

GREAT FALLS PARKING ADVISORY COMMISSION
Minutes of the December 2, 2021 Meeting

The Parking Advisory Commission meeting was called to order by Chair, Katie Hanning, at 3:30 P.M., in the Planning & Community Development Conference Room.

Members Present: Katie Hanning, Becky Sullivan, Barbara Nutter; Katie Batterbee, Kellie Pierce, Joan Redeen

Members Absent: None

Staff Present: Craig Raymond, Planning & Community Development Director; Tammy Baber, Permit Technician

Others Present: Tena Grigsby, SP+; Dane Lyon, SP+; Jenn Rowell, The Electric; Commissioner Mary Moe

Meeting Minutes: Ms. Hanning asked if there were any comments or corrections to the minutes from the October 21, 2021 Parking Advisory Commission meeting. Seeing none, Ms. Nutter motioned to approve the minutes, with the changes, and Ms. Sullivan seconded. All in favor, the motion passed.

Business Items:

Financials:

Mr. Raymond informed the Parking Advisory Commission (PAC) that there may be a new format to the parking financials in the months to come.

Mr. Lyon explained SP+'s financials to the PAC.

Permanent Mounted LPR's in the North Parking Garages:

The PAC discussed moving to permanent mounted LPR's (License Plate Recognition) in the North Parking Garage. The new software could expand the operating hours of the parking garage, eliminate the parking gates, reallocate staff to help with bookkeeping and other daily paperwork, and support businesses in the downtown area. All PAC members were in favor of Mr. Raymond researching the LPR's for the North Parking Garage.

The PAC discussed extending the hours of operations for parking in the downtown area. The discussion is driven by different types of businesses coming to the downtown area. This was only a discussion no action was taken.

Update on ongoing parking projects:

Mountain Alarm was awarded the security camera contract for the parking garages and LoenBro was awarded the electrical contract for the conduit.

NEW BUSINESS

Christmas Parking:

Mr. Raymond asked the PAC about the Christmas Parking Extravaganza for the downtown area.

Motion: The Parking Advisory Commission recommends that the City offer free parking, for on street parking only; from December 13, 2021 to December 24, 2021

Made by: Becky Sullivan

Second: Barbara Nutter

Vote: All in favor, the motion passed

Election of Officers

The PAC discussed who would be elected for the 2022 Chair and Vice Chair.

Motion: That the Parking Advisory Commission (PAC) elect Ms. Katie Hanning as Chair and Ms. Becky Sullivan as Vice Chair.

Made by: Becky Sullivan

Second: Katie Batterbee

Vote: All in favor, motion passed.

Mandatory Commission Member Training:

The City of Great Falls offers free board member training every two years. The training will be held in January or February of 2022.

COMMUNICATIONS:

Ms. Pierce asked if the paystation signs would be able to reflect the street closure for the Christmas Stroll. Mr. Lyon and Ms. Grigsby stated that they would inquiry and let Ms. Pierce know.

Mr. Raymond announced to the PAC that the meeting would be Commissioner Mary Moe's last PAC meeting.

PUBLIC COMMENT

ADJOURNMENT

There being no further business, the meeting adjourned at 4:00 P.M.

Garages Meters Lots Total

Revenue

Monthly Parking	\$ 13,875	\$ -	\$ 173	\$ 14,047
Transient Parking	\$ 784	\$ -	\$ -	\$ 784
Meter Parking	\$ 45	\$ 13,063	\$ 552	\$ 13,660
Validations	\$ 40	\$ -	\$ -	\$ 40
Miscellaneous	\$ -	\$ 3,325	\$ -	\$ 3,325
Collected by Owner	\$ 2,295	\$ 4,053	\$ 4,364	\$ 10,711
Total Revenue	\$ 17,038	\$ 20,440	\$ 5,088	\$ 42,567

Operating Expense

Salaries & Wages	\$ 11,102	\$ 5,388	\$ -	\$ 16,490
Payroll Tax & Burden	\$ 979	\$ 526	\$ -	\$ 1,504
Health & Pension	\$ 1,660	\$ -	\$ -	\$ 1,660
Workers Comp	\$ 1,453	\$ 700	\$ -	\$ 2,153
Garage Supplies	\$ 13	\$ -	\$ -	\$ 13
Office Supplies	\$ 212	\$ -	\$ -	\$ 212
Parking & Auto	\$ 85	\$ -	\$ -	\$ 85
Repairs & Maintenance	\$ 1,527	\$ 3,051	\$ 1,380	\$ 5,958
Liability Insurance	\$ 3,212	\$ 377	\$ 1,223	\$ 4,812
Data Processing	\$ -	\$ 4	\$ -	\$ 4
Other Insurance	\$ 754	\$ -	\$ -	\$ 754
Telephone & Computer	\$ 191	\$ -	\$ 187	\$ 378
License & Fees	\$ 126	\$ -	\$ 1,888	\$ 2,014
Miscellaneous	\$ 12	\$ 4	\$ -	\$ 16
Total	\$ 21,326	\$ 10,050	\$ 4,678	\$ 36,054

