

**AGENDA
GREAT FALLS
PARKING ADVISORY COMMISSION
CIVIC CENTER – PLANNING AND COMMUNITY DEVELOPMENT CONFERENCE ROOM
THURSDAY, JUNE 19, 2025 – 3:30 P.M.**

The agenda packet material is available on the City's website: <https://greatfallsmt.net/meetings>

Public participation is welcome in the following ways:

- Attend in person.
- Provide public comments via email. Comments may be emailed before noon on Thursday, June 19, 2025, to jnygard@greatfallsmt.net. Include the agenda item or item number in the subject line, and include the name of the commenter and either an address or whether the commenter is a city resident. Written communication received by that time will be shared with the Parking Advisory Commission and appropriate City staff for consideration during the agenda item and before the final vote on the matter. It will be so noted in the official record of the meeting.

Opening Meeting:

1. Call to Order – 3:30 P.M.
2. Roll Call

Inge Buchholz (Chair)
Jayson Olthoff (Vice-Chair)
Carol Berg
Katie Hanning
Nathan Laidlaw

Ex-Officio Member:
Kellie Pierce

3. Recognition of Staff
4. Approval of Meeting Minutes – April 17, 2025*

New Business

1. Parking Budget Update
 - Proposed Budget & Staff Recommendations
 - i. Request 150K from Downtown TIF
 - ii. Increase Parking Fines
2. Visioning Exercise – “The Ideal Parking Program”

Discussion Prompts:

1. Vision & Purpose

- What *should* a City-run parking program accomplish?
- Is it primarily about access, revenue, turnover, support for downtown businesses? (Can we rank these?)

2. User Experience

- How would you rate parking downtown as a visitor?

- What updates would make it feel more modern, fair, or user-friendly?

3. City Role & Priorities

- Should the City continue operating garages and surface lots, or shift toward partnerships?
- Are there lots that could be repurposed to better support housing, business, or public space goals?

4. Performance & Sustainability

- How do we define success? What data would help?
- How can the program become financially self-sustaining?

5. Imagine it's five years from now, and Great Falls has a downtown parking program we're proud of.

- What decisions did we make to get here?
- What values guided those decisions?
- And what role should the City play in making this vision a reality?

Public Comment

Adjournment

GREAT FALLS PARKING ADVISORY COMMISSION

Minutes of the April 17, 2025 Meeting

Vice Chair Jayson Olthoff called the Parking Advisory Commission meeting to order at 3:30 p.m. in the Planning and Community Development Conference Room at the Civic Center.

Members Present: Inge Buchholz, Chair
Jayson Olthoff, Vice Chair
Carol Berg
Katie Hanning
Nathan Laidlaw

Ex-Officio Member: Kellie Pierce via Zoom

Members Absent: None

Staff Present: Brock Cherry, Director
Lonnie Hill, Deputy Director
Alaina Mattimiro, Associate Planner
Jamie Nygard, Sr. Administrative Assistant

Others Present: Tena Grigsby with SP+, Evan Pryor with Metropolis via Zoom

Meeting Minutes: Mr. Olthoff asked if there were any comments or corrections to the February 20, 2025, Parking Advisory Commission meeting minutes. Seeing none, Ms. Hanning motioned to approve the minutes, and Ms. Buchholz seconded.

Vote: All in favor, the motion passed 5-0

New Business

Financial Presentation

Mr. Cherry presented the financial status of the parking fund, noting that it has been operating at a deficit since FY 2021. The fund has consistently fallen short of expenses by \$60,000 to \$110,000 annually. However, significant one-time transfers from CARES and ARPA funding in FY 2022 and FY 2023 helped offset those losses. Despite the transfers, the fund is expected to go negative by the end of the current fiscal year. Mr. Cherry emphasized that the fund's negative balance would have occurred sooner without these one-time federal transfers. He also mentioned that the fund's operations would not be immediately affected, but changes would be necessary to sustain the fund over the next five years.

