

**RESOLUTION 2020-03**

**A RESOLUTION OF THE MISSOULA PARKING COMMISSION, ADOPTING A POLICY FOR THE ESTABLISHMENT OF AN ANNUAL RATE REVIEW**

**WHEREAS**, pursuant to Missoula City Council Resolution Nos. 2997 and 2998, the Missoula Parking Commission has jurisdiction to regulate on-street and off-street parking and any residential parking permit districts created by the Missoula City Council within the boundaries outlined in MMC 10.22.240 Exhibit A; and

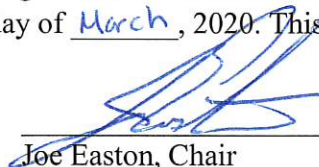
**WHEREAS**, Section 7-14-4624, MCA, authorizes the Missoula Parking Commission to receive, control, and order the expenditure of any and all money and funds pertaining to parking facilities or related properties; and

**WHEREAS**, Section 7-14-4501 (3), MCA, authorizes the Missoula Parking Commission to charge for the use of parking facilities; and

**WHEREAS**, the 2019 Missoula Downtown Master Plan recommended that the Missoula Parking Commission use data to support better policy, price, and practice decisions to support balanced utilization of parking resources and Downtown Goals and growth; and

**NOW, THEREFORE, BE IT RESOLVED** that the Missoula Parking Commission adopts MPC Policy #2020-03, Annual Rate Review, for the purpose of establishing timelines and procedures for annually reviewing and setting the parking rates for parking within its jurisdiction.

**PASSED AND ADOPTED** by the Missoula Parking Commission Board of Directors, at a regularly scheduled Board Meeting on the 5<sup>th</sup> day of March, 2020. This resolution shall become effective immediately.

  
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Joe Easton, Chair  
Missoula Parking Commission

ATTEST:

  
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Tiffany Brander  
Parking Services Director

## MPC POLICY 2020-03

### ANNUAL RATE REVIEW

The Missoula Parking Commission (MPC) operates as a component unit, enterprise fund, of the City of Missoula. As an enterprise fund, MPC does not receive funds from the City of Missoula General Fund or tax base. All MPC revenue is accumulated directly through MPC services and must be sufficient to provide for yearly operating expenses, debt service, capital expenditures, maintenance reserve account, and future parking system needs.

#### **II. Purpose:**

The MPC Board of Directors sets this policy as a mechanism to ensure the rates charged for parking services keep pace with local demand, market conditions, and are adequate to support the operating expenses, debt service, capital expenditures, and future parking system needs of MPC. This policy will establish a schedule for the annual study and possible adjustment of parking rates within the MPC jurisdiction.

#### **III. Procedure:**

In evaluating parking rates, MPC will consider several factors, including but not limited to:

- Current and projected operating costs;
- Planned capital expenditures, to include the acquisition and development of additional parking;
- Efficient utilization of the existing parking supply;
- Market demand within the respective areas, both separately and as a combined system;
- Meaningful comparison to the rate structures of other benchmark communities;

In order to perform an accurate analysis of parking system rates, and the factors above, MPC will conduct a timely inventory and study of current amounts of parking occupancy and duration of stay. A threshold indicator that might substantiate parking rate adjustment in a lease area would be the industry standard of sustained occupancies at/in excess of 85%. The internal study will be made available to the public and a letter will be sent to existing leaseholders informing that the study and rate review will be on the upcoming agenda.

MPC staff will conduct its review of all off-street and on-street lease rates and all permit rates from November to January, with final rate review and proposals to the MPC Board of Directors by their March meeting. Board action is expected to occur no later than the April meeting of each year with approved rate increases, if any, beginning on July 1 of the upcoming fiscal year. The rate review process shall include the following:

- Off-Street Lot Lease Rates
- On-Street Lease Rates
- Structured Parking Lease Rates
- Residential Permit Fees
- Commercial Permit Fees