

**MISSOULA PARKING COMMISSION**  
**Minutes**  
**November 7, 2019**

A Regular Board Meeting of the Missoula Parking Commission was held on **Thursday, November 7, 2019**, at the **Jack Reidy Conference Room, 140 W. Pine**, Missoula, MT 59802 at **12:00 p.m.** Those in attendance were Board members John Roemer, JR Casillas, Joe Easton, and Pat Corrick. From the Missoula Parking Commission (MPC) were Tiffany Brander, Interim Director and Zoe Walters, Administrative Assistant II. Also in attendance were Jim Gallipeau from JCCS, Sharon Daniel, a Downtown business owner, and Giana Telegan from North Fork Builders.

**AGENDA**

- 1. Call to order – John Roemer**
- 2. Introductions**
- 3. Public Comments & Announcements**

Sharon Daniel, owner of Hair Headquarters, is concerned about the amount of long-term parking available for Downtown employees. Sharon and her employees calculated that in total they pay approximately \$10,000.00 a year for parking. Sharon suggested that the previous Missoula Public Library location be turned into a parking garage with Downtown employee parking. This would create more availability on the street for customers of Downtown businesses. Sharon noted that long-term parking on the east side of 100 Washington Street has recently been rezoned to short-term parking, decreasing the amount of parking available for Downtown employees.

John Roemer stated that this section of the block was rezoned due to complaints from citizens unable to access short-term parking. Tiffany Brander clarified that there were multiple complaints from a business owner and citizens that they were unable to access the businesses in the area. Based on utilization and free parking in the nearby area MPC rezoned the one side of the street to short-term parking. Tiffany explained that MPC has received complaints that this section is no longer long-term. After reevaluating the area, it is apparent that this short-term parking section is not being utilized as expected. Tiffany does not have further information on where more long-term parking will be added, but it is known that long-term parking is the greater need.

Sharon suggested long-term parking be added to the south side of 200 E Broadway. John noted there is very limited parking for people going to the Post Office and short-term parking may be necessary here.

Sharon is concerned that with less daylight in the winter, she and her employees will have to travel far distances in the dark alone. They are unable to park nearby to each other because it is difficult to find a space. Carpooling is not an option because many employees live outside of Missoula. John stated that this concern is similar to many business owners in the Downtown area. John explained to Sharon that a portion of the Downtown Master Plan (DMP) is dedicated to parking and provides in depth research on capacity, parking locations, and implementation strategies. John encouraged Sharon to communicate and work with Tiffany and the MPC office.

Tiffany added that there is a section in the DMP that is focused on Downtown employee parking strategies.

Giana Telegan explained that North Fork Builders (NFB) has never been allowed to park in Downtown areas. In other cities the construction team is responsible for parking equipment a certain distance from Downtown and bussing in crewmembers. This way their construction minimally affects parking for local business Downtown. NFB's current project staging is occupying ten parking spaces on Main St and Pattee St and they have received negative feedback from the community. NFB will have spent \$60,000.00 on parking spaces once the project is complete. Giana suggested meter bag revenue be used for future parking structures.

Sharon asked the Board if there is a plan for the old library location.

Pat Corrick explained that it is owned by the City of Missoula. It is not known if the structure will be used in another capacity or demolished. It could be used as temporary parking location. Tiffany has not received an update on the location. MPC hopes the future project involves some amount of parking.

Giana is surprised how many developers are approved to build new infrastructure without providing parking.

Pat stated that Missoula Central Business District does not have a parking requirement.

Pat added that moving forward it is important to look into construction companies and the ability to bus employees into Downtown for projects. This is worth a longer discussion and research. Tiffany stated this has been a suggestion in prior meetings. MPC does not have the authority to tell construction companies how to operate. MPC may need to work with City Council.

**4. Adjustment(s) to the Agenda - None**

**5. Approval of Minutes**

- a. September 5, 2019 Regular Board Meeting Minutes. Pat moved to approve. Joe seconded. The minutes for September 5, 2019 were approved unanimously.
- b. September 18, 2019 Special Board Meeting Minutes. Pat moved to approve. Joe seconded. The minutes for September 18, 2019 were approved unanimously.
- c. October 10, 2019 Regular Board Meeting Minutes. Pat moved to approved. Joe seconded. The minutes for October 10, 2019 were approved unanimously.