Net Operating Income

\$ (4,287)	\$ 10,390	\$ 410	\$ 6,513
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YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR: ORIGINAL APPROP REVISED BUDGET YTD ACTUAL MTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USE/COL

5725 PARKING

00 NON-DEPARTMENTAL

072 TRANSFERS

42 Transfer out

5725072 482100 OPERATING TRANSFER	0	0	0	.00	.00	.00	.00	.00	.00	.0%
TOTAL Transfer out	0	0	0	.00	.00	.00	.00	.00	.00	.0%
TOTAL TRANSFERS	0	0	0	.00	.00	.00	.00	.00	.00	.0%
TOTAL NON-DEPARTMENTAL	0	0	0	.00	.00	.00	.00	.00	.00	.0%

31 PUBLIC WORKS

513 CENTRAL GARAGE

4Y Capital outlay

5725513 494100 MACHINERY & EQUIPME	0	0	0	.00	.00	.00	.00	.00	.00	.0%
5725513 494150 MACHINERY & EQUIPME	0	0	0	.00	.00	.00	.00	.00	.00	.0%
TOTAL Capital outlay	0	0	0	.00	.00	.00	.00	.00	.00	.0%
TOTAL CENTRAL GARAGE	0	0	0	.00	.00	.00	.00	.00	.00	.0%
TOTAL PUBLIC WORKS	0	0	0	.00	.00	.00	.00	.00	.00	.0%

71 PLANNING & COMMUNITY DEV

725 PARKING

3B License & Permits

5725725 322040 DELIVERY PERMITS	-800	-800	-810.00	-150.00	.00	10.00	101.3%
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YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COI
32 PARKING							
5725725 322090 LOADING ZONE LICENSES	-100	-100	.00	.00	.00	-100.00	.0%
TOTAL License & Permits	-900	-900	-810.00	-150.00	.00	-90.00	90.0%
3D Intergovernmental							
5725725 336200 ON BEHALF REVENUE-N	0	0	.00	.00	.00	.00	.0%
TOTAL Intergovernmental	0	0	.00	.00	.00	.00	.0%
3I Charges for services							
5725725 343140 OFF-STREET LOTS LEA	-18,000	-18,000	-35,182.00	-4,100.00	.00	17,182.00	195.5%
5725725 343150 ON-STREET PARKING M	-274,000	-274,000	-164,580.88	-20,653.17	.00	-109,419.12	60.1%
5725725 343160 OFF-STREET LOTS TRA	-5,000	-5,000	-4,321.51	291.49	.00	-678.49	86.4%
5725725 348300 DAILY NORTH GARAGE	-6,000	-6,000	-5,125.85	-715.00	.00	-874.15	85.4%
5725725 348320 DAILY SOUTH GARAGE	0	0	-850.68	-197.57	.00	850.68	100.0%
5725725 348350 PARKING BOOT FEES	-2,000	-2,000	-2,850.00	-300.00	.00	850.00	142.5%
5725725 348360 PG CONVENIENCE FEE	0	0	-1,849.86	-414.65	.00	1,849.86	100.0%
5725725 348400 NORTH GARAGE	-50,000	-50,000	-62,305.30	-10,157.00	.00	12,305.30	124.6%
5725725 348450 SOUTH GARAGE	-45,000	-45,000	-42,834.00	-10,963.50	.00	-2,166.00	95.2%
5725725 348600 RESIDENTIAL PARKING	0	0	.00	.00	.00	.00	.0%
TOTAL Charges for services	-400,000	-400,000	-319,900.08	-47,209.40	.00	-80,099.92	80.0%
3J Fines & forfeitures							
5725725 353000 PARKING FINES	-40,000	-40,000	-31,107.66	-5,097.52	.00	-8,892.34	77.8%
TOTAL Fines & forfeitures	-40,000	-40,000	-31,107.66	-5,097.52	.00	-8,892.34	77.8%
3M Investment Income							
5725725 371100 REGULAR INTEREST	0	0	-7.49	.00	.00	7.49	100.0%
5725725 371190 REPAIR & REPLACEMENT	0	0	-39.69	.00	.00	39.69	100.0%
5725725 371200 CHANGE IN MARKET VA	0	0	.00	.00	.00	.00	.0%

