

## **MISSOULA PARKING COMMISSION**

### **Minutes**

**September 6, 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, Joe Easton, Pat Corrick and Matt Ellis. From the Parking Commission office were Rod Austin, Director, and Tiffany Brander, Administrative Services Senior Manager. Also in attendance, Jim Galipeau from JCCS, Ellen Buchanan from MRA, and Linda McCarthy from the Downtown Missoula Partnership.

**I. Call to Order: John Roemer**

**II. Introduction and Welcome to those in attendance:**

**III. Public Comments and Announcements:**

**IV. Adjustments of Agenda:**

Joe Easton moved to switch IX Action Items with X. Executive session so the executive session took place before the action items were addressed within the open meeting. Matt Ellis seconded and the motion was unanimously approved.

**V. Approval of Minutes:**

Joe Easton moved to approve the July 5, 2018 minutes with no changes. Pat Corrick seconded his motion and the Minutes of the Board Meeting held on July 5, 2018 were unanimously approved.

**VI. Director's Report:**

John Roemer asked if anyone had any questions for Rod on the report that he sent out. There were no questions. Rod indicated that he would like to add to the Roam garage discussion to let the Board know that staff is back to working on finalizing the bylaws and condo documents with the developers and things are moving forward. Pat Corrick indicated that the developers are working to close by the end of the month.

John asked how the installation of the gating equipment was going at Roam and Tiffany provided an update that the equipment has been configured and is ready to go. She indicated that we will logistically be able to start parking once we have closed.

**VII. Financial Statement:**

Jim stated that he would go over the June financials but wanted to mention that the audit has not taken place yet so there will be adjustments through that process. Jim stated that when looking at the dashboard on the balance sheet side there is not a lot of change over the last quarter. The

Fixed assets have changes in the on street technology project based on the new PARCS project and on Page 3, Jim pointed out that the big change is the rent and accounts payable which is the payment on the PARCS equipment. That will affect the net cash available so Jim pointed out that the actual new cash available is \$735,187. He will make that adjustment and send out a new dashboard to the Board. Jim stated that the YTD revenue is interesting and will change due to the audit but won't change very much. There were \$400,000 more in revenues this year compared to last year and we are under budget by about \$40,000 with expenses only going up about \$40,000.00 from prior years. The overall net income is \$332,000 compared to a \$30,000 loss last year.

Rod pointed out that the top ten revenue accounts is not including Riverside lot but is included on the graph – Jim indicated he would get it adjusted. There were no questions for Jim.

### **VIII. Communications and Presentations:**

Linda McCarthy arrived to the meeting after the Public Comments and Announcements portion. She requested to give a brief statement during communications and presentations, which the Board Chair allowed. Linda wished to thank MPC staff for being supportive with MDP events. Linda indicated that they do a great job and she greatly appreciates what they do. Linda also informed the board that a Dover, Kohl, and Partners has been selected for the Masterplan update after the committee interviewed five different teams. Linda indicated they are working on a scope of work and contract now and a presentation will be held on Monday, September 10<sup>th</sup> at the City club luncheon. Linda stated that the first site visit will be mid-October with stakeholder meetings taking place Oct. 17-19. Linda stated that in Mid-January a presentation will be given at the MDA annual awards banquet. Additionally, there will be big a big charrette for the public and by mid-April they will present a plan with approval occurring in summer of 2019.

Rod stated that engagement from the board and interim/new director will be imperative for this process and will shape the future of MPC. He requested that Board Members try to keep calendars clear and watch for opportunities. Linda requested that everyone get involved in this important process both on a staff side and board side.

### **IX. Executive Session:**

**John Roemer – moves board meeting into executive session @ 12:28, Joe Easton seconds.**

### **X. Action Items:**

#### **A. Interim Staffing**

Joe Easton stated that it is the decision of the Board to extend the recruitment for a new Director of Parking Services out by eight months to possibly a year as we await the completion of the Downtown Master Plan. Joe asked Rod if there was anything he would be concerned about with not having a permanent director position during

that time period. Rod indicated that he did not believe so, although for some accounting situations, we might have to rely on Jim a little more. Joe then asked Rod how he felt about the concept of extending the recruitment to which he replied that it had never crossed his mind as an option but thinks it's a great idea.

