

## **MISSOULA PARKING COMMISSION**

### **Minutes**

**May 2, 2019**

A Board of Directors' meeting was held on May 2, 2019, in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members Matt Ellis, John Roemer, Joe Easton, and J.R. Casillas. From the Parking Commission office were Tiffany Brander, Interim Director and Zoe Walters, Administrative Assistant II. Also in attendance Jim Galipeau from JCCS and Nancy Greenfield, a member of the public.

**I. Call to order – John Roemer**

**II. Introductions – Welcome J.R. Casillas to the Parking Commission Board and Nancy Greenfield, a member of the public.**

**III. Public Comments & Announcements**

Nancy attended this meeting because she is concerned about the East Broadway private lot closure and would like more information about Central Business District zoning. Nancy originally thought that businesses needed to provide parking for their customers. She is a small business owner of 4 Ravens Gallery in Downtown and is concerned for the future of parking Downtown. Nancy asked if more businesses like the Mercantile come to Downtown, what can we do?

Matt suggested to Nancy to get involved with the Downtown Master Plan and attend public meetings so that consultants can get her input as a small business owner. Matt explained that we are currently in a planning process, which means there are not a lot of direct answers.

**IV. Adjustment(s) to the Agenda – None**

**V. Approval of Minutes**

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

**VI. Communications and Presentations – None**

**VII. Interim Director's Report**

The organic growth and sewer mitigation is complete at the Central Park office and we are moving toward remodeling. Tiffany walked through the office on April 30, 2019 with the

contractor and will receive a finalized quote by May 6<sup>th</sup> or 7<sup>th</sup>. The quote will most likely be below the \$25,000 threshold that we set with them. Tiffany met with the Finance Department May 2 to review financials and salary savings of interim positions. The remodel will be covered by salary savings and will more effectively accommodate staff now and in the future.

For the Master Plan Update, we are still waiting on the parking portion. Tiffany requested to be able to see the plan at the same time. MPC's portion was submitted on April 30<sup>th</sup>. Once the plan has been received, Matt will invite the whole board to the meeting.

During the Higgins Bridge construction and staging we will lose about 60+ spaces between Riverside Lot and Bridge Lot for 1 to 1.5 years. Tiffany thinks we will be able to relocate people and over sell in other locations. The newest lease holders will be placed on a waitlist in order to get them back into their original spots sooner. MPC is working with MDT to get reimbursed for the Riverside spaces, and the revenue loss from Bridge Lot spaces will be credited to our annual Bridge Lot lease.

John asked who proposed this. Tiffany answered that it was a mutual solution determined by MDT's right-of-way department staff and herself.

Bank Street construction is almost done. There is a small portion left of paver replacement. Tiffany approved Development Services staff request that the paver be replaced with concrete because it does not meet the Federal ADA requirements and it is difficult for maintenance. Construction is on schedule to be complete by Friday, May 3.

FY2020 budget is due tomorrow May 3. MPC requested an extension in order to have time to talk the budget over with the board. MPC will be requesting the addition of an Administrative Assistant I. It would be useful for coverage purposes. Tiffany stated that we have more than enough workload to accommodate this position. The position would be 32 hours per week, which allows for benefits, and would amount to approximately \$48,000 a year. This is the largest expense that we have requested.

Tiffany would like to do a CIP for security cameras. In Central Park we have a CIP for white paint and updated lighting. It has not moved forward because Rod wanted to do a structural analysis of Central Park prior. Tiffany pointed out that security cameras are necessary as in the event of damage or vandalism it would be easier to prosecute. Tiffany provided an example that just recently two individuals vandalized gating equipment in ROAM and within 24 hours or less both suspects were located and they are being prosecuted. Tiffany explained that the cameras would not be security cameras, but operational cameras.

Tiffany has a couple policy updates to propose:

Policy Update #1: In Park Place and ROAM our bonding ratio requires 51% of lease spaces go to individuals and up to 49% to businesses. MPC would like to set a maximum number of spaces

any one business can obtain. With approximately 1,300 lease spaces total, this is about 100-103 spaces per business. There are wait lists in all of our garages and many of our on-street lease areas. Matt asked how many businesses are over this amount now? Tiffany answered that there aren't any and it would not affect any current businesses. Tiffany explains that all of our inventory is at high demand. If there is a space available, an individual will take it. Our overall inventory is stressed.

Matt asked why we would create a policy that does not affect anyone. Tiffany explained that this policy is aimed at preventing a future problem. It would be beneficial to have this policy in place before new structures are created.

