

MISSOULA PARKING COMMISSION

Minutes

March 5, 2020

A Regular Board Meeting of the Missoula Parking Commission was held on **Thursday March 5, 2020**, at the **Jack Reidy Conference Room, 140 W. Pine**, Missoula, MT 59802 at **12:00 p.m.** Those in attendance were Board members Joe Easton, John Roemer, and JR Casillas. From the Missoula Parking Commission (MPC) were Tiffany Brander, Parking Services Director and Zoe Walters, Administrative Assistant II. Also in attendance were Gwen Jones, Ward 3 City Council representative and John Corwin from the Downtown Missoula Partnership.

- 1. Call to order – Joe Easton**
- 2. Introductions -**
- 3. Public Comments & Announcements**

Gwen Jones shared thoughts and concerns from residents of the University District within the Residential Parking Permit Program (RPPP). Gwen has received feedback that the 400-500 blocks see lower parking utilization and the blocks surrounding Hellgate High school are highly impacted. Gwen feels that it is oddly punitive that University students or staff cannot park within the two block radius, but residents in the 200-300 blocks have ample parking. She thinks that MPC and the City can provide more for this neighborhood. Gwen feels that if the Hip Strip has metered parking in the future, west of the Hip Strip will need a RPPP.

Joe Easton thanked Gwen for attending and sharing this information. Joe asked for Gwen to elaborate on the feedback she received while talking to University District residents.

Gwen explained that she often hears from people within the 300 block having difficulty when people come to perform services at their house. The contractors or delivery persons have difficulty finding a place to park. Gwen thinks the current regulations affect people on different levels depending on the interaction. It seems inefficient while blocks 400-500 have lower parking utilization. She hears that residents are in support of the program and would happily pay \$15.00 per fiscal year to ensure parking while others feel it is unreasonable. Gwen is concerned that some elderly residents do not have off-street parking and rely on on-street parking. Gwen is in support of a study for the RPPP area to better understand utilization and necessities.

Joe assured Gwen that the RPPP is on the Board's radar and it ties directly into the Downtown Master Plan. The conversation about the University District will continue as MPC's jurisdiction expands south of the river.

John Roemer asked if the Board can call upon Gwen in the future for input. Gwen answered yes.

4. Adjustment(s) to the Agenda - None

5. Approval of Minutes

- a. Board Meeting held February 6, 2020

John Roemer moved to approve the minutes from the board meeting held February 6, 2020. JR Casillas seconded the motion. The minutes from the regular board meeting held February 6, 2020 were unanimously approved.

6. Communications and Presentations - None

7. Financial Statement - None

8. Director's Report - Tiffany Brander

A new maintenance employee started this week.

The contract for operational cameras has processed with Systems Northwest and installation is starting. The electrical portion will be time consuming.

After the initial hole at Bank St Structure was repaired, DCI Engineering went through and checked seams. They pointed out two additional points of concern. The structural integrity is good, however if these points are left as is there will likely be a future failure. These will be repaired soon.

When there is a request for Board action, Tiffany will provide written policies with related resolutions attached for Board review.. We will be moving forward with signed resolutions that are specific to policies and information for staff and the public.

Tiffany has been working with the City Attorney's office on a policy review for the use and retention of the operational cameras.

9. Non-action Items

a. New Business

i. FY2021 Budget

Tiffany presented separated expenses and revenue for FY2020. Expenses will not change much except for a few larger items. This includes the requested addition of two full-time Enforcement Officers and required equipment. We are waiting on estimates for their equipment. Tiffany and Vehicle Maintenance are looking into a two-seater electric enforcement vehicle.

More kiosks will be implemented in the library area. Tiffany requested quotes for the new kiosk called the "Cosmo." This is an updated municipal version of what we currently have and are about \$2,000.00 cheaper. They are sleeker, take up less space on the sidewalk, and have a larger coin canister. The system fees are the same.

Tiffany followed up with the Finance Department and the per transaction fee historically has been approximately 30 cents and we are now down to approximately 25 cents per transaction. This includes all transactions at the meters, in the office, in garages, and any online ticket payments. Credit card payments have increased so the per transaction fee has been reduced.

The MPC Grants and Contributions Sheet shows the request for Arts Missoula and Flagship for an annual contribution from the Board in the amount of \$5,000.00 that will go towards art in our structures and facilities. This is based on the recommendations of the Downtown Master Plan and the success of the Bank Street mural. The Bank Street mural was a total of \$1,300.00. To date it has not been defaced and has received positive feedback. In the future, Flagship and Arts Missoula are both willing to facilitate more murals. Arts Missoula brought up that the artist was not compensated. With the funded amount we would be able to receive one or two murals a year and compensate the artist.

John noticed the expenses are lower. Tiffany responded that the meter expenses are not yet included.

