

**AGENDA
GREAT FALLS
PARKING ADVISORY COMMISSION
CIVIC CENTER – PLANNING AND COMMUNITY DEVELOPMENT CONFERENCE
ROOM
THURSDAY, APRIL 18, 2024 – 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 12:00 PM on Thursday, April 18, 2024, 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 and will be so noted in the official record of the meeting.

Opening Meeting:

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

**Carol Berg
Inge Buchholz
Katie Hanning (Current Chair)
Nathan Laidlaw
Jayson Olthoff**

Ex-Officio Member:
Kellie Pierce

3. Recognition of Staff
4. New Commission Member Introductions
5. Commission Next Steps – What do we do now?

Chapter 17 PARKING ADVISORY COMMISSION

Sections:

2.17.010 Creation.

A Parking Advisory Commission is hereby created to serve in an advisory capacity to the City Commission and City Manager.

(Ord. 3169, 2017).

2.17.020 Purpose.

The purpose of the Parking Advisory Commission shall be to consult with and advise the City Commission, City Manager, and Planning and Community Development Department staff on matters related to parking issues within the Parking Districts.

(Ord. 3169, 2017).

2.17.030 Members.

The Parking Advisory Commission shall consist of five (5) members appointed by the City Commission. Except as provided by state law or Commission resolution, members shall be residents of the City, and qualified electors, whose staggered terms shall be for three (3) years. A sixth, ex-officio member, shall be appointed by the Business Improvement District.

(Ord. 3169, 2017).

2.17.040 Duties.

It shall be the duty of the Parking Advisory Commission to review the Great Falls Parking Program and make recommendations to the City Commission and City Manager.

(Ord. 3169, 2017)

6. Budget Report*
7. Conflict Disclosure

Commission Actions

1. Selection of Chair & Vice-Chair
2. Parking Garage Proposal
3. Determine Future Meeting Items:
 - a. Continue to go over parking assets and budget
 - b. Begin a simple/initial SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)

Public Comment

Adjournment

*Attachment to Agenda

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 5725	PARKING ORIGINAL	APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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71 PLANNING & COMMUNITY DEV

725 PARKING

3B License & Permits

5725725 322040		DELIVERY PERMITS						
	-2,500.00		-2,500.00	-1,440.00	0.00	0.00	-1,060.00	57.6%
5725725 322090		LOADING ZONE LICENSES						
	-1,000.00		-1,000.00	-100.00	0.00	0.00	-900.00	10.0%
TOTAL License & Permits			-3,500.00	-1,540.00	0.00	0.00	-1,960.00	44.0%
	-3,500.00							

3I Charges for services

5725725 343140		OFF-STREET LOTS LEASES						
	-60,000.00		-60,000.00	-44,693.00	0.00	0.00	-15,307.00	74.5%
5725725 343150		ON-STREET PARKING METERS						
	-300,000.00		-300,000.00	-223,929.02	0.00	0.00	-76,070.98	74.6%
5725725 343160		OFF-STREET LOTS TRANSIENT						
	-10,000.00		-10,000.00	-17,451.69	0.00	0.00	7,451.69	174.5%
5725725 348300		DAILY NORTH GARAGE						
	-11,000.00		-11,000.00	-13,497.92	0.00	0.00	2,497.92	122.7%
5725725 348320		DAILY SOUTH GARAGE						
	-1,500.00		-1,500.00	-886.73	0.00	0.00	-613.27	59.1%
5725725 348350		PARKING BOOT FEES						
	-5,000.00		-5,000.00	0.00	0.00	0.00	-5,000.00	.0%
5725725 348360		PG CONVENIENCE FEE						
	-3,500.00		-3,500.00	-2,131.50	0.00	0.00	-1,368.50	60.9%
5725725 348400		NORTH GARAGE						
	-110,000.00		-110,000.00	-94,882.90	0.00	0.00	-15,117.10	86.3%
5725725 348450		SOUTH GARAGE						
	-75,000.00		-75,000.00	-49,032.11	0.00	0.00	-25,967.89	65.4%
TOTAL Charges for services			-576,000.00	-446,504.87	0.00	0.00	-129,495.13	77.5%
	-576,000.00							

