

MISSOULA PARKING COMMISSION

Minutes

March 7, 2019

A Board of Directors' meeting was held on March 7, 2019, in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members Matt Ellis, John Roemer, and Joe Easton. From the Parking Commission office were Tiffany Brander, Interim Parking Director and Jodi Pilgrim, Interim Administrative Services Manager. Also in attendance were Margaret Hoyt, Missoula In Motion Program Specialist I, Aaron Wilson, Transportation Manager City of Missoula, and Jim Gallipeau, JCCS.

I. Call to Order – John Roemer

II. Introduction and Welcome to those in attendance

III. Public Comments and Announcements - None

IV. Adjustments to Agenda:

Jim needs to leave early, so there is a request to move item 8 – Financial Statement – ahead of item 7 – Interim Directors report. There is no objection to this request.

V. Approval of Minutes - February 7, 2019 Regular Board Meeting Minutes:

Joe Easton moved to approve, Matt Ellis seconded this motion. Minutes from the regular board meeting held February 7, 2019 were unanimously approved.

VI. Communications and Presentations:

- a. Missoula In Motion Match Request – Margaret Hoyt, Missoula In Motion Program Specialist I. Missoula In Motion (MIM) is 100% funded by CMAC. They work to educate the public about the sustainable infrastructure in Missoula. MIM manages the Way To Go program – a website that allows people to find sustainable trips (carpool, bus, walk, bike, etc) when they put in a start and end location. They also work with local radio stations to do safety education, driver education, and snow shoveling campaigns. Through Way To Go, MIM logged 115,655 total sustainable trips in 2018, 19,007 of which were carpool. MIM offers incentives to users, like preferential carpool parking spots and local rewards that change Monthly. They work with MPC to provide 5 carpool spots at City Hall at no charge. 12 people applied for those spaces this year, so the demand exceeds the supply. Tiffany will be bringing up carpool enforcement at IPI and through the T2 community to find out what other organizations are doing.

MIM offers programs to encourage alternative transportation, including the Guaranteed Ride Home Program – 12 free rides home if you have traveled sustainably need a ride, and the Commuter Challenge – compete for prizes by

encouraging employees to commute differently during this 2 week program. They also do community outreach through participating in national Parklet Day, where parking spaces are transformed into community spaces.

MIM requests MPC's continued contribution of \$8,000.00 for Fiscal Year 2020 and to budget for the same amount for Fiscal Year 2021. John asked for clarification - \$8,000.00 for both years or \$8,000.00 each fiscal year. Tiffany clarified it is \$8,000.00 each fiscal year. We have historically contributed and typically budget for it. The funding is used for projects that line up with our mission. Joe requested that we move to item IX.a.i. Approved.

VII. Interim Director's Report:

Tiffany addressed the Out To Lunch (OTL) trolley funding request. Keeping in mind Joe's comments from prior years re: no need for full presentations for ongoing funding requests, Tiffany provided highlights. The trolley gave 133 riders per week for OTL last season, which is the highest ridership since 2011. There were 3 days with over 200 riders, which is the highest number of riders on a given day since 2009. Tiffany pointed out that their funding request is definitely in line with our mission.

MPC has added a 15 minute option to Passport for \$0.25. Matt asked if it is cash only option. Since it is on Passport, no. Do we lose money on it? No. Passport is the merchant of record, so we don't pay the merchant fees.

Tiffany suggested that the policy recommendations part of the Director's Report wait until Heidi and Pat are present. This suggestion was approved.

The Supply & Demand study for the Downtown Master Plan took place this week. Kimley Horn is heading out today. They decided they didn't need to use the scooters, and chose instead to walk. They will get all the read reports from each scooter through our patroller reporting system and reports from meters through IRIS. The people in Missoula were nice and willing to answer questions as they walked around.

Heidi had asked for an update on the monthly finance meetings. Tiffany met with Leigh and Jessie in finance yesterday. They reviewed JCCS financials and everything matches except JCCS has not yet done the year end close. Leigh wanted to let the board know that the City had to republish the audit due to a minor error. It did not affect MPC, but she wanted us to be aware.

Legislative update – there has been no change on the electric vehicle charging enforcement bill. It is just slowly moving through. John asked if that one has funding associated with it. Tiffany

doesn't know. LC2879 has been introduced as HB470. Nothing is happening with it yet, but there is a hearing on March 11.

