

MISSOULA PARKING COMMISSION

Minutes

April 26, 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 Matt Ellis, John Roemer, Heidi Kendall and Joe Easton. From the Parking Commission office were Rod Austin, Director, via telephone and Tiffany Brander, Administrative Services Senior Manager. Jim Galipeau, JCCS, was also in attendance.

I. Call to Order – John Roemer

II. Introduction and Welcome to those in attendance

III. Public Comments and Announcements:

None.

IV. Adjustment(s) to the Agenda:

None.

V. Approval of Minutes:

Matt Ellis moved to approve the April 5, 2018 meeting minutes with no changes. Joe Easton seconded his motion and the Minutes of the Board Meeting held on April 5, 2018, were unanimously approved.

VI. Communications and Presentations:

None.

VII. Director's Report:

Rod reported that he did not create a Director's Report for this meeting; however he wanted to provide a quick update on the Wayfinding RFP process. Rod stated that the wayfinding bids came back much higher than originally planned for and he would like to wait on proceeding. Rod indicated that the City is trying to push MPC and the Chamber of Commerce to proceed but he wants to move cautiously and keep that as a potential backup revenue source for other projects.

Matt Ellis asked how much the bids came back at. Rod indicated that he didn't have them in front of him but the original estimate was around \$104,000.00 which he was able to pare down to \$70,000.00; these new numbers came in at around \$120,000.00. Matt then questioned what reason was given for the increase? Rod indicated that both companies bid differently on

different components and some were more expensive for some signs and less for others. Rod stated that one of the things that bothers him about the bid is that the bidders aren't necessarily sign contractors and he isn't sure he wants us to be the guinea pigs on that. Lastly, John Roemer stated that he would like us to go slow until we can get a better idea on quotes.

VIII. Financial Statement:

Jim Galipeau gave the Board hard copies of the Dashboard as well as a five-year comparison for their review. Jim started with reviewing the monthly dashboard which showed a YTD increase of approximately \$230,000 from last year with March having a net income of \$137,000 and an overall \$350,000 ahead of the yearly budget. Jim also briefly described that the MRA TIF interest was received which can look odd because it looks like it is income; however, it is really just an offset of the bond interest expense. Lastly, Jim indicated that MPC's Cash available has increased from last month and is now approximately \$623,594.00.

Jim went over the five year comparison document with the Board. After discussing differences in revenues and expenses, Jim noted that overall revenues have gone up from \$1,151,967 in 2014 to \$1,909,850.95 with MPC's net operating revenue going up to about a \$300,000 bottom line net swing.

IX. Action Items:

A. T2 Managed Network Services for PARCS project

Rod indicated that he sent out a document earlier in the week which explained most of the reasoning for his request and asked if anyone had any questions.

Matt Ellis asked:

1. How much more would this service be if it were provided by the City's IT department?

Rod indicated that while we were never able to get a finalized number from the City for the yearly costs, he was able to make the assumption that construction and equipment would be similar or very close to the same.

2. To clarify what you said – The City has said that they can't do this?

Rod stated that it isn't that they can't perform the services, they would just prefer that we use T2 and he would prefer it as well. What we like about T2 is the 24/7 coverage and that they would manage PCI for us which is critical in this day and age. Rod indicated that if something were to go wrong with the system and we weren't T2 hosted, there are more steps for T2 to go through. If we were to have T2 Managed Network Services, we could get things working sooner.

3. With the Change Order, I was a little confused as to whether it's \$22,000 on an annual basis and then another one-time \$50,000.00 or is it all annual?

No, the \$22,000 is for the first year and then it goes up each year by about a \$1,000 a year. Everything from below the Professional services is just a one year cost.

4. Have we checked any of their network references on other Cities and stuff?

Rod stated that we would be their first reference as this is basically what we do with the meters currently. Tiffany indicated that she has spoken with other cities and they have essentially stated that this service is more or less priceless.

5. What is the motion that you want? Is it to approve the \$72,000.00 loan and the annual budget increase or is it to negotiate with the City?

No, we aren't going to negotiate with the City, it will just be worked out internally.