**6. Financial Statement**

Jim Gallipeau presented the Dashboard for September. The adjustments for cash and investment were made in October. City contract and merchant fee accrual still need to be adjusted. Total Revenue year to date is \$764,000.00 compared to \$664,000.00 last year. This is an overall increase across the board. Expenses year to date is \$361,236.00 compared to \$315,000.00 last year. The majority of the difference is because of the additional payroll. Expenses have not increased that much. Meter expenses have increased. MPC recently paid a three year warranty on new equipment. Net Income for operations year to date \$403,000.00 compared to \$348,000.00 last year. The difference here is timing because of Missoula Redevelopment Agency (MRA) payments to bonds. Net Income year to date is \$152,000.00 compared to \$121,000.00 last year. There is a quarterly and semiannual increase in lease payments because of the different billing periods. Jim noted that the operating reserve has been added to the bottom of the cash reconciliation. There is approximately \$950,000.00 added here.

**7. Communications and Presentations - None**

**8. Interim Director's Report**

Tiffany presented the Interim Director's Report.

The onsite audit will be on November 14<sup>th</sup>. MPC is working with the Finance Department to prepare documents.

MPC participated in a marketing research program with Passport and received updated signs and stickers to improve visibility. All new signs and stickers were received at no cost. Passport utilization is at 28% as of September. When Passport was first launched MPC's goal was 18% utilization. The new signage and stickers may help increase utilization.

MPC obtained an extension for the Bridge Lot lease. Leaseholders will be able to park under the Higgins Bridge until construction begins in February, 2020. We will continue to provide maintenance and snow removal during this time.

DCI Engineering is almost done with their assessment of Central Park and Tiffany will meet with them next week for feedback.

The Food for Fines program started on November 1. MPC has written off \$75.00 in parking fines and collected approximately 65 non-perishable food items.

KGBO City Talk was a positive experience and Tiffany is scheduled to talk on a local Missoula podcast, "Jamie and Travis Present", on November 18<sup>th</sup>.

There was a leak at Bank Street structure that popped a breaker. It was a simple repair, but the entire seam will need to be replaced in the future. The pigeon removal project is eliminating all pigeon access points.

After reviewing occupancy data and listening to citizen complaints regarding Park Place, it is apparent that utilization of hourly spaces is nearly 100% Monday-Friday 8am-5pm. More hourly spaces are needed. After a walk through, Tiffany determined that MPC should plan to add 23 new hourly spaces in an effort to add more capacity to the garage. This number is based on the layout of the structure and ability to add signage. 11 spaces will be added on the Pattee St. side and 12 spaces on the Front St. side. This is an extension of the hourly spaces which are currently available.

Pat clarified that MPC will increase the number of hourly spaces from 44 to 67. The additional hourly spaces would remove current lease spaces. No leases will be terminated. The addition will increase the oversell of lease spaces. Tiffany explained that lease spaces are assigned per location not per individual space.

Pat asked what the current oversell of the Park Place lease area is. Tiffany answered that there currently is no oversell. This is a 15% lease oversell. The additional hourly spaces will have an effect on the oversell of lease spaces. This was taken into account when determining how many individual leases to oversell.

Joe stated that this is a "double oversell."

Pat asked how many spaces are currently leased in Park Place. Tiffany answered 231. This would be a 25% oversell.

Pat asked if this was standard. Tiffany and John answered that 15 – 35% is standard to increase to full capacity. Tiffany included that we can provide a disclaimer to leaseholders that the oversell is in effort to better utilize spaces. Park Place lease is 50% occupied daily.

Pat asked if there is an increase in utilization in winter. Tiffany answered yes for parking in general but no for leases.

Joe asked Tiffany if she is concerned about the potential increase of users. Tiffany responded that the additional hourly spaces are necessary and reasonable. Based on the needs of the community in this area it is more important to increase hourly spaces than lease spaces at this time.

Joe supports it but wants it be executed correctly.

