$13,000 each year to the courtesy parking program.

*Parking Tokens Instead.* There is an alternative to the courtesy parking program that limits benefits to the merchant's customers, has minimal administrative costs after start-up, and generates more revenue. That alternative is the parking token. It is an alternative that Great Falls technically already has, although we do not promote it. The use of parking tokens is already authorized by 10.48.050 of the OCCGF. The small supply of tokens that remain have a value of only five cents. They are inconvenient and generic.

The PAC and staff believe that if we offer tokens to merchants at a small discount over their face value and generate a little community buzz over their design, we can accomplish the goal of the courtesy parking program in a better way.

*Implementing the Change.* Three steps are necessary to make parking tokens work for the City.

First, unlike some, this change involves minimal paperwork. The use of parking tokens is already authorized. The Commission would only need to repeal 10.48.291 of the OCCGF, which establishes the courtesy parking program.

Second, we need to actively promote use of the tokens. To make it fun for customers to use tokens, they must be attractive. We propose that the City sponsor a design competition in cooperation with Paris Gibson Square (we have a preliminary agreement with the museum) and allow the public to select one or more designs. Having an attractive local design may also allow us to market tokens to collectors, resulting in a bit of additional revenue for the parking system. We propose to promote the use of tokens by merchants by offering them at a small discount off face value. Staff estimates that offering tokens to merchants at 80% of face value will reduce the annual savings from something over \$13,000 to something over \$11,000.

Third, we need to acquire tokens and recalibrate the meters to accept them. This process will cost about \$10,000, but pay for itself by eliminating the loss of more than \$13,000 in the first year. The ongoing costs of administration will be negligible.

**Increase Parking Fines.** There are two types of parking fines: \$5 violations and \$10 violations. This revenue stream also includes some fees for the late payment of fines. Together, the two types of fines are generating more than \$70,000 per year in revenue for the parking system. The Parking Advisory Commission and staff recommend that parking fines be increased as follows.

*Courtesy Ticket.* First, because we recommend increasing fines, the PAC and staff recommend that a “Whoops. Welcome to Downtown Great Falls” ticket that carries no fine, just a reminder of the rules, be issued for the first violation associated with a particular license plate each year. This will not result in a significant decrease in revenue because it is our policy to void first violations anyway.

*\$5 Violations.* The overtime parking fine is currently \$5 and, while we all hear complaints about parking fines, the number of repeat violators makes it clear that this is not enough to change peoples’ behavior. The PAC and staff recommend that the overtime fine be increased to \$10 for the first offense, \$15 for the second, and \$20 for all subsequent offenses. It is difficult to estimate the impact of higher fines. In theory, higher fines should reduce the number of violations. We cautiously estimate that this measure will generate more than \$30,000 a year in additional revenue.

*\$10 Violations.* Ten dollar violations happen when someone parks in a way that reduces the number of spaces available or interferes with other people parking or the safe passage of vehicles or pedestrians. These violations cannot happen inadvertently, except in cases when snow covers the striping (and we void citations issued under those conditions). The PAC and staff recommend doubling these fines to \$20.00. Again, it is difficult to estimate the impact of higher fines. In theory, higher fines will reduce the number of violations. We cautiously estimate that this measure will generate more than \$30,000 a year in additional revenue for the parking system.

Taken together, the proposed increases in fines should generate \$60,000 or more in additional revenues for the parking system each year.

**Adopt an Administrative Fee for Residential Parking Permits.** There is currently no separate source of funding for enforcement in the residential parking district adjacent to downtown Great Falls. Permits are issued on demand, one-year permits to renters, two-year to resident owners. More than 1100 residential parking permits have been issued in recent years. We have no way of knowing how many of them are in active use and are renewed on a regular basis. We cautiously estimate that requiring a modest fee of \$25 for a residential parking permit would raise more than \$20,000 every two years to help support enforcement.

## FY 2016

The Parking Advisory Commission and staff recommend that the following actions be taken in FY 2016.

**Increase the Fee for Delivery Permits.** The City issues permits that allow delivery trucks to park where others are not permitted to. These currently cost \$50 per year. The PAC and staff recommend that the rate be increased to \$100 in FY 2016. This will generate only about \$1,000 in additional revenue, but all users of the parking system should share in its continuing support.

**Increase Parking Garage Rates.** The published rate for monthly parking in the City's two garages is currently \$41. Many users do not pay that rate because their use of the garages is covered by a lease that has lower negotiated rates. The daily rate is currently \$3 and the hourly rate is the same as meter parking, 50¢ per hour. These rates do not cover the costs of operating the garages and providing the necessary long-term maintenance. Staff calculates the "break even" rate at roughly \$55 per month. The PAC and staff recommend that garage parking rates be gradually increased to cover costs over a span of three years, with a \$5 per month increase in the lease rate each year in FY 2106, FY 2017, and FY 2018.