Mr. Cherry discussed the potential use of up to \$50,000 for signage and installation, with a target of \$30-\$35,000. He also mentioned the history of the parking program and the allocation of TIF funds, emphasizing the importance of public infrastructure for local commerce and development. He noted that the TIF program is currently healthy, producing approximately 2 million dollars of new increment annually. Still, there are concerns about potential changes in legislation affecting how the funds are collected. Mr. Cherry also mentioned the need to define the ideal parking program and the possibility of scaling down what third parties provide.

Due to budget constraints, Mr. Cherry discussed the need for strategic changes to maintain the current level of service in the next five years. He proposed conducting an exercise with the team to identify simple ideas to improve customer experience and incentivize program usage.

Mr. Cherry discussed the parking programs in Montana cities, noting that most use smart meters, kiosks, app-based payment systems, and license plate-based enforcement. He highlighted the need to reduce human interaction to lower costs, but emphasized the importance of maintaining high-quality technology and customer service. He also compared the parking fees in various cities, suggesting that Bozeman's rates are high, while Helena's are tiered and Great Falls' are comparatively low. He concluded by expressing concern about the potential impact on deferred maintenance.

Mr. Cherry discussed the differences in parking governance and administration between Great Falls and other sister cities. He noted that Great Falls currently administers its parking program as a secondary responsibility within a broader departmental framework, limiting its ability to prioritize capital improvements, manage enforcement, and strategically evolve the system. In contrast, other cities have formalized parking divisions with dedicated staff, enabling them to proactively plan and manage their parking systems. He also highlighted the need for more staffing capacity to address capital improvement projects and other issues in Great Falls' parking system.

Mr. Cherry discussed the meeting schedules of various parking authorities and boards, suggesting that they could potentially meet less frequently to have more meaningful conversations. He also mentioned a proposal for free 2-hour parking in the North Parking garage during holidays, which was sent to the Commissioners for their opinion. Mr. Cherry emphasized that the proposal was not a bad idea, even though the funds involved were minimal, as it could help prevent the government's services from becoming weaker.

Mr. Laidlaw mentioned the idea of introducing a membership program to generate revenue.

Ms. Buchholz expressed concern about the proposed program's impact on downtown businesses and the need to attract customers back to the area. Ms. Pierce emphasized the need for a positive perception of parking and suggested public education as a solution. Mr. Cherry agreed and mentioned that they are working on improving the parking system, including better marketing materials and educational resources. They also discussed the need for predictability and ease of use in the parking system. Ms. Buchholz expressed concern about the current enforcement practices. The team agreed on the importance of customer service and the need for better communication with the public about the parking system.

Mr. Cherry discussed the importance of continuous improvement in the parking program, emphasizing the need to avoid stagnation and move forward. He committed to providing a plan for marketing and promotional videos at the next meeting. The team also discussed the challenges of educating customers about parking options and the need to explore different

approaches. Mr. Cherry encouraged the team to think creatively about potential solutions to recurring issues and to trial new ideas.

PUBLIC COMMENT:

None.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:10 P.M.



