

MISSOULA PARKING COMMISSION

Minutes

November 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, Joe Easton, Pat Corrick, and Heidi Kendall (via phone). From the Parking Commission office were Tiffany Brander, Interim Director, and Jodi Pilgrim, Interim Administrative Services Manager. Also in attendance, Jim Galipeau from JCCS, Tom Benson, Executive Director of Arts Missoula, and Linda McCarthy from the Missoula Downtown Association.

1. **Call to order – John Roemer called the meeting to order**
2. **Introductions**
3. **Public Comments & Announcements – None**
4. **Adjustment(s) to the Agenda – Moving Action Item Nine up to be with communications and presentations. Pat Corrick has to leave early and we need a quorum. Pat Corrick moved the change in agenda. Seconded by Joe Easton. Motion approved unanimously.**
5. **Approval of Minutes**
 - a. Joe Easton moved to approve the minutes from the Board Meeting held October 4, 2018. Pat Corrick seconded the motion. The minutes from October 4, 2018 were unanimously approved.
6. **Communications and Presentations**
 - a. Tom Benson, Executive Director, Arts Missoula – First Night Missoula funding request in the amount of \$3,000.00.
This year is the 25th year of First Night. Tom is requesting our funding of the shuttle again this year. First night has changed – it's not as big as it used to be, but still gets 5000 – 6000 people. It's a community building project and great for families. MPC typically donates \$3,000.00 and, in return, gets an ad in the First Night Missoula flyer.
Joe Easton asked if there are numbers on ridership – how many people took advantage of the shuttle? Tom said ridership has plateaued. People don't run around as much as they used to, and instead pick an area (Downtown, University, SG Mall) and participate in activities there. Joe mentioned the need to minimize parking Downtown and decreasing inebriated drivers. He would like Tom to track the people that use the shuttle this year, so that we can justify our \$3,000.00 expense. Tom said he would track shuttle usage this year. Heidi Kendall asked how many busses Tom would be contracting with. Tom said 5-6 busses. Heidi motioned to approve the request for funding. Joe seconded the motion. Motion to fund the First Night shuttle in the amount of \$3,000.00 was approved unanimously.
7. **Interim Director's Report – Heidi asked for an organic growth update. Tiffany explained that we have received confirmation from Jim Nugent that we will not be excused from our responsibility to stay open. Dale Bickell provided a space next door to City Council Chambers for our use at no cost. Now that we have a location, our biggest**

concern is staffing. We just closed the application collection for the Administrative Assistant I position – interviews will be next week. Maintenance staff recruitment has just opened. Until we have new staff trained, we would like to hold off on organic growth remediation. Heidi asked if anyone was having any medical issues due to the organic growth. Tiffany explained that she was told that it is not anything threatening and there are no medical issues. John asked about concerns about doing organic growth mitigation in the winter and cold. The companies that came to look at it have not expressed concern about that.

Joe asked for an update on Master Plan kick off. We will go over an update as part of agenda item 10.

John asked what we're paying the highway department for that space under the bridge. Tiffany answered around \$7,000.00.

John asked, regarding Higgins bridge construction, about MPC funds and revenue impact. Tiffany explained its revenue neutral for us at this time. If it ends up being more than \$50,000.00, there might be a funding request.

Tiffany asked that everyone look ahead in their calendars for the December and January meetings to make sure we'll either have a quorum or push things off to the February meeting. Heidi expressed that she doesn't think she'll have any problems attending meeting those months, but requested an email reminder in advance. John said he thinks he's available for both meeting as well.

8. Financial Statement –

Jim brought July and August dashboards – they were finished just this morning. The full reports are done and have been emailed. Jim is starting the review with the August dashboard.

Page 2 – shows a big change in the cash and investments area. Most of that is paying out money on equipment (new technology project). Available cash has been adjusted for that. There is an increase in on-street tech numbers, but not a lot of change otherwise.

Page 3 – Liabilities. We will have accrued interest until we pay on the loans. The accrued merchant fees at the end of August is an approximation of what JCCS thinks it will be for the year. Pat asked about the note payable to First Security – should that be \$0? Is it paid off? There's nothing in that space. Jim explained that in the second paragraph information should go in there. Also on this page, the bottom shows more clearly what we actually have in cash. ~\$738,000.00. Pat asked, under net cash available - where is that housed? Jim explained that the city has their pool of funds and they just portion it out. The city has an arrangement with the bank that anything above FDIC is secured.

Page 4 – Revenues year to date is up about \$11,000.00 from prior year. Expenses are also up over the last year. Net income is down just a little. Included is the new city contract number \$17,246.00/month.

Page 5 – main revenue is from meters, and main expense is from personnel. Tiffany brought up the \$17,600.00 showing for the downtown officer, it is actually for the zero-fare bus. Jim explained there will likely be an audit adjustment coming for that.

