

MISSOULA PARKING COMMISSION

Minutes

January 3, 2019

A Board of Directors' meeting was held on January 3, 2019, in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members Pat Corrick, Matt Ellis, John Roemer, Heidi Kendall, and Joe Easton. From the Parking Commission office was Tiffany Brander, Interim Parking Director. Also in attendance were Linda McCarthy, Downtown Missoula Partnership, and Ellen Buchanan Missoula Redevelopment Agency Director.

I. Call to Order:

II. Introduction and Welcome to those in attendance:

III. Public Comments and Announcements:

Joe Easton informed the Board that he has been invited by Dorsey Whitney and the City of Anchorage Alaska to present with others on parking and public/private partnerships. Joe informed the Board that he spoke with John Roemer and Tiffany to see what their feelings were regarding his representation of the Board in addition to his Jackson experience to which they signed off on. John asked that if there is anything that Joe can share from his experience that he bring it back to the Board to which he agreed.

IV. Adjustments to Agenda:

None.

V. Approval of Minutes:

Joe Easton moved to approve the minutes for the Board Meeting held November 29, 2018. Heidi Kendall seconded the motion. The minutes from November 29, 2018, were unanimously approved.

VI. Financial Statement:

Jim Galipeau was unable to attend the meeting, October and November financials had not yet been provided by JCCS. No financial statement was given.

VII. Communications and Presentations:

None.

VIII. Director's Report:

Tiffany informed the board that the FY2018 audit had wrapped up with a few reporting differences that needed to be fixed. Tiffany stated one of those differences came from the switch

from doing A/R billing out Edens to T2. There were some reports MPC and the City weren't aware would be needed. A new report had to be created by T2 which took longer than we would have liked. The new report was difficult to match up with previous reports.

There were some minor differences in how we report through T2 and how the City reports through Edens so some numbers weren't matching up. While the City was doing the reporting correctly, there was a breakdown in MPC staff communication that led to the error. Tiffany stated that when a lease space was canceled mid-month MPC staff were making the adjustments within T2 but not sending that information over to Finance which created a difference in our A/R revenues. This issue has since been resolved and the auditors approved the proposed new procedure.

Tiffany reported that as a result of the findings, MPC and City Finance will be having monthly meetings to discuss our financials and all related closing procedures. While the errors mostly came down to staffing and technology changes, Tiffany stated that she feels they will be able to address issues in the monthly meetings to avoid any future audit issues. Lastly, Tiffany informed the Board that Grace and Jan from Anderson Zurmuehlen will be coming to present the 2018 Audit at the February Board meeting with both Leigh and Jim available for questions.

John Roemer asked if anyone had the opportunity to read Jim Galipeau's email to the Board in response to the audit findings. Matt Ellis mentioned that he sensed a veiled frustration in the email, and was hopeful that Tiffany could provide a "cliff notes" version. Tiffany stated that her interpretation of Jim's email, was simply JCCS did nothing wrong. She stated that none of the findings were a direct result of any errors created by JCCS. All of the findings were essentially from our office or City Finance, however, we still do not have any formal closing process between the City and JCCS. Tiffany informed the Board that she felt it was important to note that the Auditors noted we have two accountants which can cause problems - not necessarily that JCCS causes problems but that having two different accounting sources that we look to for reporting can cause problems. Matt Ellis asked if we are still having problems with City Finance being slow. Tiffany stated that City Finance has been timely with getting the reports to JCCS for quite some time now, but it can vary based on staffing issues that may arise in both their department and ours. She stated that the October and November documents were provided to JCCS by the City on December 7th. Lastly, Tiffany stated that with so many holidays this time of year, we generally see a slower turn around.

Tiffany gave an update on Roam and informed that it would be opening on Monday, January 7th. She indicated that admin staff were working to enter lease information and other staff members had been trained in maintenance and enforcement. Tiffany informed the Board that overall everything was going smoothly and there were just some differences that staff will have to get creative with. She gave the example of the ceiling which will require a different type of signage than normally hung from MPC garage ceilings.