**Increase Surface Parking Lot Rates.** The published rate for monthly parking in the City's surface lots varies by lot, as noted above, but most spaces lease for \$25 per month. The daily and hourly rates for the surface parking lots are the same as for the garages. These rates would come reasonably close to covering the costs of routine maintenance and improvements if ALL spaces in the surface lots were leased or occupied and the rates on Lots 3 and 7 were increased to match the other lots. Given that 100% occupancy is unlikely, the PAC and staff recommend that the cost of parking in the surface lots gradually rise to \$35 per month, with \$5 per month increases in the lease rate in FY 2016 and FY 2017.

**Increase the Rate for Parking in Lot 3.** The PAC and staff recommend that the cost of parking in Surface Parking Lot 3 be increased to match the rate charged at the other lots.

**Consider Expanding Enforcement Hours.** Some additional revenue could be generated by expanding enforcement until 6:00 PM. Additional revenue could also be generated by requiring that people pay to park on Saturdays. The additional costs of enforcement for an extra hour five days a week and on Saturdays are small because attendants already work Saturdays to enforce the two-hour limit. The sticker on the meters would have to be changed, but this requires a one-time expense of only a few hundred dollars. The PAC and staff will further explore this possibility during FY 2015 and be prepared to make a recommendation before the beginning of FY 2016.

## FY 2017

The only revenue measures recommended for FY 2017 are the continuing incremental increases in rates for the parking garages and lots proposed above. By the end of this fiscal year, however, the City will have a good idea of how the revenue measures taken in FY 2015 and FY 2016 are performing.

**Assess the Results of These Recommendations.** The PAC and staff will review the parking system's FY 2015-FY2017 revenues toward the end of this fiscal year. This will provide a more current factual basis for the rate increases that are proposed for 2018.

## FY 2018

The PAC and staff currently do not believe that the parking system can be maintained or play the role in downtown development that it should if daily and hourly parking rates are not increased by FY 2018. That conclusion is subject to revision; however, if the measures proposed above raise more revenue than estimated.

**Make the Final Increase in Garage Lease Rates.** As explained above, we are recommending that the lease rates for the parking garages be gradually increased to a "break even" amount. The final \$5 per month increase would be added in FY 2018.

**Increase the Daily and Hourly Rates in the Garages.** The daily rate for garage parking should be increased to \$5.00. The hourly rate should be increased to \$1 for the first two hours, with the daily rate then applying.

**Increase the Daily and Hourly Rates for Surface Parking.** The daily rate for surface parking should be increased to \$5.00. The hourly rate should be increased to \$1 for the first two hours, with the daily rate then applying.

**Increase the Meter Rate.** The meter rate should be increased to \$1 per hour.

### The Parking System as Part of Downtown Revitalization

The PAC and staff believe that the measures recommended here will provide adequate support for the management and maintenance of Great Falls' parking system. Our definition of adequate includes three objectives: 1) routinely meeting the operating expenses of the system, 2) supporting the required maintenance of the system's assets, and 3) enabling the parking system to help support downtown revitalization and, thus, expand parking revenues.

Many cities apply parking revenues to revitalization projects that benefit the parking system by attracting more customers. We believe Great Falls should, too. Our proposal is that, if the revenue measures proposed here allow the City to accumulate a healthy parking reserve, which we would define as at least \$400,000, additional parking revenues should be split between the system and the Downtown Business Improvement District. This would not only raise revenue for downtown improvements and maintenance, it would make it clear that paying for parking is a positive thing, something that contributes to the community.

## MEMO

TO: Great Falls City Commission

FROM: Lee Nellis, FAICP, Deputy Director, Planning and Community Development

DATE: July 15, 2014

### RE: Parking Revenue Choices

There has been considerable discussion of the parking revenue strategies that were proposed by the Parking Advisory Commission in April in the downtown community. City staff presented the PAC recommendations to the Downtown Great Falls Association on May 20, 2014; to the Downtown Development Partnership on May 28, 2014; to the Downtown Chicks on May 30, 2014, and to a group of downtown business people convened by the Downtown Development Partnership on June 8, 2014. Staff solicited comments and discussion at each of these events. Staff has also had a number of conversations and email exchanges about the proposed revenue strategies with interested individuals.

The upshot of all this discussion was that the PAC revised some of its recommendations and decided to leave others unchanged at its June 23, 2014 meeting. The minutes of that meeting are attached. Discussion continued after that meeting and staff now needs “philosophical” direction on the three questions presented here before preparing an ordinance and a resolution for consideration by the Commission.

