

MISSOULA PARKING COMMISSION

Minutes

February 1, 2018

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members John Roemer, Matt Ellis and Joe Easton. From the Parking Commission office were Rod Austin, Director, Tiffany Brander, Administrative Services Manager, and Jodi Pilgrim, Administrative Assistant II. Also in attendance were Ellen Buchanan, Director Missoula Redevelopment Agency, and Jim Galipeau, JCCS.

I. Call to Order – John Roemer

II. Introductions and Welcome to those in attendance

III. Public Comments and Announcements

None

IV. Adjustment to the Agenda

None

V. Approval of Minutes

Joe Easton moved to approve the October 5, 2017 meeting minutes with no changes. Matt Ellis seconded his motion and the Minutes of the Board Meeting held on October 5, 2017 were unanimously approved.

VI. Communications and Presentations

Prior to our meeting a purple folder, with the Standard and Poors (S&P) bond rating, was passed around. Our rating is good, A-.

VII. Director's Report

Rod gave a brief report on snow removal from the garages. MPC rented a trailer to take snow from garages and move it to another location. In the Park Place garage, the trailer was driven up, loaded, and snow was removed. In Central Park and Bank Street, the snow gates were opened and the snow was pushed out of them down into the trailer. This snow removal was done on nights and weekends. John Roemer asked if there were problems with availability of equipment from the Streets Department. Rod explained that we used the bobcat at night and returned it to streets department each day, fueled and ready to go, in the morning. Rod foreshadowed a request to purchase equipment in next budget presentation in April. There were no further questions.

VIII. Financial Statement

Jim Galipeau presented the November financials dashboard. Jim explained the bottom section of page 3. This section shows cash and investments less merchant fees, accrued interest, city fees, receivable from MRA, etc. Available cash is around \$500,000. Matt Ellis asked how much cash gets rejuvenated over the next six months? Jim explained if you look at the whole year, we are generally up \$250,000-\$350,000/year. Matt asked if we lose money on net cash available? Jim explained the figure is what is available right now. If we continue on as is, the figure should go up \$125,000-\$175,000.

Jim went on to review revenue and expenses. Total revenues are up \$130,000 over last year, and expenses have not changed much. Almost the entire increase in revenue dropped down to the bottom line. Cash outlays are roughly \$250,000. John Roemer asked about the flux in lease revenues semi-annually, where we are getting lease revenue up front for leases used throughout the year. Do we apply it when the payment comes in or monthly when it is used? Jim explained we take it when the cash comes in.

In the profit and loss section, showing flow from November 2016 to November 2017, meter revenue is consistent through the year and leases spike semi-annually.

Tiffany Brander explained that the City is about 2-3 weeks behind on December 2017 financials due to circumstances out of their control. We have received our audited FY2017 financials back. Anderson Zurmuehlen will be presenting on the audited financials at the next board meeting. Tiffany informed the Board that our bond coverage ratio is shown as 215% in the FY17 audit.

Jim asked the board if they had suggestions for items to add to the financial dashboard. Matt appreciates the dashboard as it is. Joe Easton agrees. Tiffany asked if board members want just the dashboard, or the full financial report including the dashboard in the future. Matt and Joe want the full report and dashboard.

IX. Action Items

A. PARCS & LPR Contract Approval:

Rod presented the board with two T2 contracts for approval. One contract is for PARCS equipment and the other is for LPR equipment. These contracts were provided to the board members prior to this meeting for their review. Rod clarified that these contracts are the answer to the need for equipment in ROAM project and issues with old gating equipment.

Matt Ellis moved to approve the contract as presented. Joe Easton seconded. **Motion to approve contracts as presented was approved unanimously.**

John Roemer asked if the contract and financing totals match. The staff responded Yes. John then called for the question on the motion. During the discussion that followed, Matt asked if we

should expect negative press on LPR. Rod said he thinks it will be great, but there will be some negativity because enforcement will be more efficient. Matt clarified it's a good thing for businesses downtown, but he wants us to get ahead of the negativity with the MDA and outreach. Rod said some of the contingency money is allocated to marketing and outreach on the new projects. MPC is looking at it as an opportunity to educate the community about all the changes to come. Working with Spider at Six Pony Hitch, MPC staff plans to develop a strategy to educate the public putting a positive face on the changes.

Rod is estimating that when LPR is installed and implemented, we will go from covering downtown 1-2 times a day to 6, 7, or 8 times a day. Matt anticipates this will drive more people to park in garages, and wonders if there will be space. Rod thinks we will need to look at expanding transient parking in the garages. Matt asked if the Holiday Inn lot being fenced off will push parkers into Park Place? Yes. Tiffany explained that when Holiday Inn has conferences, we have issues with people parking in Park Place lease areas and explained how the addition of "Lot Full" signs in the new contract should help. Ellen Buchanan suggested working with Mountain Line to monitor what happens with bus ridership when we implement LPR. Rod expressed that he worked with Mountain Line when we increased lease rates, and plans to work with them again. John asked Tiffany if there is a framework plan for advertising and marketing campaigns. Tiffany explained that Spider at 6 Pony Hitch is on standby for contract approval. Once approved, Tiffany will meet with Spider and follow-up with a framework at the next board meeting.

The anticipated project completion is August 2018. Matt asked how long installation time is and how will it affect our access to garages? Tiffany stated actual installation will be 3-4 days for each lane, during which time parkers will be directed to the second entry/exit in the garage.

B. PARCS & LPR Financing Approval:

Rod gave a history. He got quotes for funding through US Bank and First Security Bank. First Security financed the kiosks, and they offered a slightly lower interest rate as well as lower fees. They have absolute approval, and we were given a letter of commitment yesterday. Dorsey Whitney will do the bonding, and have lowered their rate.

John Roemer stated he is looking at the total amount of \$1,195,000.00 and asked about payments. Rod clarified it is for 7 years with semi-annual payments starting in July 2018. John clarified at 3%. Rod explained revenue offset from the ROAM garage – leases will fill, and residents and library customers will fill the short-term parking.

Joe Easton moved to accept financing statement as presented. Matt Ellis seconded. **Motion to accept financing as presented approved unanimously.**

Tiffany Brander stated that LPR has been a continual question since the kiosks were installed. MPC intends to have a straight-forward policy about what will be done with license data received and documentation for this policy. Our goal is to use LPR for parking enforcement. Joe Easton requested board consideration for LPR policies. Rod agreed that the board will be

presented with any policy information before implementation. Ellen clarified that the only data maintained is from tickets. Jim Galipeau asked if it would be used to track where a person is. No. Joe asked, “is it clear with our vendor that MPC owns the data, and the vendor does not own the data?” Staff response was ‘Yes’.

X. Non-action Items

A. New Business:

Matt asked for an update on the Library project. Rod explained that the current plan shows diagonal parking on Main Street side of the site. Parks and Recreation is fighting to keep a double boulevard with trees on each side on Front Street. Architects want sidewalks oriented to the curb for access. A&E Architects are working on an estimate to turn the parking configuration into angle parking with sidewalk trees. When Rod gets the estimate from A&E, he will chat with the mayor and follow up.

B. Old Business: N/A

XI. Setting of next meeting and adjournment:

Next meeting is scheduled for Thursday, March 1, 2018 (Jack Reidy Conference Room)

Respectfully submitted,

Jodi Pilgrim
Administrative Assistant II