Joe supports efforts to a make our policy record system more searchable and findable. Joe thinks that MPC's Grants and Contribution policies should be memorialized by the Board. Many entities that MPC has contributed to in the past have been legacy projects that have remained over time for various reasons. As the Board has received new requests, Joe has asked how the project relates to MPC's mission. Joe is interested in establishing a policy in which the Board reviews grants and contributions and comes to a consensus about how they apply to our mission. This would evaluate the relationship to our mission and the dollar amount. Joe agrees that

contributing to art in our facilities contributes to our mission, but is unsure if supporting art supports our mission.

Joe asked John and JR if they would like to establish a policy that articulates the Board's intentions for grants and contributions. John thinks this makes sense and agrees. JR supports this policy idea and would like there to be a record that the Board has discussed grants and contributions. Tiffany agrees it would be good to have a policy and that it might be less time consuming when evaluating requests.

Joe asked for a new draft policy as we continue to review FY2021 budget. Joe feels that it is an assumption that because we have always supported specific entities that others will receive similar requests.

For individual expenses, Joe stated that it should be reviewed in total. He does not want to approve the budget line by line because that is how it was done last year. Joe asked Board members to spend time on individual items to become familiar. Joe is concerned that we are passing budgets because it is relevant to what we have done in the past.

Tiffany presented fee increases for permits. Tiffany recommended permit fee increases for Commercial Permits, Special Services Permits, and Residential Parking Permits (RPP).

Loading Zone Permit fees were doubled in 2018. There has not been much change to the program and there are not any additional expenses. Tiffany suggested the fee remains as is. Commercial and Special Service Permits are not frequently sold. On average, nine Commercial Permits and eight Special Service Permits are sold per year. These permits are small aspects of revenue. Companies that use them do not need a full day but need more than a few hours. Tiffany recommended an increase. The price per fiscal year for Commercial would increase to \$412.50 and Special Service to \$528.00. The price has not increased as far back as Tiffany could find.

RPPP rates have not been increased for ten years. Tiffany recommended increasing the price from \$15.00 to \$25.00 per fiscal year per permit. This would help us cover the cost of the program and fund things like the study that Gwen suggested. The last time MPC received a quote for the RPPP area it was over \$50,000.00. The Downtown Master Plan suggested we look at all of our rates and its utilization. An increase of the enforcement team will provide better service to the residential area. This is a \$10.00 per permit increase. MPC sells on average 1,000 permits per fiscal year for about \$27,000.00. MPC receives \$20,000.00 - \$25,000.00 in citation revenue from the RPPP.

b. Old Business

10. Action Items

a. Funding Requests:

i. Missoula in Motion CMAQ Funding Match Request - \$8,000.00

Last year Joe asked for more specific information as to how our funding improves the Downtown area. Missoula in Motion (MIM) submitted this supplemental information with their request this year – this grant contributes to better air quality and less traffic congestion.

JR Casillas moved to approve the MIM CMAQ Funding Match Request. John Roemer seconded.

JR stated that MIM's request is directly related to MPC's mission. The motion was unanimously approved.

ii. Missoula Downtown Partnership Out to Lunch Trolley Request - \$1,500.00

John Roemer moved to approve the Missoula Downtown Partnership Out to Lunch Trolley request for \$1,500.00. JR Casillas Seconded.

Joe supports the request. It is in line with MPC's transportation demand management. It is an assistance to a successful program and encourages people to use alternative transportation to Downtown.

The motion was unanimously approved.

b. Maintenance Reserve Policy and Resolution 2020-01

The Maintenance Reserve Policy would put aside \$250.00 per space in our facilities that are greater than or equal to fifteen years old and \$200.00 per space if less than fifteen years. The initial funding is \$194,000.00. The resolution would approve the reserve policy as written and the transferring of funds at the end of FY20 as recommended by the Finance Department.

John Roemer supports the resolution and moved to approve the Maintenance Reserve Policy. JR Casillas Seconded.

Joe asked for discussion. John commented that this may require some review within the first three to five years as MPC begins using funds. Tiffany stated that it was added to the original draft that after five years of initial funding the Parking Services Director will perform a review and assessment of the contributions. Joe concurred this policy serves a number of purposes. This was not detrimental to our bonding capacity. It is an able amount to be funded.

The Maintenance Reserve Policy and Resolution 2020-01 was unanimously approved.

c. Mobile License Plate Recognition Policy and Resolution 2020-02

The policy has been approved by the City Attorney's office. Joe asked where Tiffany found the language for this policy. Tiffany answered the City of Bozeman, Parking Industry, and City Attorney's office.

Joe asked if in Tiffany's opinion license plate recognition (LPR) represents the best practice. Tiffany answered yes. LPR was recommended in the 2012 strategic plan updated in 2016. It supports our metered technology program. JR thinks it is important to have this policy in writing.

John Roemer moved to approve Resolution 2020-02. JR Casillas seconded.
Joe asked for questions. No questions or comments were heard.