John would like to add this policy update to Action Items for June's meeting.

Policy Update #2: MPC would like to allow individual lease holders to transfer their lease to another person when they go out of town for a period of time. MPC does not allow sub-leasing or transfer of lease. This policy would have certain restrictions.

Policy Update #3: Improper parking citations. Traffic services has suggested that MPC get rid of "T" and "L" markings since the implementation of our multi-space parking meter kiosks allows for that environment. Tiffany expressed that with ADA improvements and the increase of yellow zones, it would be nice to see people go "bumper to bumper" and get as many cars in as possible. The majority of tickets written for parking outside of those markings are voided. "Ts" and "Ls" would be removed and everything else would stay the same. Matt asked about how much money a year improper parking violations bring in. Tiffany answered not a lot – at least half of them are voided. John thinks this is a "win-win." Spending less time on these types of improper parking violations would allow our officers to dedicate more time to other violations.

Policy Update #4: Immobilization fee – Tiffany asks for support to increase the Boot Fee from \$50.00 to \$75.00 to cover our costs. We require that two staff members be present to put on or remove each boot for safety. A vehicle cannot be booted if the vehicle is not currently in violation.

Staffing update: it is currently Tiffany, Jodi, and Zoe in the office. Tiffany and Jodi are looking to pull from a previous recruitment for a temporary Admin I position through August. If looking back at the previous recruitment does not work, Tiffany will go to Work Force for a temporary employee.

Flagship Mural Project Opportunity – Art on a public building has to go through the Public Art Committee. The Committee reached out to MPC to see if they could use some of MPC's space. Bank Street would be a great location. Tiffany would like to donate \$1,000 to this project towards the cost of materials. This would be a nice opportunity to give back to the community and support the Flagship program.

John would like to move a couple of Tiffany's items over to action items for next month: number of spaces per business, short-term lease transfer, removing "Ts" and "Ls", immobilization fee increase, and Flagship Program donation.

Tiffany will provide a written policy for the maximum spaces one business can have by next month's meeting.

Joe believes that removing "Ts" and "L"s is not a policy item, but is more operational and enforcement. No objections.

Joe would like to see the policy for the immobilization fee increase.

Tiffany says the \$1,000 Flagship Donation is well within the budget and would like general support.

The budget will be reviewed and approved next board meeting, June 6. The budget has only been open to us for 2-3 weeks. Matt would like to have time to review the budget before it needs to be submitted. Tiffany does not anticipate that there will be that many changes for the FY20 budget. John asked what would happen if we had an opportunity for a capital improvement purchase. Tiffany thinks this would be fine and we would be able to talk to Leigh.

## **VIII. Financial Statement**

Jim received March's information late last week and will be reviewing February financials today.

Looking at the February Dashboard, in the last two months the city has taken out some accruals. There is a city contract for MPC to pay each month. IT accrues monthly and this is for payables, bond payments, etc. Page three shows cash investments. The number on the financial statement does not show what is available because we have accruals. We are at \$883,000 at the end of February. Jim noted to the public that all of the funds come from MPC. Page four shows a revenue re-cap: about \$70,000 more revenue than last year and about \$70,000 more in expenses. A large portion is \$37,500 for master plan – this is a change from last year and this is half in one item. Net-income year to date is \$87,000 and last year was \$123,000. The difference is almost the \$37,500 for the Downtown Master Plan.

## **IX. Action Items**

### **X. Non-action Items**

#### **a. New Business.**

John would like to have further discussion regarding a new location for MPC operations and offices. Joe stated he has all the information he needs regarding a new location. Tiffany stated it is important to look for a location that works for all areas of the department. Matt thinks it is important to start having discussions about future locations sooner rather than later. John proposed a Needs Assessment. The City of Missoula just completed a Space Needs Assessment and we have information to expand on.

**b. Old Business**

i. Downtown Master Plan Update – Matt Ellis

The Downtown Master Plan Steering Committee is currently meeting weekly. They are reviewing a chapter a week in the MRA conference room. Matt stated that they have not yet seen the parking chapter. MPC board meeting at 1:00pm in Jack Reidy room Tuesday May 21<sup>st</sup>. There will be a community draft presentation Wednesday, May 22<sup>nd</sup>, 5:30pm-7:30pm at the Wilma.

**XI. Setting of next meeting and adjournment**

Next Meeting is scheduled for Thursday, June 6, 2019 (Jack Reidy Conference Room).

Respectfully submitted,

Zoe Walters  
Administrative Assistant II