3J Fines & forfeitures

5725725 353000		PARKING FINES						
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YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS	FOR: 5725 ORIGINAL	PARKING APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
		-72,000.00	-72,000.00	-31,190.25	0.00	0.00	-40,809.75	43.3%
TOTAL Fines & forfeitures		-72,000.00	-72,000.00	-31,190.25	0.00	0.00	-40,809.75	43.3%
3M Investment income								
5725725 371100		REGULAR INTEREST						
	-2,500.00		-2,500.00	-5,790.26	0.00	0.00	3,290.26	231.6%
TOTAL Investment income	-2,500.00		-2,500.00	-5,790.26	0.00	0.00	3,290.26	231.6%
30 Miscellaneous								
5725725 362000		MISCELLANEOUS REVENUES						
	-1,250.00		-1,250.00	-471.50	0.00	0.00	-778.50	37.7%
5725725 382500		PROPERTY DAMAGE RESTITUTION						
	-1,000.00		-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
TOTAL Miscellaneous	-2,250.00		-2,250.00	-471.50	0.00	0.00	-1,778.50	21.0%
4C Personnel Services								
5725725 411100		SALARIES & HOURLY						
	74,451.00		74,451.00	48,655.99	0.00	0.00	25,795.01	65.4%
5725725 413150		VACATION TERMINATION						
	0.00		0.00	1,569.33	0.00	0.00	-1,569.33	100.0%
5725725 413250		SICK LEAVE TERMINATION						
	0.00		0.00	1,408.97	0.00	0.00	-1,408.97	100.0%
5725725 413600		HEALTH INSURANCE						
	19,241.00		19,241.00	11,805.16	0.00	0.00	7,435.84	61.4%
5725725 413700		LIFE INSURANCE						
	142.00		142.00	115.34	0.00	0.00	26.66	81.2%
5725725 413890		RELOCATION AND MOVING						
	0.00		0.00	3,684.63	0.00	0.00	-3,684.63	100.0%
5725725 414100		UNEMPLOYMENT INSURANCE						
	287.00		287.00	203.33	0.00	0.00	83.67	70.8%

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5725725 414200		432.00	WORKERS COMPENSATION 432.00	295.53	0.00	0.00	136.47	68.4%
5725725 414300		4,618.00	FICA 4,618.00	3,264.48	0.00	0.00	1,353.52	70.7%
5725725 414350		1,082.00	MEDICARE 1,082.00	763.29	0.00	0.00	318.71	70.5%
5725725 414450		7,478.00	PERS 7,478.00	5,217.42	0.00	0.00	2,260.58	69.8%
TOTAL Personnel Services		107,731.00	107,731.00	76,983.47	0.00	0.00	30,747.53	71.5%
4H Supplies								
5725725 421900		0.00	OTHER OFFICE SUPPLIES & MATERI 0.00	46.79	0.00	0.00	-46.79	100.0%
5725725 423100		3,500.00	GAS, OIL, DIESEL FUEL, GREASE, 3,500.00	2,100.62	0.00	0.00	1,399.38	60.0%
TOTAL Supplies		3,500.00	3,500.00	2,147.41	0.00	0.00	1,352.59	61.4%
4L Purchased Services								
5725725 432100		2,500.00	PRINTING, FORMS, ETC 2,500.00	399.47	0.00	0.00	2,100.53	16.0%
5725725 434100		1,500.00	TELEPHONE 1,500.00	1,495.90	0.00	0.00	4.10	99.7%
5725725 434200		20,000.00	ELECTRIC UTILITY 20,000.00	21,456.82	0.00	0.00	-1,456.82	107.3%
5725725 434400		2,500.00	CITY SANITATION DISPOSAL 2,500.00	2,027.20	0.00	0.00	472.80	81.1%
5725725 434500		4,000.00	WATER UTILITY 4,000.00	2,777.37	0.00	0.00	1,222.63	69.4%
5725725 434600		1,000.00	SEWER UTILITY 1,000.00	1,069.92	0.00	0.00	-69.92	107.0%
5725725 434700		3,500.00	STORM DRAIN UTILITY 3,500.00	2,654.28	0.00	0.00	845.72	75.8%
5725725 435900		446,351.00	OTHER PROFESSIONAL SERVICES 446,351.00	296,529.23	0.00	25,180.02	124,641.75	72.1%