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2024 Adopted Budget	2025 Adopted Budget	2026 DEPARTMENTS	Change	% Change
Fund 5725 - PARKING									
REVENUE									
Department 71 - PLANNING & COMMUNITY DEVELOPMENT									
Division 725 - PARKING									
Licenses & permits									
32204	DELIVERY PERMITS	1,830.00	1,440.00	1,560.00	2,500.00	2,500.00	2,500.00	.00	
32209	LOADING ZONE LICENSES	1,100.00	2,050.00	500.00	1,000.00	1,000.00	1,000.00	.00	
Licenses & permits Totals		\$2,930.00	\$3,490.00	\$2,060.00	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	0%
Charges for services									
34314	OFF-STREET LOTS LEASES	60,952.00	57,762.50	54,352.00	60,000.00	60,000.00	60,000.00	.00	
34315	ON-STREET PARKING METERS	308,986.90	300,267.92	256,296.26	300,000.00	300,000.00	300,000.00	.00	
34316	OFF-STREET LOTS TRANSIENT	11,317.66	19,551.38	7,726.23	10,000.00	10,000.00	9,000.00	(1,000.00)	(10)
34830	DAILY NORTH GARAGE	12,004.99	19,047.42	12,331.70	11,000.00	11,000.00	12,000.00	1,000.00	9
34832	DAILY SOUTH GARAGE	1,422.63	1,402.37	1,439.43	1,500.00	1,500.00	1,500.00	.00	
34835	PARKING BOOT FEES	.00	.00	600.00	5,000.00	5,000.00	3,240.00	(1,760.00)	(35)
34836	CONVENIENCE FEE	3,501.00	3,045.00	3,497.00	3,500.00	3,500.00	3,500.00	.00	
34840	NORTH GARAGE	124,009.90	122,528.30	138,236.70	110,000.00	110,000.00	122,385.00	12,385.00	11
34845	SOUTH GARAGE	77,849.50	58,895.01	55,125.40	75,000.00	75,000.00	65,000.00	(10,000.00)	(13)
34860	RESIDENTIAL PARKING PASS	5.00	.00	.00	.00	.00	.00	.00	
Charges for services Totals		\$600,049.58	\$582,499.90	\$529,604.72	\$576,000.00	\$576,000.00	\$576,625.00	\$625.00	0%
Fines & forfeitures									
35300	PARKING FINES	68,850.45	39,640.71	32,513.63	72,000.00	72,000.00	50,000.00	(22,000.00)	(31)
Fines & forfeitures Totals		\$68,850.45	\$39,640.71	\$32,513.63	\$72,000.00	\$72,000.00	\$50,000.00	(\$22,000.00)	(31%)
Investment income									
37110	REGULAR INTEREST	2,590.27	7,318.38	2,903.43	2,500.00	2,500.00	2,500.00	.00	
37119	REPAIR & REPLACEMENT RESERVES ERS	494.77	.00	.00	.00	.00	.00	.00	
Investment income Totals		\$3,085.04	\$7,318.38	\$2,903.43	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	0%
Other									
36200	MISCELLANEOUS REVENUES	1,010.00	601.50	495.00	1,250.00	1,250.00	625.00	(625.00)	(50)
36829	REFUNDS & REIMBURSEMENTS	(50.00)	.00	.00	.00	.00	150,000.00	150,000.00	
38250	PROPERTY DAMAGE RESTITUTION MISCELLANEOUS	.00	1,423.00	.00	1,000.00	1,000.00	1,000.00	.00	
Other Totals		\$960.00	\$2,024.50	\$495.00	\$2,250.00	\$2,250.00	\$151,625.00	\$149,375.00	6639%
Division 725 - PARKING Totals		\$675,875.07	\$634,973.49	\$567,576.78	\$656,250.00	\$656,250.00	\$784,250.00	\$128,000.00	20%
Department 71 - PLANNING & COMMUNITY DEVELOPMENT Totals		\$675,875.07	\$634,973.49	\$567,576.78	\$656,250.00	\$656,250.00	\$784,250.00	\$128,000.00	20%
REVENUE TOTALS		\$675,875.07	\$634,973.49	\$567,576.78	\$656,250.00	\$656,250.00	\$784,250.00	\$128,000.00	20%
EXPENSE									
Department 71 - PLANNING & COMMUNITY DEVELOPMENT									
Division 725 - PARKING									
Personal services									
41110	SALARIES & HOURLY	52,112.38	63,803.90	62,571.14	74,451.00	71,985.00	75,322.00	3,337.00	5