City of Great Falls

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE / COL
5725 PARKING							
TOTAL Investment income	0	0	-47.18	.00	.00	47.18	100.0%
30 Miscellaneous							
5725725 362000 MISCELLANEOUS REVEN	0	0	-1,003.00	-60.00	.00	1,003.00	100.0%
5725725 362100 USBP CREDITS	0	0	.00	.00	.00	.00	.0%
5725725 368290 REFUNDS & REIMBURSE	0	0	.00	.00	.00	.00	.0%
5725725 382500 PROPERTY DAMAGE RES	0	0	-1,519.87	131.45	.00	1,519.87	100.0%
TOTAL Miscellaneous	0	0	-2,522.87	71.45	.00	2,522.87	100.0%
3P Contributions & Don.							
5725725 365100 CONTRIBUTIONS & DON	0	0	.00	.00	.00	.00	.0%
TOTAL Contributions & Don.	0	0	.00	.00	.00	.00	.0%
3S Sale of assets							
5725725 382100 GAIN ON SALE MISCEL	0	0	.00	.00	.00	.00	.0%
5725725 382400 SALE OF MACHINERY &	0	0	.00	.00	.00	.00	.0%
TOTAL Sale of assets	0	0	.00	.00	.00	.00	.0%
4C Personnel Services							
5725725 411100 SALARIES & HOURLY	44,419	44,419	23,681.12	1,702.28	.00	20,737.88	53.3%
5725725 413150 VACATION TERMINATIO	0	0	.00	.00	.00	.00	.0%
5725725 413250 SICK LEAVE TERMINAT	0	0	.00	.00	.00	.00	.0%
5725725 413400 JURY DUTY	0	0	.00	.00	.00	.00	.0%
5725725 413600 HEALTH INSURANCE	10,334	10,334	5,764.64	411.76	.00	4,569.36	55.8%
5725725 413700 LIFE INSURANCE	78	78	35.74	1.91	.00	42.26	45.8%
5725725 413800 VEBA PAYOUT	0	0	.00	.00	.00	.00	.0%
5725725 413850 TAXABLE AUTO PER DI	0	0	.00	.00	.00	.00	.0%
5725725 413870 CELL PHONE ALLOWANC	0	0	.00	.00	.00	.00	.0%



YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
5725725 413990 COMPENSATED ABSENCE	0	0	.00	.00	.00	.00	.0%
5725725 414100 UNEMPLOYMENT INSURA	181	181	118.30	8.64	.00	62.70	65.4%
5725725 414200 WORKERS COMPENSATIO	224	224	75.09	8.53	.00	148.91	33.5%
5725725 414300 FICA	2,754	2,754	1,398.19	100.54	.00	1,355.81	50.8%
5725725 414350 MEDICARE	645	645	326.96	23.51	.00	318.04	50.7%
5725725 414450 PERS	4,442	4,442	2,369.81	170.23	.00	2,072.19	53.4%
5725725 419150 FUNDED CONTINGENCY	0	0	.00	.00	.00	.00	.0%
TOTAL Personnel Services	63,077	63,077	33,769.85	2,427.40	.00	29,307.15	53.5%
4H Supplies							
5725725 421200 COMPUTER ACCESSORIE	0	0	.00	.00	.00	.00	.0%
5725725 421900 OTHER OFFICE SUPPLI	0	0	46.00	.00	.00	-46.00	100.0%
5725725 422900 OTHER OPERATING SUP	1,750	1,750	131.95	.00	.00	1,618.05	7.5%
5725725 423100 GAS, OIL, DIESEL FU	1,250	1,250	1,762.21	.00	.00	-512.21	141.0%
TOTAL Supplies	3,000	3,000	1,940.16	.00	.00	1,059.84	64.7%
4L Purchased Services							
5725725 432100 PRINTING, FORMS, ET	3,500	3,500	803.84	.00	.00	2,696.16	23.0%
5725725 434100 TELEPHONE	2,200	2,200	774.06	104.01	.00	1,425.94	35.2%
5725725 434200 ELECTRIC UTILITY	25,000	25,000	6,820.27	444.03	.00	18,179.73	27.3%
5725725 434400 CITY SANITATION DIS	2,500	2,500	1,257.60	209.60	.00	1,242.40	50.3%
5725725 434500 WATER UTILITY	4,000	4,000	3,434.55	85.73	.00	565.45	85.9%
5725725 434600 SEWER UTILITY	1,275	1,275	864.24	46.04	.00	410.76	67.8%
5725725 434700 STORM DRAIN UTILITY	3,500	3,500	1,789.44	298.24	.00	1,710.56	51.1%
5725725 435900 OTHER PROFESSIONAL	434,489	434,489	230,592.80	71,571.05	.00	416,778.76	4.1%
5725725 436200 BUILDING REPAIR & M	25,000	25,000	.00	.00	.00	25,000.00	.0%
5725725 436300 MAINTENANCE AGREEME	8,000	8,000	3,240.00	540.00	.00	4,760.00	40.5%
5725725 436900 REPAIR & MAINTENANC	25,000	25,000	1,092.30	.00	.00	23,907.70	4.4%
5725725 437900 MISCELLANEOUS TRAVE	0	0	.00	.00	.00	.00	.0%
5725725 455150 CREDIT CARD FEES	3,600	3,600	6,843.84	2,222.96	.00	-3,243.84	190.1%
5725725 455200 BANK FEES	0	0	152.58	.00	.00	-152.58	100.0%
TOTAL Purchased Services	538,064	538,064	257,665.52	75,521.66	-212,882.56	493,281.04	8.3%
4V Other							
5725725 451350 OTHER POST EMPLOYME	0	0	.00	.00	.00	.00	.0%



YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
5725725 481100 BAD DEBT EXPENSE	0	0	-5.00	.00	.00	5.00	100.0%
5725725 481300 CASH OVER/SHORT	0	0	.05	327.58	.00	-.05	100.0%
TOTAL other	0	0	-4.95	327.58	.00	4.95	100.0%
4W Depreciation							
5725725 483100 DEPRECIATION	0	0	.00	.00	.00	.00	.0%
TOTAL Depreciation	0	0	.00	.00	.00	.00	.0%
4X Internal Svcs Chrgs							
5725725 486110 HUMAN RESOURCES	1,373	1,373	800.94	114.42	.00	572.06	58.3%
5725725 486210 CITY TELEPHONE	178	178	103.81	14.83	.00	74.19	58.3%
5725725 486370 VEHICLE & EQUIPMENT	4,857	4,857	2,833.25	404.75	.00	2,023.75	58.3%
5725725 486510 MAIL	3	3	1.75	1.25	.00	1.25	58.3%
5725725 486520 FISCAL SERVICES	12,884	12,884	7,515.69	1,073.67	.00	5,368.31	58.3%
5725725 486580 CENTRAL INSURANCE	21,246	21,246	21,246.00	.00	.00	.00	100.0%
5725725 486590 DEDUCTIBLE INSURANC	0	0	.00	.00	.00	.00	.0%
5725725 486710 COMMUNITY DEVELOPME	0	0	.00	.00	.00	.00	.0%
5725725 486720 CIVIC CENTER BUILDI	6,035	6,035	3,520.44	502.92	.00	2,514.56	58.3%
5725725 486950 INFORMATION TECHNOL	8,643	8,643	5,041.75	720.25	.00	3,601.25	58.3%
5725725 486960 COMPUTER NETWORK	2,178	2,178	1,270.50	181.50	.00	907.50	58.3%
5725725 486970 COMPUTER EQUIPMENT	3,648	3,648	3,648.00	.00	.00	.00	100.0%
5725725 487340 TRAFFIC SERVICE - S	2,500	2,500	.00	.00	.00	2,500.00	.0%
5725725 487370 PLUMBER NON-RECURR	0	0	.00	.00	.00	.00	.0%
5725725 487390 ELECTRICIAN NON-REC	0	0	.00	.00	.00	.00	.0%
5725725 488100 COMPUTER & EQUIPMEN	1,692	1,692	987.00	141.00	.00	705.00	58.3%
TOTAL Internal Svcs Chrgs	65,237	65,237	46,969.13	3,153.59	.00	18,267.87	72.0%
4Y Capital outlay							
5725725 494100 MACHINERY & EQUIPME	0	0	.00	.00	.00	.00	.0%
5725725 499150 CAPITAL ASSET CONTR	0	0	.00	.00	.00	.00	.0%
5725725 499151 CIP CONTRA	0	0	.00	.00	.00	.00	.0%
TOTAL Capital outlay	0	0	.00	.00	.00	.00	.0%
TOTAL PARKING	228,478	228,478	-14,048.08	29,044.76	-212,882.56	455,408.64	-99.3%
TOTAL PLANNING & COMMUNITY DEV	228,478	228,478	-14,048.08	29,044.76	-212,882.56	455,408.64	-99.3%

City of Great Falls



YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR: ORIGINAL REVISED YTD ACTUAL MTD ACTUAL ENCUMBRANCES AVAILABLE PCT
 5725 PARKING APPROP BUDGET ACTUAL ACTUAL BRANCHES BUDGET USE/COL

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL PARKING	228,478	228,478	-14,048.08	29,044.76	-212,882.56	455,408.64	-99.3%
TOTAL REVENUES	-440,900	-440,900	-354,387.79	-52,385.47	.00	-86,512.21	
TOTAL EXPENSES	669,378	669,378	340,339.71	81,430.23	-212,882.56	541,920.85	



YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	228,478	228,478	-14,048.08	29,044.76	-212,882.56	455,408.64	-99.3%

** END OF REPORT - Generated by Jamie Nygard **