

MISSOULA PARKING COMMISSION

Minutes

April 5, 2018

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, Heidi Kendall, Matt Ellis and Joe Easton. From the Parking Commission office were Rod Austin, Director, and Chelsea Porter, Administrative Assistant II. Also in attendance were Jim Galipeau, JCCS, Linda McCarty, Director of the Downtown Missoula Partnership, and from Missoula In Motion, Logan Smith and Katherine Auge.

I. Call to Order – John Roemer

II. Introductions and Welcome to those in attendance

III. Public Comments and Announcements

None

IV. Adjustment to the Agenda

None

V. Approval of Minutes

Joe Easton moved to approve the March 1, 2018 meeting minutes with no changes. Heidi Kendall seconded his motion and the Minutes of the Board Meeting held on March 1, 2018 were unanimously approved.

VI. Communications and Presentations

A. Request for FY19 contribution to the Downtown Master Plan Update – Linda McCarthy, Downtown Missoula Partnership

Linda provided history on the first Downtown Master Plan and what impact it had on the Parking Commission, including an updated parking strategy that included implementing the multi-space meters and building the Park Place Garage. Linda shared that so far, funds of about \$210,000 have been raised for a plan update and recently a contribution of \$75,000 from the Missoula Redevelopment Agency was approved. The Downtown Missoula Partnership is seeking a contribution of \$75,000 from the Parking Commission in FY19. Linda also added that they will be seeking general fund money from City Council, which was not part of the original Downtown Master Plan. Looking ahead, the new Master Plan is currently under direction from the BID. The

Master Plan is scheduled to have an RFP published in May. The goal is to review all submissions over the summer and start in September with consultants, which should last 9-12 months. Linda believes that parking fits in to a revised master plan because it is intertwined with all aspects of the downtown experience, being the first and last thing experienced when coming downtown.

Joe Easton asked if the previous master planning process changed or identified the original location of the Park Place structure. Linda replied that yes, the location was identified as part of the original Master Plan and that Park Place was a catalytic project for the Master Plan. Joe is interested in entertaining the plan, but wants to make sure MPC goals align with the new plan and requests a detailed update from Rod Austin about how MPC goals and vision fit in with a new Master Plan and what things MPC would be advocating for in the process. Linda commented that with a process such as a new Master Plan, it would be important for MPC to be involved in public meetings and to meet with the consultants so that the needs of MPC are well known and properly met. She also mentioned that the last time a Master Plan was created, the consultant came to MPC Board meetings as a part of the process.

Rod Austin gave a list of items he feels could be addressed in a Master Plan and stated it would be helpful to look over the last Master Plan for things that are falling behind. He suggests creating a planning committee that could be present for all parts of the planning process.

Matt Ellis stated that because he is on the implementation committee for the Downtown Master Plan, he will be abstaining from the vote on the request, but wanted to voice his support of the Master Plan. He thinks that downtown parking was one of the primary beneficiaries from the original Master Plan and there are goals that still exist from the previous plan that just need to be identified better. He also thinks it is a good use of MPC funds to partner with other downtown entities to get information needed for further development without having to pay for the entire cost of obtaining that information.

Joe Easton stated he anticipates he will support the request, but suggested tabling it until the next meeting while waiting for a needs statement to be brought to the board for further review. He would like outlined goals for the future to make sure MPC interests and future goals are protected throughout the public process of a new Master Plan.

Heidi Kendall stated she is also inclined to support the funds. She asked if, when considering expenditures like this in the past, have they been included in the budget. This particular request is already in the budget for FY19. She also asked who the members of the implementation committee are, Linda

McCarthy and Matt Ellis were able to list the names of all sixteen individuals on the committee. Heidi stated she is interested to know how departments dealing with public safety and public health are involved with the Master Plan. Linda responded that there could be a stakeholder group for those things, and in the past there had been a steering committee and technical advisory group that included the Health Department and Police Department. Heidi stated that the Health Department is facing issues with DUI occurrence and it is suspected a lot of that may originate from recreational activities downtown. She would like to know if there is a part of the Master Plan that can help to improve services like the bus lines or Uber in and around the downtown area. Linda agreed that biking, walking and busing are all part of what needs to be thought of and considered for a healthy and vibrant downtown, including street design.

B. Request for FY19 matching funds – Katherine Auge and Logan Smith, Missoula In Motion

Katherine and Logan gave background information about Missoula In Motion. They are currently located within the Transportation Department of the City of Missoula. They work to achieve a connected transportation network that is safe, accessible, affordable and desirable to citizens. They gave information on the various programs Missoula In Motion supports including First Friday Parklets, a trip planning tool, Way To Go carpooling including a guaranteed ride home program for carpool participants, and working with employers to incentivize carpooling among their employees.