**Joe Easton made the following motion:**

Be it resolved that the Board of Directors authorizes the Chair of the Parking Commission to enter into an employment agreement to elevate Tiffany Brander to the position of Interim Parking Services Director and to elevate Jodi Pilgrim to Interim Administrative Services Manager, effective October 1, 2018 and for up to 12 months. The interim positions may be terminated with 30 days' notice. It is further resolved that both individuals will be compensated during this interim position at the hourly rate of pay as listed herein. Tiffany Brander: \$33.0000 Jodi Pilgrim: \$23.3022.

Joe stated to Tiffany and Rod that his intention is to provide for Rod's replacement, recommending Tiffany be elevated into the Interim Parking Services Director as a reflection of her experience and her expertise in parking operations and the ability of the commission to continue our operations, enforcement, and planning responsibilities over the next 12 months. Joe indicated that he has every confidence that Tiffany will be a good Interim Director and provide us with the leadership and transition that we will need as part of the planning process in both the Master plan and our usual end of year planning. Joe further stated that he is not recommending that we go forward with or approve a Job Description or salary for the Director of Parking Services position at this time but we are only acting as elevating Tiffany as the Interim Parking Services Director. He stated that he also added into the resolution to allow John to work with Tiffany and City HR so that expectations and agreements are buttoned up that don't necessarily need attention by the rest of the Board.

**Matt Ellis seconded and the motion was unanimously approved.**

B. Job Description and Salary for the Director position

Pat Corrick stated that the job description and advertisement of the Director of Parking Services position requires more discussion and thought outside of the remaining nine minutes of the current meeting. He stated that he believes it is a valid conversation to have in a public meeting but does not feel we are prepared to have it during this meeting but should do so over the next few meetings. **Pat Corrick moved to table Action Item B. Matt Ellis seconded and the motion was unanimously approved.**

**XI. Non-Action Items:**

A. New Business: N/A

B. Old Business:

1. PARCS/MPLR update –

Matt Ellis asked Tiffany about the new space available signs and how they work. He asked if they are available hourly spaces and whether or not the information is accurate. Tiffany stated the signs do show the number of hourly spaces available but are not very accurate at this time. Tiffany indicated due to the gate arms going up in the evenings and weekends, the numbers are not accurate at those times as the loops will still count the cards. Currently there is no solution for turning the signs off except for manually disconnecting the wiring on each side. Tiffany indicated that she is working with T2 to find a solution but in the meantime staff have been placing covers over the signage on the weekends. Lastly, Tiffany stated that if the garages were to move to gates down 24/7 this problem would be eliminated.

Tiffany provided an update to the Board on the PARCS and MPLR projects. She indicated that all PARCS equipment is online in all facilities. Tiffany indicated that there will be one additional visit from T2 that still needs to be scheduled but will likely occur in the next 2-3 weeks. During this visit, a tech will come in and finish installing the two signs at Central Park as well as further hone in the AVI equipment system wide.

Tiffany stated that the LPR integration has been difficult but is getting far better as the implementation moves forward. Some of the initial problems included garbage reads, missing plates, misreading plates, pausing, and issues with integration between passport, meters, & LPR. Tiffany has been working diligently with PCS Mobile, Genetec, and T2 to remedy the issues and feels that we are moving in the right direction. Officer training has been going very well and they have all kept a great attitude while working through the implementation frustrations.

**XII. Setting of next meeting date and adjournment:**

Next Meeting is scheduled for Thursday, October 4, 2018 (Jack Reidy Conference Room).

Respectfully submitted,

Tiffany Brander  
Administrative Services Senior Manager