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2024 Adopted Budget	2025 Adopted Budget	2026 DEPARTMENTS	Change	% Change
Fund	5725 - PARKING								
EXPENSE									
Department 71 - PLANNING & COMMUNITY DEVELOPMENT									
Division 725 - PARKING									
Personal services									
41210	OVERTIME - REGULAR FULL-TIME	.00	.00	16.11	.00	.00	.00	.00	
41315	VACATION TERMINATION	1,323.51	1,569.33	.00	.00	.00	.00	.00	
41325	SICK LEAVE TERMINATION	2,366.18	1,408.97	.00	.00	.00	.00	.00	
41360	HEALTH INSURANCE	14,062.13	16,062.88	18,659.86	19,241.00	21,366.00	21,425.00	59.00	
41370	LIFE INSURANCE	138.43	159.30	165.07	142.00	188.00	173.00	(15.00)	(8)
41387	CELL PHONE ALLOWANCE	22.08	.00	.00	.00	.00	.00	.00	
41389	RELOCATION AND MOVING	.00	3,684.63	.00	.00	.00	.00	.00	
41410	UNEMPLOYMENT INSURANCE	274.06	262.67	220.30	287.00	282.00	263.00	(19.00)	(7)
41420	WORKERS COMPENSATION	358.93	383.06	198.98	432.00	224.00	220.00	(4.00)	(2)
41430	FICA	3,299.98	4,127.59	3,622.55	4,618.00	4,465.00	4,672.00	207.00	5
41435	MEDICARE	771.85	965.09	847.37	1,082.00	1,044.00	1,093.00	49.00	5
41445	PERS	5,557.25	6,755.15	6,296.39	7,478.00	7,298.00	7,598.00	300.00	4
Personal services Totals		\$80,286.78	\$99,182.57	\$92,597.77	\$107,731.00	\$106,852.00	\$110,766.00	\$3,914.00	4%
Supplies									
42120	COMPUTER ACCESSORIES	.00	.00	355.16	.00	.00	.00	.00	
42190	OTHER OFFICE SUPPLIES & MATERIALS	43.96	46.79	.00	.00	.00	.00	.00	
42310	GAS, OIL, DIESEL FUEL, GREASE, ETC	3,357.91	2,625.49	894.30	3,500.00	3,500.00	3,400.00	(100.00)	(3)
Supplies Totals		\$3,401.87	\$2,672.28	\$1,249.46	\$3,500.00	\$3,500.00	\$3,400.00	(\$100.00)	(3%)
Purchased services									
43210	PRINTING, FORMS, ETC	2,109.21	399.47	508.83	2,500.00	2,500.00	2,400.00	(100.00)	(4)
43410	TELEPHONE	1,550.08	1,881.02	1,711.68	1,500.00	1,500.00	1,700.00	200.00	13
43420	ELECTRIC UTILITY	18,680.48	32,109.83	22,715.44	20,000.00	20,000.00	22,000.00	2,000.00	10
43440	CITY SANITATION DISPOSAL	2,834.70	2,790.74	2,926.00	2,500.00	2,500.00	2,750.00	250.00	10
43450	WATER UTILITY	3,563.27	3,175.48	5,265.35	4,000.00	4,000.00	4,847.00	847.00	21
43460	SEWER UTILITY	1,236.48	1,382.10	1,324.82	1,000.00	1,000.00	1,263.00	263.00	26
43470	STORM DRAIN UTILITY	3,639.74	3,626.67	4,119.83	3,500.00	3,500.00	5,516.00	2,016.00	58
43590	OTHER PROFESSIONAL SERVICES MISCELLANEOUS	458,442.62	412,442.75	406,564.58	446,351.00	446,351.00	446,351.00	.00	
43620	BUILDING REPAIR & MAINT	.00	9,083.00	18,763.33	25,000.00	25,000.00	25,000.00	.00	
43630	MAINTENANCE AGREEMENTS	7,520.00	6,340.00	6,945.00	7,000.00	7,000.00	7,000.00	.00	
43690	OTHER REPAIR & MAINTENANCE SERVICES	174.26	4,738.05	1,535.00	25,000.00	25,000.00	25,000.00	.00	
43790	MISCELLANEOUS TRAVEL EXPENSE	82.07	35.73	.00	.00	.00	.00	.00	
45515	CREDIT CARD FEES	9,227.93	7,405.63	6,923.08	9,000.00	9,000.00	9,000.00	.00	
45520	BANK FEES	.00	.00	.00	200.00	200.00	200.00	.00	
Purchased services Totals		\$509,060.84	\$485,410.47	\$479,302.94	\$547,551.00	\$547,551.00	\$553,027.00	\$5,476.00	1%



