

MISSOULA PARKING COMMISSION

Minutes

November 7, 2013

A meeting of the Board of Directors of the Missoula Parking Commission was held in the Missoula Redevelopment Agency Hal Fraser Conference Room, 140 W. Pine at noon. Those in attendance were Board members, Theresa Cox, Matt Ellis, John Smith and Carol Williams. From the Parking Commission office was Anne Guest, Director and Mary Meyer, Administrative Services Manager. Also in attendance was Jim Gallipeau, JCCS.

Call to Order – Theresa Cox

Theresa welcomed all in attendance

Adjustment to the Agenda - None

Approval of Minutes

The Minutes of the October Board meeting held 10-3-13 were unanimously approved.

Presentations – None

Action Item

A. Proposal to Provide a Parking Pay Station Study – Anne Guest

Anne began giving the Board a little background on the current mechanical meters and how the industry has evolved. No longer can we obtain parts for these meters if we decided to increase the on-street rates. Today, the trend is to go with solar and cellular with the new technology. The benefit is to offer a menu of payment options i.e. credit/debit card, smart card, pay by phone, etc.

At 12:15, we called Dennis Burns to have him go over the Proposal to Provide a Parking Pay Station Study that was previously distributed to the Board members.

Dennis began by talking about “best practices” in a parking program and having current technology for the on-street meters is one. He spoke about the necessity to have a good, solid specification package for the Request For Proposal. This will help prevent issues that could arise during the implementation phase of the project. This is all about doing a good job of due diligence. He then gave several examples of cities that did not do their homework and ended up in costly mistakes. His role would be to help us through the process from the beginning through implementation to make sure the Parking Commission gets what is in the best interest for their program and downtown in general.

He spoke about adding options i.e. Pay by Phone, progressive on-street pricing and a stronger community outreach. He also acknowledged that MPC is interested in “pay by license plate” technology.

Dennis then outlined the tasks will need to be accomplished starting from looking at all the options and what is current in the industry, assessing what the Parking Commission wants, defining the specifications of the Request For Proposal, performance standards to implementation. This addresses the on-street hardware and technology. The other factor is the fact that the Parking Commission needs to increase its on-street rates in order to cover the cost of providing the payment options to the users. Currently our on-street rate is \$.50/hour. From a previous study, it was determined that we need to be at \$1.00/hour at least. Another trend is to incorporate a progressive rate schedule which would work well in our downtown.

Installing new multi-spaced meters will result in a significant capital expenditure. There are various options available. Some of them are: 1) doing a complete conversion; 2) to phasing it; 3) to entertaining a lease with option to purchase.

At this point, the call was ended and the Board discussed a variety of issues – the revenue impact of the rate increase, the effect on structure parking, public process, Dennis’ contract, etc. There is still a need to have some points clarified so the Board decided to table the vote and asked Anne to obtain further clarification and information from Dennis.

Non-action Items

New Business - None

Old Business

A. Maintenance Agreement/MPC & FIB re: Bank Street Structure – John Smith

John reported that he has not been able to connect with the FIB’s attorney so he has no report.

B. Downtown Master Plan Update – Matt Ellis

Matt spoke about the Wayfinding project and that we are focusing on the physical placement of the signs and the pedestrian overlay. These maps need a lot of review. The Wayfinding Committee will continue to work on this in the next month.

C. Bank Street Structure repairs – Anne Guest

Anne reported that the majority of the work has been completed and it turned out extremely well. The stairs are greatly improved. The contractor is working on the handicap ramp by the Millennium Building and will hopefully have it repaired before winter.

Financial Statement

Jim went over the September Financial Statement and pointed out a few highlights. On the revenue side, ticket revenue is down 20%, short term parking is up \$4,000, lease revenue is up \$7,500 and the overall revenue is up \$6,000.

Expenses were up \$22,000 due to the marketing campaign with the Business Improvement District and the Missoula Downtown Association and general repairs.

Then the Board discussed the Riverfront Triangle project and our bonding capacity.

Director's Report

Next Meeting Date

December 5, 2013 in the Jack Reidy Conference Room at noon.

Other Business

Adjournment

Respectfully submitted,

Anne Guest
Director