Page 6 – Profit Loss bar graph.

Page 7 – cash and long-term debt/recap of balance sheet.

There wasn't anything that stuck out to Jim in the detailed financials. John asked for questions. There were none.

9. Action Items

- a. Arts Missoula First Night request for funding – this item was handled in communications and presentations.

10. Non-action Items

- a. New Business:

- i. Residence Inn by Marriott parking – projected opening date is still end of January, 2019. They still don't have a plan for overflow or employee parking. Kerry, their main manager at the hotel, has committed to getting together again to discuss transportation demand management (TDM) solutions. After speaking with Jim Nugent and the bond attorneys, we can do valet parking and have spaces in the garage signed as such. It doesn't require a change in gating. Andy Holloran wants Tiffany to look at the ability to park outside of the available spaces by parking outside the painted lines - straddling lines, nose to nose. The city ordinance states you must be within lines. Garages are engineered for specific weights and weight distribution. She is going to look into it, but these are the primary concerns. Joe doesn't want to grant him greater access without a financial consideration, and is concerned about safety, engineering, and the public. He asked that we proceed slowly/gingerly. Tiffany agrees. Andy wants to know we will look into it. Pat asked who designed the structural aspect of the garage. He asked if we could go back to the original structural engineer. One option he mentioned was re-striping. If new spaces are created, they should be paid for. John is in alignment with what has been said. Joe wants to be clear that it is not specific to Andy and his request, it is for any lease holder and any space. Tiffany's big concern, outside of safety, is the city ordinance regarding parking within lines. Joe asked if our contractual agreement is with the hotel, the developer, or the valet? Tiffany explained that MPC's agreement is with Mercantile Inc. The liability regarding valet is not MPCs. Linda asked if we could add a layer or two on to the Park Place Garage at some point. Tiffany explained that the engineering RFP Rod was working on was to check on that. Linda asked if Valets could park in Central Park and pay an hourly customer rate. Tiffany said yes. Valet service won't be required for all guests, it will be a service option.
- ii. Higgins Bridge construction & related ADA access – John asked for questions and comments on this. Tiffany wanted to shed light on the fact that this is really going to have an impact on our parking spaces and our revenue. She pointed out the schedule for this may coincide with the Riverfront Triangle construction. It may come to a point where we would have to terminate leases. There will be a significant impact on our lease revenue. It will have some large implications for the Wilma, tour bus parking and the Top Hat tour bus parking. During her meeting with the Transportation Department, she asked if the Wilma has been informed.

Transportation explained that they've talked to the Wilma about what the impact will be after construction is completed, but not during. John asked if city leadership is aware of the impact these things will have. Tiffany has not talked about it with city leadership at this point. Tiffany also explained that there has been a suggestion to do staging in Riverside – it would take about 25% of the spaces.

b. Old Business:

i. Downtown Master Plan Update –

John was out of town during kick-off. Tiffany feels encouraged by the process after going to the kickoff meetings. On the first night event, there was only one parking question that came up. This is concerning because there was a lot accomplished for MPC in the first Master Plan, but it seems like not as large a component for parking this time around. Linda explained there were 13 stakeholder meetings, all really well attended. 185 people attended the kickoff. The consultant take away was that we have an educated, informed community. They are in the listening portion of the process. Spider McKnight is working on engaging groups that don't typically engage in these processes. There is a push to drive people to the Jan 14-18 charrettes. That will be the peak of the process. A question that came out was do we need to do another supply and demand study? Pat mentioned it sounds like that study would be around \$25,000.00. Tiffany explained that Dennis Burns reached out about inventory information. We contributed \$75,000.00 to the plan, Dennis's budget for the parking portion is \$30,000.00. John argues the parking piece is such a central component of a planning, and it would be nice not to have to come up with funds above the \$75,000.00. Pat expressed that we have a mission. If we have to write a check to cover a study, it fits with our mission. Joe asked about Matt being the parking representative in the steering committee. It's important to Joe that Tiffany be on the steering team to make sure our director is the advocate for our parking goals. He requests that she be put on that team. Linda explained that they discussed it. Original plan was Rod on the steering committee and Tiffany on the technical committee. They only want 10 on the steering committee. It's really important to have Tiffany at the technical committee. If Matt can't be at meetings, Tiffany can attend. Joe pointed out that Matt is busy. Tiffany asked for advanced notice of when meetings are happening so that she can keep it on her calendar in case Matt can't attend. Heidi explained that she is also available.

11. Setting of next meeting (December 6, 2018) and adjournment

Next Meeting is scheduled for Thursday, December 6, 2018 (Jack Reidy Conference Room).

Respectfully submitted,

Jodi Pilgrim
Interim Administrative Services Manager