

MISSOULA PARKING COMMISSION

Minutes

December 5, 2013

A meeting of the Board of Directors of the Missoula Parking Commission was held in the Jack Reidy Conference Room, 140 W. Pine at noon. Those in attendance were Board members, Theresa Cox, John Roemer, John Smith and Carol Williams. From the Parking Commission office was Anne Guest, Director and Mary Meyer, Administrative Services Manager. Also in attendance were Jessica Morriss, Transportation Division Manager, Development Services; Jim Gallipeau, JCCS; and Jim Dayton, downtown worker.

Call to Order – Theresa Cox

Theresa welcomed all in attendance

Adjustment to the Agenda - None

Approval of Minutes

The Minutes of the November Board Meeting held 11-7-13 were approved unanimously.

The Minutes of the Special Board Meeting held 11-19-13 were approved with a few minor corrections.

Presentations – None

Action Item

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

Anne began by reviewing the Board's discussion of the Proposal to Provide a Parking Pay Station Study by Dennis Burns, Kimley-Horn, at the Parking Commission's Board meeting held 11-7-13. Dennis was present via conference call and presented the Proposal. The discussion ended with some questions that still needed to be addressed. After the meeting, Anne contacted Dennis regarding these questions. To that, Dennis prepared a preliminary on-street meter revenue projection model to aid the Board with further information. This helped the Board understand the potential increase in revenue even though it used very conservative multipliers. The increase in revenue will be a result of increasing the per hour rate of the on-street meters from \$.50/hour to \$1.00/hour for perhaps the first two hours. After that the rate of the 3rd and subsequent hours the per hour rate will increase substantially. The other factor that will influence the revenue is that once new payment options are introduced, the revenue will go up simply because of the convenience. Again, a conservative projection was utilized.

Also distributed to the Board members was a White Paper titled "Parking Pay Station Study - On-Street Parking Technology Overview." The Board found the document interesting and helpful. This could be used as an educational tool as we proceed in the public process part of this project.

Anne went over the original proposal again and addressed the cost of the study. The contract will be for this project only and will be billed as the expenses are incurred.

The cost of the new equipment was brought up and possible purchase options. There are several possibilities that will be entertained once the vendor is selected.

The Board then asked about the capitalization & depreciation of this asset. This is up to the City's policies.

At this point, the Board approved unanimously to accept the Proposal to Provide a Parking Pay Station Study provided by Dennis Burns.

The Board asked about the time frame to which Anne responded. First a steering committee will be formed to work with Dennis and the Parking Commission. They will advise the Parking

Commission. There will be a significant amount of time spent on the preparation of the Request For Proposal. Once it is distributed, the steering committee will make a recommendation to the Board, a vendor will be selected and then move to implementation. Anne would like for the conversion to be completed by late summer or early fall, 2014.

Non-action Items

New Business - None

Old Business – None

Financial Statement

Jim Galipeau went over the October financials. Some of the highlights are – ticket revenue is down, meter and lease revenue is up and expenses are up slightly.

Then the Board discussed future projects in the downtown area and the possible role the Parking Commission could play.

Director's Report

Next Meeting Date

January 2, 2014 in the Jack Reidy Conference Room at noon.

Other Business

Adjournment

Respectfully submitted,

Anne Guest
Director