Lastly, Tiffany provided the Board with an update on meetings regarding the Boone and Crocket Parking lot and current MPC staffing changes. Pat Corrick asked Tiffany if MPC were to manage parking in the Boone and Crocket parking lot, if it would result in an expansion of the Parking Commission jurisdiction. Tiffany stated that she has had preliminary conversations with City Administration regarding that topic and while she will look to the Downtown Master Plan update to explore jurisdictional expansions she felt it would be possible for MPC to manage the lot without a jurisdictional expansion. Tiffany indicated that she would explore the ability of the Parking Commission to enforce areas outside of the MPC jurisdiction through an ordinance revision and separate contracts specific to private lots outside of the MPC jurisdiction.

Matt Ellis asked if MPC wrote meter violations on Christmas Eve as he had fielded some questions from the public on whether or not parking was free on that day. Tiffany responded that the Parking Commission does charge and ticket on Christmas Eve and we often get calls on those days from citizens who are double-checking MPC's policy. John Roemer indicated that he thought the confusion might be a holdover from years prior when the Parking Commission did "ho, ho, ho" tickets and suggested that the Parking Commission do some reverse marketing. Matt Ellis suggested that next year MPC does some Facebook marketing to help the public understand the days that MPC charges for. Tiffany informed Matt that we currently put a notification on our Facebook page with each holiday closure but would look into adding more posts and further information on our website.

Ellen Buchanan asked if the Parking Commission tickets on Black Friday to which Tiffany indicated they do. Ellen suggested that instead of notifying the public of the days MPC is ticketing, they should be notified specifically of the days MPC is not ticketing. Linda McCarthy asked if Tiffany would ever reconsider free parking on Christmas Eve, Tiffany stated that she didn't feel that was a decision she would make as the Interim Director but would be something the future Director should consider looking in to.

Matt Ellis stated that he would ask that staff have a meeting and ask "what policies do we have in place where our staff agrees with the customers when they complain and what policies can we change to make everyone's lives easier?" If anything comes up in that meeting, Matt asked that staff bring that to the Board so policy changes can be addressed to provide better customer service while making it easier for staff to interact with customers on a daily basis.

IX. Action Items:

None.

X. Non-Action Items:

A. New Business

None.

- B. Old Business
 - 1. Downtown Master Plan Update

Matt Ellis began the discussion by informing the Board of upcoming events relating to the Downtown Master Plan Update during the week of January 14th. Matt informed the Board that there would be a call with Dover, Kohl and Partners (DK&P) on January 10th to discuss the deliverables of the Parking portion of the Downtown Master Plan Update to ensure all parties are on the same page. Matt indicated that MPC paid \$75,000 towards the Master Plan and there is some confusion around how a supply and demand study is fitting in with that. Matt stated that Rod had provided a list of needs to come from the Master Plan on behalf of MPC and further stated that while Rod requested Dennis Burns be added to the consultant team as a late addition, the Parking Commission was not a part of how his rate was negotiated. Matt wanted to point out that while Dennis is doing the majority of the parking consulting, he is not the only one working on parking. Jim and some of the DK&P employees will work on it as well. Matt indicated that he thought Rod wanted to add Dennis due to his expertise and past knowledge of our area. Tiffany and John agreed.

Tiffany explained that her desire from the upcoming phone call was to determine what the deliverables of the plan were in order to ensure that the final product involves everything desired by MPC. Joe Easton stated he strongly concurred. It was the goal from the beginning, and the justification of the large investment, to plan Parking Commission acquisition, development, and expansion in the near and long term. Tiffany stated that in order to hit all of the items on the list, we need data and a supply and demand study would be the route to the data. Ellen stated that there is already a lot of data out there from other projects, and we may be able to utilize that information as well. Tiffany agreed that any existing relevant data should be utilized, but the DK&P Scope of Work stated that they anticipated inclusion of an updated supply and demand study. Matt Ellis stated that we need to confirm with DK&P what the study will look like and how it will help us in the Master Plan. Matt indicated that he would provide an update to the Board on the phone call with DK&P.

Lastly, Matt provided a reminder of the upcoming parking related Master Plan meetings on January 16th, and John Roemer stated that he would not be available to attend as he will be out of town for a prescheduled matter.

- 2. Roam P1 Parking Garage Update:
No further updates other than discussion during VIII. Director's Report.

XI. Setting of next meeting date and adjournment:

Next Meeting is scheduled for Thursday, February 7, 2019, in the Jack Reidy Conference Room.

Respectfully submitted,

Tiffany Brander
Interim Parking Director