John Roemer asked Rod if we need one motion? Rod indicated that he hadn't thought of it that way but he doesn't think so. Borrowing money from the City is basically a short cut so we don't have to go back and go through all of the stuff with the bank again, it just helps us get there quicker and is a lot cheaper from a loan cost and interest standpoint.

Heidi Kendall asked Rod what is the importance of having 24/7 capability, and what about maintenance costs of the hardware? Are maintenance costs figured into this quote or is that something we would take care of later? Rod informed Heidi that our maintenance crew will be trained to do basic maintenance and fix any problems that are determined. As far as 24/7, Rod indicated that at some point in the not too distant future he believes that we will have our garages with arms down 24/7 and it will be important at that point because there has to be people on call to maintain/fix the system if anything were to go down. Heidi indicated that she feels this is an important conversation and would like to bookmark it for a future conversation before we proceed with moving in the 24/7 direction. Rod indicated that this is something he wants to direct through Master Plan conversations.

Matt Ellis questioned why we are asking to get a loan for \$72,000.00 and then increasing our budget for FY20 & FY21 so he could properly format his motion. He stated that he assumed we are doing this loan because we don't have the money to do it in this year's budget. Rod indicated that his thought is that we need to move forward cautiously until gate arms were up and running and MPLR is on the street working and would like to save contingency for that. There is little to no cost to put this loan together and if it came out of this year's operating budget we would have had to have done a request to council which would have delayed the project.

John suggested that it may be easier to offer these up as two separate motions. **Matt Ellis moved that we borrow an additional \$72,916.60 through the City of Missoula, through a loan package, to move forward with this T2 Managed network service package.** Joe Easton

seconded the motion. There was no further discussion or questions and the **motion was unanimously approved by the Board.**

Matt Ellis moved that we add a yearly budget increase for T2 Managed Network Services in FY20 and FY21 in the amounts shown on Change Order #3. Joe Easton seconded the motion and further discussion occurred.

Jim Galipeau asked Rod if that is what he wanted for the motion, or if he was looking just for approval to contract with T2 for the \$50,000 one time and the \$22,000.00 included in that fee? He indicated that it seemed like the motion was just about approving the operational aspects of it in the next few years. Rod indicated that if we have a contract, it will automatically be budgeted for in subsequent years. Matt Ellis indicated that he thinks we are increasing the budget by a pretty substantial amount and his interest as a Board member is to make sure we lock into those two negotiated rates. As long as that is happening, he doesn't care how it happens as long as it is official. Tiffany Brander indicated that we do have two change orders from T2. One is for annual cost plus the installation which is Change Order #2 in the amount of \$72,916.60 and then in an effort to secure year's two and three rates we have Change Order #3 which shows the 5% increase for each year which is \$23,605.16 for year two and #24,785.41 for year three. Matt indicated that he would like to change his motion.

Matt Ellis moved that we approve T2 Change Order #3 which deals with the negotiated rates for Fiscal Year 20 and Fiscal Year 21. Joe Easton seconded the motion. There was no further discussion or questions and the **motion was unanimously approved by the Board.**

X. Non-Action Items:

A. New Business

1. Cancellation of May 3, 2018 regularly scheduled Board Meeting.

John Roemer informed the Board that we are cancelling next week's regularly scheduled Board meeting having substituted for this one for the convenience of Board Members.

B. Old Business:

1. PARCS/MPLR Update

Tiffany Brander updated the Board on the status of the PARCS/MPLR project. She stated that the project is moving along and construction is scheduled to begin the first week of June, although the purchase of the required Managed Network hardware may push construction back by one week. Each garage is scheduled for three to four days of construction and Caras lot should only take about two days. One lane will remain open so parkers can continue to utilize the garages but will not be charged to do so. She gave a brief update on the marketing portion of this project and the "Every Minute Counts" campaign.

MLPR will be starting during the end of the PARCS implementation with a go-live date of July 13th. The installation process will begin the beginning of the week through mid-day Wednesday with training beginning that afternoon going through Thursday afternoon. The Board had no questions regarding the update on the PARCS/MPLR project.

XI. Setting of next meeting date and adjournment:

Next Meeting is scheduled for Thursday, June 7, 2018 (Jack Reidy Conference Room).

Respectfully submitted,

Tiffany Brander
Administrative Services Senior Manager