

**AGENDA  
GREAT FALLS  
PARKING ADVISORY COMMISSION  
CIVIC CENTER – PLANNING AND COMMUNITY DEVELOPMENT CONFERENCE ROOM  
THURSDAY, JULY 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, July 18, 2024, to: [jnygard@greatfallsmt.net](mailto: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

**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 – June 20, 2024\*

**New Business**

1. North Garage Parking Performance Updates
2. Staff update regarding ADA spaces downtown
3. Any new items the Commission would like to discuss at future meetings

**Public Comment**

**Adjournment**

\*Attachment to Agenda

**GREAT FALLS PARKING ADVISORY COMMISSION**  
**Minutes of the June 20, 2024 Meeting**

The Parking Advisory Commission meeting was called to order by Chair, Inge Buchholz, 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  
Nathan Laidlaw

**Ex-Officio Member:** Kellie Pierce at 3:31 P.M.

**Members Absent:** Katie Hanning

**Staff Present:** Brock Cherry, Planning & Community Development Director  
Andrew Finch, Sr. Transportation Planner  
Alaina Mattimiro, Associate Planner  
Jamie Nygard, Sr. Administrative Assistant

**Others Present:** Jenn Rowell, with the Electric, Tena Grigsby, SP+, Bob Kohler, SP+, Michael McCarthy with Metropolis

**Meeting Minutes:** Ms. Buchholz asked if there were any comments or corrections to the minutes from the May 16, 2024 Parking Advisory Commission meeting. Seeing none, Mr. Laidlaw motioned to approve the minutes, and Ms. Berg seconded.

**Public Comment:** None

**Vote:** All in favor, the motion passed.

### **New Business**

#### **SP+ Presentation**

Bob Kohler with SP+ presented a slideshow about the downtown parking program in Great Falls. Please see the slides attached\*

Ms. Buchholz stated that people don't mind paying for the parking, but the system does not work all of the time.

Ms. Berg stated that her cell phone does not work all of the time in the downtown area, so it makes it difficult to use the parking App.

Mr. Cherry asked how many full time employees were employed by SP+ in Great Falls. Mr. Kohler responded that all of the employees are classified as part time with the exception of Tena.

Mr. Olthoff asked if someone goes over 5 minutes of the two hour free parking, would they be charged. Mr. Kohler responded that it is timed by a machine, with a 5 minute grace period, but anything over that, a person would be charged for.

Mr. Cherry stated that there is some improvements that need to be made, to the garages, in order to utilize the parking program to the fullest. A new gate will need to be purchased at the North Garage. He also mentioned that the parking garages are within the TIF District and they were awarded monies for improvements a few years ago, that has not been used to date. Surface lots will need maintenance as well.

Mr. Cherry stated that the City is currently on a month to month basis with SP+, as the contract has expired.

Mr. Olthoff asked where the monies that were generated from the parking program go. Mr. Cherry responded that all the monies generated go right back to the garages. The parking program does not generate a lot of income, as it has to cover the maintenance to run the program.

Ms. Buchholz asked if SP+ was a local company. Mr. Kohler responded that he was in Denver and that the headquarters were located in Chicago and Nashville.

Mr. Laidlaw asked if there was a cost benefit analysis that SP+ had in relation to the camera based parking program that was established in Boulder, CO.

Mr. McCarthy responded that he could get the information for the Board.

### **Board Discussion**

Ms. Buchholz asked about the Juneteenth Holiday and people getting tickets when the meter says that holidays are free. Mr. Cherry stated that he would find out and get back to the Board. He also stated that if anyone hears anyone state that they received a ticket on Juneteenth, to please send them to the Planning and Community Development office.

Ms. Buchholz stated that the parking lines on Central are very hard to see. Mr. Cherry responded that all of the lines will be restriped in the next couple of months.

There was also some board discussion about how to get future items on the Agenda. Mr. Cherry let the Commission know that they need to let Staff know about any item that they would want on the Agenda, at least 48 hours in advance of the upcoming meeting. There will also be a Miscellaneous Agenda Item added to future Agenda's.