Budget Worksheet Report

Budget Year 2026

Account	Account Description	2023 Actual Amount	2024 Actual Amount	2025 Actual Amount	2024 Adopted Budget	2025 Adopted Budget	2026 DEPARTMENTS	Change	% Change
Fund	5725 - PARKING								
	EXPENSE								
	Department 71 - PLANNING & COMMUNITY DEVELOPMENT								
	Division 725 - PARKING								
	Other								
48130	CASH OVER/SHORT	(634.31)	(21.50)	3.80	.00	.00	.00	.00	
	Other Totals	(\$634.31)	(\$21.50)	\$3.80	\$0.00	\$0.00	\$0.00	\$0.00	+++
	Internal service charges								
48611	HUMAN RESOURCES	687.96	786.96	1,895.04	787.00	1,895.00	3,797.00	1,902.00	100
48621	CITY TELEPHONE	177.96	194.04	365.04	194.00	365.00	421.00	56.00	15
48637	VEHICLE & EQUIPMENT MAINT	5,075.04	4,052.04	3,798.96	4,052.00	3,799.00	5,540.00	1,741.00	46
48652	FISCAL SERVICES	13,683.00	13,995.96	14,478.96	13,996.00	14,479.00	12,271.00	(2,208.00)	(15)
48658	CENTRAL INSURANCE	27,784.00	33,039.00	39,021.00	33,039.00	39,021.00	40,177.00	1,156.00	3
48672	CIVIC CENTER BUILDING SERVICES	4,920.00	5,508.00	5,720.04	5,508.00	5,720.00	5,444.00	(276.00)	(5)
48695	INFORMATION TECHNOLOGY	7,358.04	9,185.04	9,516.96	9,185.00	9,517.00	10,226.00	709.00	7
48696	COMPUTER NETWORK	3,261.00	3,156.96	3,522.96	3,157.00	3,523.00	3,446.00	(77.00)	(2)
48697	COMPUTER EQUIPMENT MAINT	3,728.00	3,547.00	4,273.00	3,547.00	4,273.00	3,526.00	(747.00)	(17)
48734	TRAFFIC SERVICE - SIGNS/POLES NON-RECURRING	.00	.00	.00	2,500.00	2,500.00	2,500.00	.00	
48810	COMPUTER & EQUIPMENT LEASE	1,425.00	1,953.96	1,758.00	1,954.00	1,758.00	2,144.00	386.00	22
	Internal service charges Totals	\$68,100.00	\$75,418.96	\$84,349.96	\$77,919.00	\$86,850.00	\$89,492.00	\$2,642.00	3%
	Division 725 - PARKING Totals	\$660,215.18	\$662,662.78	\$657,503.93	\$736,701.00	\$744,753.00	\$756,685.00	\$11,932.00	2%
	Department 71 - PLANNING & COMMUNITY DEVELOPMENT Totals	\$660,215.18	\$662,662.78	\$657,503.93	\$736,701.00	\$744,753.00	\$756,685.00	\$11,932.00	2%
	EXPENSE TOTALS	\$660,215.18	\$662,662.78	\$657,503.93	\$736,701.00	\$744,753.00	\$756,685.00	\$11,932.00	2%
	Fund 5725 - PARKING Totals								
	REVENUE TOTALS	\$675,875.07	\$634,973.49	\$567,576.78	\$656,250.00	\$656,250.00	\$784,250.00	\$128,000.00	20%
	EXPENSE TOTALS	\$660,215.18	\$662,662.78	\$657,503.93	\$736,701.00	\$744,753.00	\$756,685.00	\$11,932.00	2%
	Fund 5725 - PARKING Totals	\$15,659.89	(\$27,689.29)	(\$89,927.15)	(\$80,451.00)	(\$88,503.00)	\$27,565.00	\$116,068.00	(131%)
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$675,875.07	\$634,973.49	\$567,576.78	\$656,250.00	\$656,250.00	\$784,250.00	\$128,000.00	20%
	EXPENSE GRAND TOTALS	\$660,215.18	\$662,662.78	\$657,503.93	\$736,701.00	\$744,753.00	\$756,685.00	\$11,932.00	2%
	Net Grand Totals	\$15,659.89	(\$27,689.29)	(\$89,927.15)	(\$80,451.00)	(\$88,503.00)	\$27,565.00	\$116,068.00	(131%)