

MISSOULA PARK COMMISSION

Minutes

February 10, 2011

A Board of Directors' meeting was held in the Missoula Redevelopment Agency Conference Room, 140 W. Pine at noon. Those in attending the meeting were Board members Rod Austin, Theresa Cox, Jinny Iverson, John Smith and Carol Williams. From the Parking Commission office was Anne Guest, Director and Kathy Lathrop, Administrative Services Manager. Also was in attendance was Ellen Buchanan, MDA; Jim Galipeau, JCCS; Chief Mark Muir, City of Missoula Police Department; Chris Odlin, Missoula Police Department; and Jim Dayton, citizen.

I. Call to Order

The meeting was called to order by Rod Austin.

II. Introductions and Welcome to those in attendance

Introductions were made.

III. Adjustment to the Agenda

A. Central Park first hour free analysis – Anne Guest

Added to Old Business.

IV. Public Comments and Announcements

No public comments and announcements were made.

V. Approval of Minutes

A. December Board meeting held 12-21-10 was **unanimously approved** with minor corrections.

B. January Board meeting held 1-18-11 was **unanimously approved**.

VI. Presentations

A. BID Downtown Police Officer – Chief Mark Muir

Rod, as the Director of BID, began the discussion on the necessity of a full time foot police officer in the downtown area. Rod sent a request letter to Anne about one month ago requesting MPC to assist with the funding.

Last summer, on a trial basis, a police officer patrolled the downtown on foot. It was well received and the BID would like to continue the program. However, Missoula Police Department (MPD) does not have the funding in their budget to provide this service. Various individuals including the Mayor, Chief Muir, Rod Austin and others have been brain storming the funding issue.

One of the biggest obstacles with bringing people to the downtown is the incorrigibles. The incorrigibles' aggressive nature and fear that they create keep people from coming downtown. This affects both the downtown businesses and residential potential for downtown.

Chief Muir was in agreement with Rod that last year's experiment that gave BID a contract police office was very effective. Due to MPD's budget, the number of officers is down. Few members of the Police Dept. come from federal funding. However, this is on a limited basis until the funding is gone. MPD would like to provide an officer to address the specific needs of downtown.

Even though last year's program was successful, MPD had a problem with scheduling. It is nearly impossible to hire a police officer for only three months. The high schools had to go through a similar process for their Resource Officers. It has been a successful model and enhances services.

The benefit to MPC would be to reduce the overall of fear of crime. Essentially it would draw people to downtown. A full time police officer is approximately \$80K per year, including salary and benefits. Last year the BID contributed \$7K and increased their commitment to \$20K this year. They are looking for MPC to match the funds.

John Smith mentioned that it would be best to have a police officer downtown year round. Rod said that he spoke to Mountain Line to see if they could participate in the funding. However, their funding comes from the City which requires the Mayor's approval.

Jim Galipeau mentioned that there is a decrease in visitors to the downtown which explains the decrease in parking revenues.

The Board made a motion on the contingency of additional funding to contribute \$20K towards a dedicated downtown police officer. MPC will contribute \$20K in addition to BID portion totaling of \$40K. The rationale behind the investment is important for the downtown to succeed. **The motion to commit \$20K to a downtown police officer was unanimously approved contingent upon additional funding.**

VII. Action Items – None

VIII. Non-Action Items

A. New Business

1. International Parking Institute Conference– May 22-25 in Pittsburg

The International Parking Institute Conference will be held in Pittsburg, PA this year in May. Rod expressed the importance of a Board member presence at the conference. He attended last year with Anne and gained valuable insight on the national level of the parking industry. Rod felt that it was a great investment and the networking was invaluable. The attendance of the conference allows the Board of Directors to relate better with Missoula Parking Commission's Director's duties and challenges.

Rod brought the idea to the Board of Directors to see if any of the other Board members would like the option of attending the conference. He would like to attend the conference but felt that every member should have the opportunity to attend. The Board felt that attendance at the conference was a good idea. However, none of the other members expressed interest in going. The Board felt that Rod was a good candidate to attend.

2. Annual Report

One of the recommendations of the Downtown Master Plan (DTMP) was to do an annual report. Dennis Burns will assist Anne with the layout and getting started. The annual report will outline what MPC has done and plans to do in the future.