### **PUBLIC COMMENT:**

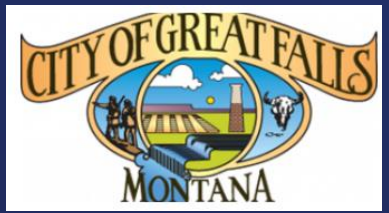
None.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 4:17 P.M.

\*Attachments

# GREAT FALLS PARKING FACILITIES



## Garages:

- **North Deck** – Gated facility with transient and monthly parking controlled by Federal APD PARC's equipment and SKNET card access.
- **North Deck** - Monthly permits sold in garage office.
- **North Deck** - Gates down M-F 7:30a to 6p
- **South Deck** – ungated facility with monthly and transient parking. Transient parking paid through Flowbird unit.
- **South Deck** - Monthly parking sold by City (via Passport) and license plate enforced by SP+ enforcement staff

## Surface Lots & Meter:





### Four surface lots

- Lot 2 – 38 spaces – permits only
- Lot 4 - 139 spaces - permits and coin box transient parking
- Lot 7 – 30 spaces – permits and coin box transient parking
- Lot 8 – 58 spaces – permits and coin box transient parking



# GREAT FALLS PARKING



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

0.25 Miles

October, 2020



# GREAT FALLS –CURRENT STATE 2024

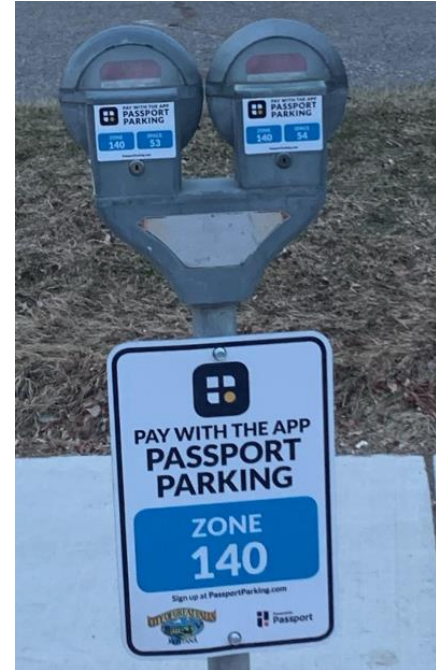


## HIGHLIGHTS:

- Garage parking equipment that is 40 years old
- Single and double space meter heads accepting coins
- Coin boxes on surface lots
- Parking rates have not changed since 2019
- Multi-space meters located on Central Avenue

## OBJECTIVES:

- Update parking equipment to increase efficiency and control
- Use technology to create the opportunity to utilize staff to provide better service at no additional cost to the City
- Use technology to improve the customer experience



# GREAT FALLS – 2021 to 2023 Financial Performance



## Great Falls Financial Review

- 2023 Operating Surplus 5% growth over 2022.
- Monthly Parking has increased from \$253,981 in 2021 to \$355,525 in 2023
- Transient Parking & Meter Parking have increased from \$163,589 in 2021 to \$221,342 in 2023
- Operating expenses have only increased 3.2% since 2021

	Dec-23	Dec-22	Dec-21
<b>Gross Revenue</b>	593,968.00	588,324.00	435,384.00
<b>Operating Expenses</b>			
Wages	203,590.00	217,881.00	218,657.00
Taxes and Benefits	77,050.00	65,723.00	65,747.00
Other Operating Expenses	109,116.00	111,376.00	95,523.00
Management Fee	24,859.00	23,221.00	21,999.00
<b>Total Expenses</b>	<b>414,615.00</b>	<b>418,201.00</b>	<b>401,926.00</b>
<b>Operating Surplus</b>	<b>179,353.00</b>	<b>170,123.00</b>	<b>33,458.00</b>

# GREAT FALLS STAFFING



## Staffing

- **Facility Manager (1)** – manage the SP+ team, SP+ liason to the City of Great Fall
- **North Deck Cashier / Customer Service Rep (1)** – Cashier for transient parking customers. Greet & assist customers who stop in garage office
- **Maintenance Technician (1)** – maintain equipment on locations, clean the facilities (include sweeping, power washing and snow removal), 4 days a week provide second person to empty meters.
- **Enforcement Officers (3)** – Enforce three areas of the downtown area