Missoula In Motion requests MPC's continued contribution of \$8,000 in grant match support for FY19, and to request that MPC budgets for the same amount in FY20. The federal grant program that Missoula In Motion operates under requires a percentage match from other donors to get the federal funding. Joe Easton asked what the total amount is they need to match. Heidi noted that the documents provided put that amount at \$37,000 with both the City of Missoula and Missoula County contributing \$9,900 each, and Mountain Line contributing \$8,000.

VII. Director's Report

- A. Rod Austin shared that there are more transactions being processed through Passport Parking than last fall. Matt Ellis asked how Passport is affecting the credit card processing costs. Rod shared that in the long-term a decrease may be seen in the amount of money budgeted for processing fees. This decrease would come because Passport is the merchant of record for all transactions made in the app. Rod would like to hopefully see 30% usage of Passport but isn't sure if that can be accomplished. He also shared that MPC is working on marketing Passport to the public in hopes of increasing usage.

- B. The MPC collaborated with a class at the University of Montana to promote safe driving practices over the St. Patrick's Day weekend. Vouchers were handed out to get a "free pass" on a parking ticket issued due to deciding not to drive home, and coasters were handed out at bars to be displayed on the dash to avoid a meter violation the morning after not driving home. Forgiveness for making the decision to not drive home after having too much to drink is something often done within the MPC office, but not something that has been advertised in the past.

VIII. Financial Statement

- A. Jim Galipeau noted that on the first page of the financial statement a large amount of cash on hand is shown, but roughly reconciled on the third page, due to the loan for PARCS/LPR being dispersed but nothing paid for yet. The summary shows an overall increase in year-to-date, and a very large increase in special parking that seems to be from implementing the Right Of Way policy and collecting payment for those instances. Overall the Net Income is a large increase from the prior year. The report also shows spikes in lease parking at the quarterly billing and a small spike for meter revenue over the summer. Otherwise, meter revenue seems to stay fairly consistent, as well as parking tickets. Jim also noted in regards to Heidi Kendall's question about the Master Plan request, that it is not currently in JCCS' budget documents.

IX. Action Items

- A. Contribution to Downtown Master Plan Update - \$75,000
Rod noted that this contribution has been included in MPC projections for a while. John Roemer added that he has been expecting it for quite a while. John has expectations and confidence that MPC will see what is wanted and needed from a Master Plan Update.

Heidi Kendall moved to approve the request. John Roemer seconded her motion. Joe Easton noted that he wanted the minutes to reflect that it is his hope and expectation that staff will create a formal document establishing the MPC goals. Heidi noted she thought the motion could incorporate Joe's expectations, but since it did not she supports his request of a formal document.

With Matt Ellis abstaining from voting on the issue, the motion was unanimously approved.

B. FY2019 Budget Approval

Joe Easton stated his goal would be to review all requests for funding of events MPC is asked to contribute to. Matt Ellis suggested in the future that the business promotions and TDM accounts be broken apart so it is easily seen what things are already approved and accounted for.

Joe Easton moved to approve the FY19 budget, including the \$8,000 matching funds request from Missoula In Motion. Matt Ellis seconded the motion but asked for clarification on the amount of \$300,000 per year for both FY19 and FY20. Rod clarified that amount is a general estimate for work that will need to be done in Central Park and Bank Street, but those amounts could change based on what actual work needs to be done. The motion to approve the FY19 budget, including the matching funds request was unanimously approved.

X. Non-action Items

A. New Business

Finance Committee and Planning Committee –

John Roemer asked what the finance committee would look like and what they would do. Rod explained that the finance committee would discuss what programs MPC should contribute to and what funds to contribute. They would be sure the board sees any contributions before they came up for a vote. The planning committee would meet quarterly to be engaged when consultants are hired for Master Plan. They would meet as needed after that. Rod would like board members to volunteer for these committees, but no more than 2 board members on each committee to avoid a quorum. Rod will send an email asking for volunteers from the board and staff.

John asked if any board members were interested in being on either committee. Matt Ellis would like to be on the planning committee. Heidi Kendall would rather be on the planning committee than the financial committee. Rod will follow up with Joe about being on the financial committee.

B. Old Business

PARCS/LPR update – T2 spent the week here, meeting with electrical contractors and others locally for installation plans. Installation is set to begin the first week in June. PARCS equipment and LPR equipment has been ordered. We have reviewed the management tools, reports, etc. The new gating equipment will help us eliminate system abuse. Go Live for LPR is set for July. The contingency money is already used up, and the board will likely see a request for more funding. MPC is working with ROAM on an agreement to manage their equipment and property.

XI. Setting of next meeting and adjournment:

Meeting adjourned. The next meeting is scheduled for Thursday, May 3, 2018 (Jack Reidy Conference Room)

Respectfully submitted,

Chelsea Porter
Administrative Assistant II