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5725725 436200		BUILDING REPAIR & MAINT						
	25,000.00	25,000.00		8,308.00	0.00	0.00	16,692.00	33.2%
5725725 436300		MAINTENANCE AGREEMENTS						
	7,000.00	7,000.00		4,720.00	0.00	0.00	2,280.00	67.4%
5725725 436900		REPAIR & MAINTENANCE SERVICES						
	25,000.00	25,000.00		3,698.05	0.00	0.00	21,301.95	14.8%
5725725 437900		MISCELLANEOUS TRAVEL EXPENSE						
	0.00	0.00		35.73	0.00	0.00	-35.73	100.0%
5725725 455150		CREDIT CARD FEES						
	9,000.00	9,000.00		6,226.58	0.00	0.00	2,773.42	69.2%
5725725 455200		BANK FEES						
	200.00	200.00		0.00	0.00	0.00	200.00	.0%
TOTAL Purchased Services								
	547,551.00	547,551.00		351,398.55	0.00	25,180.02	170,972.43	68.8%
4V Other								
5725725 481300		CASH OVER/SHORT						
	0.00	0.00		-14.45	0.00	0.00	14.45	100.0%
TOTAL Other								
	0.00	0.00		-14.45	0.00	0.00	14.45	100.0%
4X Internal Svcs Chrgs								
5725725 486110		HUMAN RESOURCES						
	787.00	787.00		655.80	0.00	0.00	131.20	83.3%
5725725 486210		CITY TELEPHONE						
	194.00	194.00		161.70	0.00	0.00	32.30	83.4%
5725725 486370		VEHICLE & EQUIPMENT MAINT						
	4,052.00	4,052.00		3,376.70	0.00	0.00	675.30	83.3%
5725725 486520		FISCAL SERVICES						
	13,996.00	13,996.00		11,663.30	0.00	0.00	2,332.70	83.3%
5725725 486580		CENTRAL INSURANCE						
	33,039.00	33,039.00		33,039.00	0.00	0.00	0.00	100.0%
5725725 486720		CIVIC CENTER BUILDING SERVICES						
	5,508.00	5,508.00		4,590.00	0.00	0.00	918.00	83.3%
5725725 486950		INFORMATION TECHNOLOGY						
	9,185.00	9,185.00		7,654.20	0.00	0.00	1,530.80	83.3%

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5725725 486960	3,157.00	COMPUTER NETWORK	3,157.00	2,630.80	0.00	0.00	526.20	83.3%
5725725 486970	3,547.00	COMPUTER EQUIPMENT MAINT	3,547.00	3,547.00	0.00	0.00	0.00	100.0%
5725725 487340	2,500.00	TRAFFIC SERVICE - SIGNS/POLES	2,500.00	0.00	0.00	0.00	2,500.00	.0%
5725725 488100	1,954.00	COMPUTER & EQUIPMENT LEASE	1,954.00	1,628.30	0.00	0.00	325.70	83.3%
TOTAL Internal Svcs Chrgs	77,919.00		77,919.00	68,946.80	0.00	0.00	8,972.20	88.5%
TOTAL PARKING	80,451.00		80,451.00	13,964.90	0.00	25,180.02	41,306.08	48.7%
TOTAL PLANNING & COMMUNITY DEV	80,451.00		80,451.00	13,964.90	0.00	25,180.02	41,306.08	48.7%
TOTAL PARKING	80,451.00		80,451.00	13,964.90	0.00	25,180.02	41,306.08	48.7%
TOTAL REVENUES	-656,250.00		-656,250.00	-485,496.88	0.00	0.00	-170,753.12	
TOTAL EXPENSES	736,701.00		736,701.00	499,461.78	0.00	25,180.02	212,059.20	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
80,451.00	80,451.00	13,964.90	0.00	25,180.02	41,306.08	48.7%

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