

## MISSOULA PARKING COMMISSION

### Minutes

March 2, 2017

A Board of Directors' meeting was held in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members John Roemer, Matt Ellis and Joe Easton. From the Parking Commission office were Rod Austin, Director, and Tiffany Brander, Administrative Services Manager. Also in attendance were Jim Galipeau, JCCS, Linda McCarthy, Downtown Missoula Partnership, Ellen Buchanan Missoula Redevelopment Agency Director, Jessica Morris, City Transportation Manager, and Linzie Norman City of Missoula/Missoula in Motion Program Specialist.

#### **I. Call to Order:**

#### **II. Introduction and Welcome to those in attendance:**

#### **III. Public Comments and Announcements:**

Linda McCarthy informed the Board that the Missoula Downtown Foundation's (MDF) Texas Hold 'Em Tournament was a success raising over \$9,000.00. Linda also thanked the Parking Commission for their help removing snow from the Caras Pavilion to assist the MDF in their Winter Brewfest preparations.

#### **IV. Approval of Agenda:**

There were no suggested changes to the agenda.

#### **V. Approval of Minutes:**

Joe Easton moved to approve the January 5, 2016 meeting minutes with no changes. Matt Ellis seconded his motion and the **Minutes of the Board Meeting held on January 5, 2017 were unanimously approved.**

#### **VI. Director's Report:**

Rod Austin briefly touched on some of the subjects within his current and past Director's Reports starting with an update on the parking needs of the Merc project. He indicated that he is currently working with the City Attorney's Office and MPC's Bond Counsel to determine specific use restrictions within the Park Place structure. Rod informed the Board that he would have further information for them at the April Board Meeting.

Rod informed the Board that he would like some direction or thoughts on the possibility of lease rates going up in FY2018. He indicated that we have not had an increase in a number of years and many of our waitlists are very long. Rod indicated that he believes demand drives price and it is time to consider a rate increase. He has researched various communities within the industry

and has found that they tend to set their prices in an effort to eliminate waitlists with the belief that if there is a waitlist for an area, the prices aren't high enough. Matt Ellis stated that he doesn't oppose an increase but would like to see waitlist information first. John Roemer stated that he would like to possibly see any rate increases develop incrementally, with a \$5 increase every six months instead of \$10 at a time which may be more shocking. Joe Easton asked Linda McCarthy what the opinion of the Downtown Association would be to which Linda indicated that she believes there would need to be ample notice provided if the Board were to decide to increase rates. Ellen Buchanan stated that she would see the increase as a cost of business increase as it has been five years since the last increases were done. Rod stated that he felt the rate increases would help in building our reserves which would in turn allow for future projects. Joe Easton suggested that Rod provide the board with supply and demand information, waitlist information and revenue projections in order to explore the idea further. He would discourage the inclusion of anything regarding the relationship between Transportation Demand Management (TDM) & lease rates as he does not see a direct correlation between the two. Linda McCarthy suggested that the Parking Commission use the rollout new rates as an opportunity to provide additional information on TDM within the Downtown area.

## **VII. Financial Statement:**

Jim Galipeau provided the Board with a draft of dashboard options which included MPC financials through 12/31/16 and requested feedback from the Board on what they would like to see. After reviewing the information, Matt Ellis requested an addition of the MPC budget to the columns on Budget of Case & Investments page. He indicated that YTD would be preferable instead of monthly. Joe Easton agreed with Matt and would like to add % of Budget or Budget to Actual and the previous 12 months so he can also monitor growth or retraction compared to a year ago YTD. Rod Austin requested that JCCS add a lease revenue chart to the Analysis of YTD revenue and expenses.

