



A Regular Board Meeting of the Missoula Parking Commission was virtually held on **Tuesday, January 12, 2020 at 12:00 p.m.** Those in attendance were Board members Joe Easton, Glenda Bradshaw, Pat Corrick, and JR Casillas. From the Missoula Parking Commission (MPC) were Tiffany Brander, Parking Services Director and Jodi Pilgrim, Parking Services Manager. Also in attendance, Leigh Griffing, City of Missoula Finance Director, and Jim Galipeau and Brenda Peyton from JCCS.

1. **Call to order**
2. **Introductions**
3. **Public Comments & Announcements**
4. **Adjustment(s) to the Agenda**
5. **Approval of Minutes**

- a. Board Meeting held December 8, 2020

Pat Corrick motioned to approve the minutes. JR Casillas seconded the motion. The minutes from December 8, 2020 were unanimously approved.

6. **Communications and Presentations - None**
7. **Financial Statement**

Jim Galipeau mentioned there has not been a lot of change in assets and liabilities. Revenues continue to be much lower than they were in prior year. Budget year to date we are behind by about \$50,000.00, mostly due to leased parking and short-term parking. He would like to get Tiffany's take about short-term parking – Downtown has not had a lot of activity, but November seemed lower than he thought it would be.

Tiffany stated that short-term includes garage hourly parking – ROAM, Park Place and Central Park. We have seen less people downtown due to COVID, but also during the holidays it seems people are just parking on the street for a short trip instead of parking in the garages.

Jim stated that on the expense side, we have a positive variance of about \$160,000.00. Overall, our net income is about \$363,000.00 compared to a budget of \$254,000.00. We are still ahead of the revised budget that was put in to place. Personnel expenses and Repair and Maintenance expenses are down. Detail on that is in the larger financial statements.

Jim mentioned that in the last meeting, we discussed the forecast and the coverage for bonds is still looking positive. He asked about the audit.

Leigh Griffing noted that final adjustments were sent out late on Friday. The publication of the audit was delayed by about a month due to CARES act funding. The federal government was delayed in issuing the audit guidance, so it pushed our auditors back about three weeks. They are looking to publish the final audit publication by the end of this month. They will be sharing that information with Baker Tilley to look at any refinancing options that might be available for the Parking Commission debt.

Tiffany stated that the projections presented last month included all of November numbers even though we did not have the full financial set. She mentioned that Grace from Anderson & Zurmuehlen was confident that we have a clean audit with no findings. When we get that, Tiffany will schedule a presentation to the Board – in either February or March.

Jim stated that we are not seeing any dips in available cash at this point. He asked for questions. There were none.

Jim is starting to transition away from JCCS. It is his 37th tax season – seems like a good time to move on. He will be done full time sometime this summer. Brenda Peyton will be taking over the Missoula Parking Commission account. Jim will be on the Board calls for the next few months, but Brenda will be stepping in.

8. Director's Report – Tiffany Brander

Over the last month, Jodi and Danette made approximately 400 waitlist calls. We picked up 31 lease spaces in those calls. There are now areas without waitlists where we have available spaces. We have updated our website to show what is available and will be working on some marketing to fill available spaces. We are offering short-term lease spaces in areas where we still have waitlists, but with low utilization. These leases are being offered in our higher traffic areas like around City Hall, in our Woody Lot.

The Higgins Corridor – we will be working with Aaron Wilson with the MPO on an RFP for a plan for that corridor. Once we have a set plan for that RFP, Aaron will come to a board meeting to present a brief overview. Tiffany will be a member of the leadership team for the RFP and project. If any Board members are looking to advise, they can email Tiffany to get involved. Tiffany asked for any questions.

Joe Easton stated that now we are 4-5 months in to our new fiscal year. We are seeing the scope of losses. We passed a budget to reflect losses. At what point does Tiffany feel our other expenses may need to be addressed. When would a fire alarm go off and she would want to bring an action item to the board if we continue to see decreased revenue month-to-month?

Tiffany stated that November is the turning point when we start to see the higher meter revenue from tourist season slow down. She doesn't want to call it a fire alarm because she is not alarmed at this point. She stated that, based on projections and what we are seeing to date, we are doing much better than expected. Her anticipation is to continue to closely monitor with City Finance and JCCS every single month. Regardless of the situation, the goal and the plan is to do another detailed analysis with an updated set of projections for the March meeting. We typically look at next year's budget in March and April and will be able to address any needed changes at that time.

Jim asked about lease renewals and where they are at this time. Tiffany stated that we do not have December yet, we just have November. We really only had 2 folks that were paying semi-annually, which does not make a huge difference. As far as quarterly leases, we definitely see a large jump from there. From glancing at December, there is nothing alarming from a lease stand point. We won't know until things are solidified through the City, but she is not concerned at this point with bringing on those extra lease spaces.

Glenda Bradshaw asked about opportunities to change rates for meter parking. Tiffany mentioned that the last time we changed the rate structure was 2015. At that time we went to the escalating rate structure. She stated that increasing them again would be a last resort for her. It involves a lot of City Council and Public Meetings and would not be a quick or desirable change. The Downtown Master Plan

proposed multiple strategies to address changes to rates based on zones. She believes there are different changes we can make, not just to leases, but to our short-term parking options – like the first hour in the garage being free or \$1.00/hour. Any change to rate structures that we make at this time would be a controversial change and we don't want to take that lightly. We would want to really look into it, but meters would probably not be the first option.

Glenda Bradshaw asked about the merchant transaction fees – do we pay per transaction or is it a percentage of the transaction? Tiffany stated that that is a City Finance question. The merchant transaction fees are not just meter transaction fees that we are paying, it is all credit card transactions, including payments we take over the phone for tickets and leases. It breaks down to right around \$0.29/transaction, but it is not charged to us as a per transaction. Leigh Griffing will ask the accounting manager, Geana, to compile that information and they will get it off to the Board soon.

9. Action Items

10. Non-action Items

Glenda asked that, as we discuss expanding meter parking in to the Hip Strip, that we have a conversation about the the current permit structure that we have in the University area. She would like to make sure we are mindful of the impact of metered parking has on a person's ability to park in an area adjacent to neighborhoods that are inaccessible when you don't have a permit.

11. New Business

a. Old Business

12. Setting of next meeting (February 9, 2021, Jack Reidy Conference Room or via virtual meeting) **and adjournment**

Respectfully submitted,

Jodi Pilgrim
Parking Services Manager