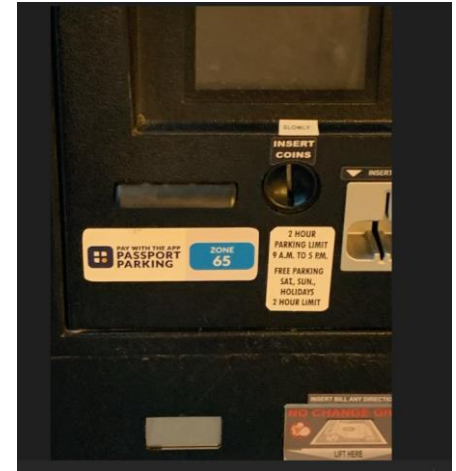


# GREAT FALLS ENFORCEMENT ZONES



## Enforcement Zones

- **Zone 1** – walking route - North parking meter areas
- **Zone 2** - walking route – South parking meter areas
- **Zone 3** – Vehicle enforcement – South Deck, surface lots and Central Avenue
- Central Avenue has 14 Flowbird multi-space meters
- Enforcement revenue is processed through Passport and distributed to the City by Passport on a monthly basis.



# GREAT FALLS PARKING RATES



## Great Falls Garage & Surface Lot rates

- Transient parking 50 cents an hour to a \$5 daily maximum
- Garage parking monthly rate - \$51
- Surface Lot monthly rate - \$35
- Parking holiday scheduled to end 8/31/24

## Great Falls on street rates and Violations

- \$1 per hour with a two hour maximum time stay

### Violations

- Enforcement Notice 1 – Courtesy Notice
- Enforcement Notice 2 - \$5 violation
- Enforcement Notice 3 - \$10 violation
- Enforcement Notice 4 - \$20 violation
- Violations reset annually
- Courtesy notice is a 1 time per plate courtesy



32" x 32" Pay Sign





# MISSOULA & HELENA PARKING RATES

## Missoula Parking rates

- Transient parking \$1 per hour to a \$10 daily maximum
- Garage parking monthly rate - \$75 to \$85
- Surface Lot monthly rate - \$35 to \$70

## Missoula on street rates and Violations

- Tiered starting at \$1 per hour up to \$18.50 for 8 hours of parking

### Violations

- Enforcement Notice 1 – Courtesy Notice
- Enforcement Notice 2 - \$5 violation
- Enforcement Notice 3 - \$10 violation
- Enforcement Notice 4 - \$15 violation
- Enforcement Notice 5 - \$20 violation
- Handicap parking Violations - \$100

## Helena Garage & Surface Lot rates

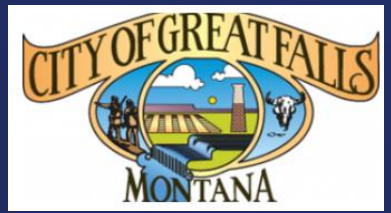
- Transient parking \$1 per hour to a \$8 daily maximum
- Monday to Friday, 8a to 5p 1 hour free at two locations
- Free parking evenings, weekends and holidays
- Garage parking monthly rate - \$85
- Surface Lot monthly rate - \$70
- On-Street permit - \$60

### Violations

- \$10 meter violation
- \$25 overtime and other street violation
- \$100 handicap violation



# GREAT FALLS PARKING SYSTEM OPPORTUNITIES



- Replace the parking equipment in the garages with camera based equipment
- System can be gated or ungated using AI cameras
- In the gated environment, payment must be made to exit and can be supported with 24/7 customer service support
- New equipment will improve controls, reduce revenue leakage, and improve the customer experience
- New technology can also be the basis for a small increase in rates
- Increase rates to to on par with other cities in Montana
- Little to no capital investment by the City for a SaaS Fee based digital solution
- Replace the Coin Boxes with QR code signage to allow customers to Scan to Pay digitally
- Camera based technology creates the opportunity for the North garage cashier to be free to be a full-time customer service representative to assist with monthly parking questions and violation questions
- Convert on-street meters to text to pay/QR code scan to pay eliminating meter head repair costs. Open API solutions to allow multiple apps on the same meter.