After discussion of the dashboard, Jim addressed the FY16 Audit findings with the Board. He explained that the City and MPC had a finding this year and the auditors will be present at the next Board meeting to discuss the findings further. Jim indicated that essentially, every year the auditors identify a few weaknesses and there are always things that will have to change; however, this year there were a couple of extra things that came up that had an effect on the audit. Jim stated the issue is that the City & JCCS do not have an adequate closing process to which Jim agrees with although, he doesn't know how JCCS can get any information from the City faster. The finding reflects as an internal control weakness but isn't something JCCS has control over. The Board asked Ellen Buchanan what MRA does in order to avoid Audit findings such as these. Ellen stated that the MRA insists that the City's audit be completed before theirs is done so there aren't any changes that have to be made within their process. Additionally, Ellen stated that the MRA hires a private consulting auditor to review financial information on the front end before the actual audit has started in an effort to remedy any possibly issues as a pre-audit precaution.

## VIII. Communications and Presentations:

Missoula In Motion-Funding request – Jessica Morris & Linzie Norman

Linzie provided a quick overview of Missoula in Motion to the Board and described some upcoming projects they are working on. Linzie described a project they hope to implement in May which is a Community & Employer mobility tool that will have interactive trip planning, with health benefits, costs, time to get there, etc.; car pool matching features; a connection with Vanpool; workplace network & subnetworks for setting up programs within individual businesses; and an interactive map with parking garages.

Jessica and Linzie informed the Board that they are requesting to continue an MPC funding match of \$8,000.00 for FY18 as well as for FY19. Contributions from the Parking Commission, The City of Missoula, Missoula County, ASUM and Mountain Line all assist Missoula in Motion in achieving their funding goals. Joe Easton indicated that he would be in favor of MPC funding because it is an alternative program to parking, the dollar amount is reasonable and it is a match program. **Joe Easton moved to approve Missoula in Motion's request to provide matching funds in the amount of \$8,000.00 for FY18. Matt Ellis seconded the motion and the request was unanimously approved.**

## IX. Action Items: None

## X. Non-Action Items:

- A. New Business: None
- B. Old Business:
  - 1. Pay-by-Phone update

Tiffany Brander provided an update to the Board on the rollout of the Passport Parking App and passed around the media coverage surrounding the rollout. She indicated that the rollout occurred without any issues and MPC is already seeing an increase in parkers using the App. Matt Ellis indicated that he would like to see staff get more information out on zone information.

- 2. Recap of Dennis Burns' visit

Rod Austin informed the Board that the visit with Dennis Burns of Kimley Horn was a productive session where a lot of ground was covered. Dennis visited with several groups during his visit, including City Council, representatives of the Brooks Street Corridor, the Hip Strip, and the Missoula Public Library. He left with the understanding that our highest priority is gate arm equipment and establishing a stakeholder committee.

- 3. Chuck Reedstrom, Kimley Horn-Gate access/On street LPR visit

Rod informed the Board that his highest priority item currently is the acquisition of new gating equipment for existing garages and the student housing project. After his meeting with Dennis Burns, Rod was introduced to Chuck Reedstrom who is a specialist from Kimley Horn that will be assisting us with the acquisition of new gating equipment. The contract for Chuck's work will be forthcoming and Rod will approach the Board for approval either through a special meeting a.s.a.p. or during the April Board meeting.

4. Garage security

Rod informed the Board that due to recent events in Central Park, he feels that it is time to offer additional security in the evenings on Thursday-Saturday. Rod indicated that he has spoken with our current security company and believes there will be an additional annual expense of approximately \$33,000.00 to add the additional security but he is also exploring other options at this time. Rod also stated that he believes MPC needs additional security updates to Central Park including the addition of security cameras, white paint, and updated lighting. John Roemer asked if Rod has any preliminary ideas on updating the lighting to which Rod indicated that he does, although a structural analysis will need to be our starting point with the other items following. Ellen suggested the possibility of adding a parking fee on those nights to discourage loitering to which Matt Ellis & John Roemer stated they would not be opposed to exploring the idea. Rod indicated that he would explore that as an option as new gate access and LPR equipment are determined.

5. Legislative update

Rod informed the Board that House bill 149 still hasn't really moved anywhere and he remains unconcerned that it will have any effect on MPC operations. Matt Ellis indicated that he would like to know what City Police Department thinks about this bill.

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

Next Meeting is scheduled for Thursday, April 6, 2017 (Jack Reidy Conference Room).

Respectfully submitted,

Tiffany Brander  
Administrative Services Manager