There were no questions.

VIII. Financial Statement:

Financial statement from Jim Gallipeau –There was not a lot of activity through January as far as the Balance Sheet goes. On page 3 – cash investments \$1,653,000.00, but many items have not been pulled out of that. With everything pulled out, actual cash available is \$917,000.00. Page 4 – Mini income statement for the month. Total revenue for the month was \$207,000.00. This is about \$65,000.00 over year to date this time last year. The expenses are pretty normal for the month at \$133,000.00. This is \$14,000 over last year. Joe asked how much of that is vacancy savings? Jim responded personnel is approximately \$30,000.00 less. Repair and Maintenance accounts for most of the other \$30,000.00. Net income from operations is \$73,000.00 for the month. This is about \$50,000.00 over year to date income last year. Net income for the month was \$9,100.00, and about \$30,000.00 ahead of year to date last year. There appears to be the normal fluctuation we usually have in January. There were no questions for Jim.

IX. Action Items:

a. Funding Requests

- i. Missoula In Motion - \$8,000.00. Matt moved to approve this motion. Joe seconded. Joe asked What dollar amount is 13.42%. Aaron said it's approximately \$39,000.00. Joe pointed out that the MPC contribution is roughly 1/5 of that. Tiffany clarified it is \$37,300.00 this fiscal year. Joe would like to know if there is a specific program we could tie our contribution to that is clearly in line with our mission. He gave examples of the use of alternate transportation to downtown events programs and the Parklet projects. Joe wants to be able to clearly justify to the public that our sponsorship supports our mission. Aaron said he could pull that together. Joe asked that it be emailed to Tiffany. John asked for any other questions or discussion. There were none. John called for the vote. The motion to approve the funding request for MMIA was approved unanimously.
- ii. Downtown Partnership – Out To Lunch Trolley - \$1,500.00. Matt moved to approve. Joe seconded. The motion to approve the Out To Lunch Trolley sponsorship amount of \$1,500.00 was unanimously approved. Joe appreciates the way the request was clearly tied in to the mission.

X. Non-Action Items:

a. New Business: None

b. Old Business:

- i. Downtown Master Plan Update – Matt Ellis. They're working hard. They have meetings every 2 weeks with specific categories they're looking at. Right now, they are looking

at the Hip Strip. One idea is to cut one side of the parking on the street down to add bike lanes. They're looking at different lane configurations for the Higgins Avenue area. It could take parking that we don't manage, but it is parking. They are also identifying locations for a garage, but so far one has not been locked in.

Matt asked that staff encourage people that call in with complaints to go to Mindmixer as a way to give them a say in how parking works and looks in the future. They can drop pins on maps of the areas they are concerned about and then comment.

They talked to Parks and Recreation last week, and the goal still seems to be to eliminate all the surface lot parking along the river. Matt sees this plan having at least 3 garages proposed, and he doesn't know how they'll be paid for. Areas for garages could be one on N Higgins, one on Hip Strip, and one by Caras. We'll see what they come up with in the plan.

The next presentation would be good for us all to go to. John asked when it was. Matt will let everyone know, but he doesn't have that date off hand. The presentation will be their first real "this is your plan, here's your chance to tear it down". Contact them with specific concerns or questions. Matt asked for questions. There were none.

John mentioned in the news this week – the federal building. His business uses that long-term parking, He's excited to see the city make a move like this. Wants his concern heard. They've been on that corner long enough to know what it looks like when that building is full. Parking becomes extremely stressed when it is full. His concern is that there doesn't seem to be a lot of thought going on to what would we do about parking. Matt said Dennis pointed out in the steering team that employee parking is a real need. He expects the Master Plan to have a way to handle that. Dennis's proposal pointed out that we are "on the verge of an employee parking crisis". Tiffany stated that, while the Federal Building wasn't specifically highlighted in the first presentations of the Master Plan, she believes it is likely that it will be included now.

XI. Setting of next meeting date and adjournment:

Next Meeting is scheduled for Thursday, April 4, 2019, in the Jack Reidy Conference Room.

Respectfully submitted,

Jodi Pilgrim
Interim Administrative Services Manager