- 1. Courtesy Parking.** The PAC’s revised recommendation is to create a new version of the courtesy parking program that will save money by ending monthly billing - the courtesy parking fee would be due annually - and compensate for the revenues lost by increasing the annual fee for courtesy parking spaces. The new fee would be \$400 per year for courtesy spaces on Central, which is about what a productive meter on Central brings in each year, and \$300 per year off Central. We don’t know how business people will react to these changes, so it is difficult to predict the impact on revenues. Annual billing will reduce the city’s administrative costs (which are mostly borne by Fiscal Services, not the parking system). Beyond that, if everyone who currently has a courtesy parking space keeps it, the loss of revenue to courtesy parking should drop from around \$11,000 to around \$4,000. The alternatives are a) to leave the program as it is, accepting the loss of about \$11,000 a year in prospective revenues or b) to switch to a parking token system. Starting a new token program would require an up-front investment of about \$10,000 and tokens are controversial. Some downtown folks say they’d use them, others would not. **How does the Commission want staff to handle courtesy parking in the draft ordinance and fee resolution we are preparing? Do you want to start with the PAC’s recommendation? Do you want to leave the program as is? Do you want to explore the parking token alternative?**
- 2. Fines v. Rate Increases.** A significant minority of people who have provided input believe that increasing parking fines, as proposed by the PAC, will seriously discourage downtown shoppers. At least some of these people believe that an increase in meter rates or expanding the hours of enforcement would be preferable to larger fines. A somewhat



larger number of those with whom we have spoken believe that an increase in fines would discourage habitual offenders, whose parking habits do adversely affect some businesses. The PAC voted to continue supporting its initial recommendation to increase fines, which you may recall included issuing courtesy tickets for the first offense each year. We expect raising fines to bring in approximately \$70,000 in additional revenue per year. It is more difficult to project the results of increasing the meter rate. Staff's best estimate is that the increased rate would bring in about \$60,000 per year. There would be a one-time cost of roughly \$10,000 to re-calibrate the meters, update the stickers on the meters, and otherwise let people know about the new rate. That cost would easily be recouped within the first year. **Does the Commission want to consider raising the meter rate to 75¢ at this time or do you want the draft ordinance you receive to reflect the PAC's recommendation to increase fines?**

- 3. Expand Hours of Enforcement.** Perhaps the most interesting part of the discussion about parking revenues is that some people would prefer to see the hours of enforcement expanded before rates are raised. This possibility was mentioned in the PAC's original recommendations as an idea that should be explored. After the conversations we have had with the downtown community, staff believes this idea merits immediate consideration, at least as an experiment. Given that attendants work on Saturday to enforce the two-hour limit, anyway, the additional cost of this experiment is a few hundred dollars to put new stickers on the meters and publicize the change. While it is not easy to say without experimenting, staff believes that Saturday enforcement has a potential to yield as much as \$30,000 per year in additional revenue. **Would the Commission like to consider Saturday enforcement as a way of raising revenues without raising rates?**

**GREAT FALLS PARKING ADVISORY COMMISSION**  
**Minutes of June 23, 2014**

The Parking Advisory Commission meeting was brought to order by Darren Brown at 3:05 p.m. in the Rainbow Room of the Civic Center.

**Members Present:** Dave Abbott, David Campbell, Chuck Fulcher

**Members Absent:** Darren Brown

**Staff Present:** Lee Nellis, FAICP, Deputy Director, Planning & Community Development

**Others Present:** Tena Grigsby, Standard Parking; Joan Redeen, Downtown Business Improvement District

**Meeting Minutes:** The PAC will review the May minutes in July.

**OLD BUSINESS**

**Revenue Strategies**

The PAC and others present discussed the public response to the proposed parking revenue strategies. Mr. Nellis distributed a handout of the written responses received so far.

After considerable discussion of the major questions raised by the public, which were the tradeoffs between fines and raising meter rates and the elimination of the courtesy parking program, the PAC took the following actions.

Mr. Fulcher made the motion, and with a second from Mr. Abbott, the PAC supported its original recommendation to increase parking fines, as adopted at its April meeting.

Mr. Abbott made the motion, and with a second from Mr. Fulcher, the PAC made a recommendation that the existing courtesy parking program be eliminated and replaced with a program that features annual billing and rates commensurate with the revenue that would be generated by meters in the same location. This includes the possibility that rates will vary from place to place.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The Commission agreed that it will hold its regular meeting in July. There being no further business, Mr. Fulcher made a motion to adjourn. Mr. Abbott seconded that motion and the meeting was adjourned.

**GREAT FALLS PARKING ADVISORY COMMISSION**  
**Minutes of July 21, 2014**

The Parking Advisory Commission meeting was brought to order by Darren Brown at 3:05 p.m. in the Rainbow Room of the Civic Center.

**Members Present:** Dave Abbott, Darren Brown, David Campbell,

**Members Absent:** Chuck Fulcher

**Staff Present:** Lee Nellis, FAICP, Deputy Director, Planning & Community Development

**Others Present:** Tena Grigsby, Standard Parking;

**Meeting Minutes:** The PAC approved the minutes of its May meeting (m. Campbell, s. Abbott).

**OLD BUSINESS**

**Revenue Strategies**

The PAC and others present discussed the public response to the proposed parking revenue strategies. Mr. Nellis distributed a handout of the written responses received so far.

After considerable discussion of the major questions raised by the public, which were the tradeoffs between fines and raising meter rates and the elimination of the courtesy parking program, the PAC took the following actions.

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**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The meeting was adjourned by acclamation.