There are some remaining funds available from the DTMP project but additional funds will be necessary to cover the entire cost. The Board of Directors suggested that the annual report to be presented to City Council and to the media (i.e. Missoulian).

3. MPC Authority/MPC & CBD Definition

Recently there has been some question as to MPC's authority and the ability to set its own rates and fees. It was suggested that MPC be treated like the other City enterprise funds. After an explanation from MPC's bond counsel, Mae Nan Ellingson, it was agreed that MPC is different than the City's other enterprise funds due to their ability to bond. MPC has obligations to support the bonds and to meet specific obligations. Thus MPC needs to set their own rates and fees to make sure they can meet its obligation for the outstanding revenue bonds.

The Central Business District zoning was created in 1995. No parking requirements were placed on new developments or renovation of existing buildings in the Downtown area.

B. Old Business

1. IPS meter analysis

Anne outlined the IPS meter analysis report. The report summarized the IPS meter activity for a three month period (October to December 2010). Based on the transaction information from IPS software the analysis reviewed the costs associated with the IPS meters and the net revenue generated.

Per a call with the representative at IPS, she analyzed the MPC's usage. She stated MPC has the lowest credit card usage of their clientele. MPC's credit card transactions averaged 5% to 6% of total transactions. It was discussed that raising the meter rates was not appropriate at this time to possibly increase the credit card usage. Anne shared the analysis with Laurie. She liked the format and asked to share the report which Anne gave permission.

Laurie mentioned that the following items are important to look at. Does MPC have public support (yes)? What is the occupancy rate (same)? What is the operational effectiveness (cannot evaluate)? Do the merchants like the meters (yes)? The idea to move the IPS meters to the 10 hour meters was not recommended. It could be considered as taking away a benefit to the public.

The three month trial period has ended on the IPS meters. The decision needs to be made as to either purchase, leased or return the IPS meters. The cost of purchasing the IPS meters is approximately \$23K. IPS would send all new mechanisms. A lease to own options of < 100 meters would be \$17 per meter per month. This rate could be negotiated based on a three year term. A proposal request will be sent to IPS to lease the meters at \$15 per month. As well as clarifying the definition of the security and management fees. In the mean time, MPC will lease the meters until a decision is made.

2. New fines structure

The Board of Directors has previously approved Option #2 of the fines proposal. Numerous conversations have been held with both the public and several boards. It is deemed time to take the proposal to City Council. A proposal will be prepared for City Council review.

3. CP Daily Receipt analysis

Anne reviewed the Central Park Daily Receipt report. MPC felt the necessity to analyze the revenue of the first hour free program from its inception. Since initiating the program the end of November 2010 MPC noticed a slight increase in revenue. This verifies that it was a good decision and that revenue was not lost.

4. Front Street Parking Structure Update – Rod Austin and Ellen Buchanan

The design is moving along and has been evaluated by the review committee. The numbers are looking positive, however, the desired 400 parking spaces may not be possible with the budget.

The construction will be conducted in two phases. The first phase consists of excavation and utilities. The second phase will entail pouring the concrete on site. Discussions have been made regarding the location of the entrance/exit on S. Pattee Street. The placement needs to factor in the pedestrian crossing allowing handicap usage.

Part of the discussion centered on the possibility of Holiday Inn re-striping their parking lot. They will gain in the number of parking spaces.

5. Downtown Master Plan Update – Rod Austin

Nothing to report.

IX. Director's Report

A. Financial Statements – December 2010

Jim reviewed the financial statements for the month of December 2010. He stated that none of the bonding is reflected in the financial statements. On the operation side, parking tickets are coming back and have a positive variance. Meters are down year-to-date (YTD) by \$23K possibly due to reduced downtown traffic. Short term parking is also down YTD by \$26K of which \$23K of meter losses. Lease revenue was down \$24K most likely due to the timing of payments. Some leases are on an annual payment schedule.

In December, the expenses are the same as last year. YTD the expenses are down by \$80K.

B. Next Meeting Date – April 7, 2011 (Jacky Reidy Conference room)

X. Other Business

No other business.

XI. Adjournment

Respectfully submitted,

Anne Guest
Director