



**Item:** Reappointments to the Parking Advisory Commission

**From:** City Manager's Office

**Initiated By:** City Commission

**Presented By:** City Commission

**Action Requested:** Reappoint two members to the Parking Advisory Commission

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission reappoint David Campbell and Charles Fulcher to the Parking Advisory Commission for three-year terms through April 30, 2016.”

2. Mayor calls for a second, discussion, public comment, and calls the vote.

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**Staff Recommendation:** Staff recommends that David Campbell and Charles Fulcher be reappointed to the Parking Advisory Commission for three-year terms through April 30, 2016.

**Background:** David Campbell and Charles Fulcher were appointed to the Parking Advisory Commission in October of 2009. Both Mr. Campbell and Mr. Fulcher are eligible for and interested in reappointment.

Purpose.

The Parking Advisory Commission is comprised of five members appointed by the City Commission. The Commission advises the City Commission, City Manager, and Planning and Community Development Staff on matters related to parking issues within the Parking Districts.

Evaluation and Selection Process

No advertising was done since both members are eligible for and interested in reappointment.

Continuing members of this board are:

Darren Brown  
Heidi Propp

**Concurrences:** Staff recommends reappointment.

**Fiscal Impact:** Not applicable.

**Alternatives:** Advertise to seek citizen interest.

**Attachments/Exhibits:** Parking Advisory Commission minutes of April 15, 2013

**GREAT FALLS PARKING ADVISORY COMMISSION**  
**Minutes of April 15, 2013**

The Parking Advisory Commission meeting was called to order by Darren Brown at 3:10 p.m. in the Gibson Room of the Civic Center.

**Members Present:** Heidi Propp, Chuck Fulcher, Darren Brown; David Campbell arrived at 3:17

**Members Absent:** Phil Kiser

**Staff Present:** Mike Haynes, Director P&CD; Craig Raymond, Building Official; Jana Cooper, Planner II

**Others Present:** Tena Grigsby, Standard Parking

**Meeting Minutes:** Mr. Brown asked if there were any changes to the February 19, 2013 meeting minutes. Mr. Fulcher made a motion to approve the minutes. Ms. Propp seconded, and all being in favor, the motion passed.

**OLD BUSINESS**

**Item 1. Capital Needs Assessment Update**

This item was held for the next meeting.

**Item 2. Lot #3, Lease Offer**

Mr. Brown said the Great Falls Rescue Mission was interested in purchasing this lot or reaching an agreement for lease. The Parking Advisory Commission (PAC) had been informed by Ms. Thomas that this parking lot had once been a gas station and selling the lot was not realistic. Mr. Brown said he is not willing to accept the cost of snow removal as part of a lease agreement as proposed by the Great Falls Rescue Mission. He suggested removing the two-hour limit on parking in that area and keeping the lot. Mr. Fulcher had previously suggested giving the Mission a second row of parking in the lot. There was discussion about offers and counter offers and the cost of snow removal. Mr. Brown said that Mr. Kiser has a document from the past with a statement from the City that they would not sell City-owned parking lots. Ms. Propp mentioned liability issues with leasing the lot.

Mr. Brown said the PAC recommendation to the City Commission right now should be that the City is not ready to negotiate. He said he thinks the Rescue Mission may approach the City Commission directly.

**Item 1. Capital Needs Assessment Update**

The City Commission has passed the fee increases proposed by the PAC. The form for boot fees needs to be updated.

**Item 4. Parking Garage Improvements**

There was discussion about planned improvements, such as sealing the north parking garage and installing pigeon netting. There was a question on whether the whole garage would be sealed and whether the netting was to be installed. Mr. Brown said he thought the work on sealing would begin in May or June of this year.

## **5. Equipment**

- a. Handhelds – Mr. Brown asked about software updates for the handhelds and discussion followed about the cost of handheld updates and printers.
- b. Gate Control Equipment – This item will be revisited at a future meeting.

## **NEW BUSINESS**

### **1. Parking Best Practice Report**

Mr. Haynes said this is part of the Downtown Access, Circulation and Streetscape study. He said the consultant would be making a presentation at a City Commission work session. The document provides information recommending how to proceed in a whole range of Downtown improvements. He said the City will decide which projects to move forward based on the recommendations in the study.

### **2. Monthly Revenue & Expense Reports (February & March 2013)**

Mr. Haynes said the reports show the Parking Fund is right about where it was a year ago. Ms. Propp asked for an update on the new payment box at the Library. Ms. Grigsby said prior to the trial equipment, most people did not realize they should pay for parking at the Library. She thinks the response is mostly positive, but wheelchair access is difficult where it is located and glare from the sun makes it hard to read the information on the machine. She said perhaps it could be moved further back on the sidewalk. The three-month trial period is over.

Mr. Haynes confirmed that the 90-day trial period for the equipment has ended, but there has been no pressure to make a decision to move forward with it, so it should continue to be monitored. Mr. Brown said that in past discussions, it was agreed that leasing is preferable to purchasing.

Ms. Propp asked about the Passport Parking program. She said many customers do not have change for meters. Ms. Grigsby said use is increasing slowly on the Passport Parking. Out of gross revenues of \$74, fees took all but \$16. Parking attendants have been assisting customers with the program.

Mr. Brown asked about complaints at the Library. Ms. Grigsby said most people do not follow all the prompts and try to pay before the machine will accept the money. Ms. Propp asked about issuing flyers to explain Passport Parking or some other method to get the word out. She asked if the local newspaper might run a story, and there was comment that they already had done so, as well as a local television news station. Mr. Haynes agreed that continuing education is important. It was suggested that information might be placed on the City website.

Mr. Haynes reviewed information from Ms. Thomas about the new parking meter box at the Library. The price of the equipment is \$7,500 and Mr. Haynes said there will be follow up regarding a possible purchase. PAC members suggested a lease is sometimes advantageous, especially with rapidly changing technology.

### **3. Draft Ordinance for Parking Changes to Code**

Mr. Brown said he thought this item referenced the changes already made. There was discussion about the need to change City Code to designate a Parking Official who could authorize booting when the Parking Manager is unavailable. Mr. Haynes discussed the possibility of the City managing the parking program in the future. He said that idea is under discussion. Standard Parking's contract goes through December 2013. In light of that

discussion, addressing another Parking Official may be unnecessary right now. After some research, it appears the City could save significant funds by operating the parking program.

### **3. PAC Member Terms**

Terms for Chuck Fulcher and David Campbell expire this month. Terms are three years. Mr. Brown noted that the structure of PAC could also be affected if the City manages the parking program in the future. Both commissioners said they would like to continue to serve. Mr. Haynes said he would contact Phil Kiser about his term on the Commission. He clarified that the PAC is a five-member commission.

Mr. Fulcher said he would like to see improved signage for the parking program.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 3:51 p.m.