The motion to approve Resolution 2020-02 License Plate Recognition Use was unanimously approved.

d. Annual Rate Review Policy & Resolution 2020-03

As an enterprise fund, MPC does not receive funds from tax base general funds. It is important that MPC's revenue is sufficient to provide for operating services, maintenance reserves, capital expenditure, and future parking system needs. This policy sets a schedule for an annual study of our parking system.

Joe asked where Tiffany found the language for this policy. Tiffany answered the City of Bozeman, Parking Industry, and City Attorney's office.

John Roemer moved to approve Resolution 2020-03. John stated that this policy is consistent with the Downtown Master Plan and is a way to be more deliberate about rates. JR Casillas seconded.

Joe asked the Board if it is enough to allow for public comment if we do not have a public hearing process that is different from MPC's regular Board meetings. Joe is concerned about approving fee increases without more of an outreach on the commission's part to meet with stakeholders and permit holders. Joe agreed that permit fees need to balance supply and demand.

John answered that there could be more opportunities for public awareness.

Joe is looking for supporting arguments for how the decision was made to raise rates if Tiffany is called in front of City Council. Joe does not have an opinion. Joe asked if it seems that there should be more of a process for this type of resolution.

John stated that if it is advertised as a public hearing it will not receive a lot of attraction. He is more inclined to reach out to stakeholders and hear feedback, at the least.

Tiffany mentioned that in the past MPC has set the rate increase and sent a justification letter to leaseholders. The policy and resolution sets forth the fact that this will be annually reviewed. Tiffany thinks that the general practice should be to send a letter to stakeholders and leaseholders notifying them that the Board will be reviewing rates at a specified time.

Joe is looking to provide a time for comment from the public. JR sees both ends of the concern. Tiffany's proposal might be a good middle ground. The rate increases are specifically recommended by the Downtown Master Plan.

Joe Easton moved an amendment to the draft policy 2020-03 to include the sentence "The internal study will be made available to the public and a letter will be sent to the existing permit holders that this is on the upcoming agenda." John Roemer seconded.

John Corwin agreed that full disclosure is important.

The amendment on the motion was unanimously approved. The motion to approve Draft Policy 2020-03 was unanimously approved.

John Corwin asked how and when the Downtown Missoula Partnership would be informed of a permit rate increase. Tiffany answered by a letter outlining what the increases are and why. It would be sent April or May. The increase would be in effect July 1, 2020. The policy is effective today.

e. Resolution 2020-04 Increasing the cost of parking leases and permits for Fiscal Year 2021

For FY21 RPP/Visitor Permits will increase to \$25.00, Commercial Permits to \$412.50, and Special Service Permits to \$528.00.

The current lease oversell in lots and structures is based on the Downtown Master Plan of at least 10% or 15%. Some locations will not be changed because of unknown construction for the Higgins Bridge and River Front Triangle.

Tiffany presented the proposal for oversell rates in each lease location. This is based on what is currently oversold, recommendations by Kimley Horn, waitlists, and LPR utilization data. The recommended changes in initial oversell per lease location is as follows:

The Bank Street structure and Bridge Lot will not have any changes due to future construction; Caras Lot - 35%; Clay Street - 25%; Central Park 1 20%; Central Park 2 15%; Central Park 3 20%; Central Park Palace - none; E Alder Street - 15%; E Spruce Street - none; Engine Lot - 15%; Greyhound Lot - 15%; Kiwanis Lot - none; Midtown Lot - 15%; New Park Lot - none; N Ryman Street - none; N Woody Street - none; Owen Street - none; Park Place Business - none; Park Place Individual - 30%; Railroad Street - 25%; ROAM Business - none; ROAM Individual - 15%; Riverside Lot - none; Smith Lot - 15%; Woody Lot - 15%.

Joe asked if the office has reached out to any current leaseholders to notify them that oversell might be happening and rates may be increased. Tiffany answered no, there is no need to inform people of oversell because it should not have an effect on them. The oversell is carefully calculated and may only affect leaseholders if there are vehicles parked without permits.

John Roemer moved to approve Resolution 2020-04 as presented. JR Casillas seconded.

John stated that in his experience MPC has not notified leaseholders of oversell. It is a business practice that allows better use of parking space and is justified based on the supply and demand of parking.

Tiffany thinks the only likely rate increase concerns may come from leaseholders in New Park Lot and Woody Lot due to the \$15 per month increase. Tiffany feels it is necessary to align the rates of the riverside lease areas with one another and the central Downtown lots with one another. This is why there are some higher recommended increases for certain locations.

Joe asked if Gwen knew the RPP fee increase was on the agenda. John Roemer answered yes.

Resolution 2020-04 was unanimously approved.

11. Setting of next meeting (April 2, 2020, Jack Reidy Conference Room) and adjournment

Respectfully submitted,

Zoe Walters
Administrative Assistant II