Pat suggested that this could be temporary. Tiffany responded that is difficult to train the public. Making frequent changes can be confusing. This could be doable, but it is easier to communicate with a set group of leaseholders.

The additional hourly spaces would be effective January 1, 2020. The date can be adjusted.

Tiffany asked the Board how they feel about Todd Frank's suggestion on signs for the entries of Central Park and Park Place. Tiffany does not like the way the sign looks but these signs would be an effective, quick, and temporary solution to help increase utilization of the garages.

Tiffany will be out of the office December 5-6.

## 9. Action Items

- a. Arts Missoula First Night Shuttle funding request - \$3,000.00

John asked for comments on the funding request.

Tiffany would like the Board to decide if similar funding requests for TDM items be automatically included in MPC's grants and contribution budget or if they want to vote on it annually. Tiffany supports this grant because it aligns with MPC's mission and provides ridership information.

Joe would like to consider the request each year. Joe asked if there has been a change in ridership or utilization of Beach Transportation shuttles for First Night since Mountain Line became Zero Fare. Tiffany answered that it is difficult to tell because of Mountain Line's hours of operation and because MPC did not request ridership information from First Night for years prior to last year.

Joe asked if Mountain Line extends their hours of operation on New Year's Eve. Tiffany and John are not sure. Pat does not see any information about extended service on December 31<sup>st</sup> on Mountain Line's website. Tiffany will find out for sure.

Joe appreciates the information provided. 540 riders seemed like a low number but the program supports our mission in removing additional vehicles from the road on New Year's Eve. However, Mountain Line is Zero Fare and could be more utilized for this event. MPC also funds Mountain Line's Zero Fare.

John explained that the shuttles are used to transport people between parking areas at the University and Downtown.

Joe moved that the Missoula Parking Commission grant to First Night Missoula the amount of \$3,000.00 to assist with the cost of bus transportation for festival attendees. JR seconded. **The motion was unanimously approved.**

- b. Missoula Ravalli Transportation Management Association (MRTMA) CMAQ match funding request - \$6,000.00

Joe asked what the total ridership is of the vanpool program. Tiffany answered that is a difficult number to provide. 24 vans serve 165 individuals at 81 worksites. The Veterans Service provides 903 rides. Seeley Lake Community Foundation and Medical Clinic provide 508 rides. Since inception of the program there have been approximately 674,115 single occupancy vehicle trips saved.

Joe calculated that this is approximately 600 passengers Monday through Friday.

Pat thinks the program is consistent with our mission. The program decreases the amount of vehicles to park.

Tiffany stated that the vanpool generally does not drop off or pick up where Mountain Line bus stops are. MRTMA is working with specific businesses to have a business sponsored vanpool that will have pick up and drop off within the urban area. It is a partnership and Tiffany thinks this would be a valuable increase to their services.

Joe moved the Missoula Parking Commission grant \$6,000.00 to the Missoula Ravalli Transportation Management Association for fiscal year July 1, 2019 in support of their mission. Pat seconded. **The motion was unanimously approved.**

John asked for further comments. No comments were heard.

c. Selection of Missoula Parking Commission Board Chair

John expressed his interest in resigning from his position as Board Chair. Joe has agreed to fulfill the position if John remains on the Board. John has agreed to do so if Joe fulfills the Chairman position for the remainder of John's term. John nominated Joe to replace him as Board Chair for MPC. Pat seconded.

John asked for any comments or discussion.

Joe nominated John as Vice Chair. Joe wanted John to remain on the Board. He spoke with Pat and Matt Ellis about their time commitments. This would allow John to lessen his time commitments but allow him to still have a role and fill in when necessary.

The Board unanimously agreed to nominate Joe Easton as Board Chair.

d. Appointment of Parking Services Director

The Board agrees that Tiffany would be the proper selection for the Parking Services Director.

Joe moved to appoint Tiffany Brander to the position of Parking Services Director effective November 18, 2019 and that the appointment aligns with the City of Missoula personnel policy, Missoula Parking Commission Bylaws, and State of Montana Code. JR Casillas seconded.

Joe supports appointing Tiffany to the position. He supports appointment and avoiding the search. Joe stated that Tiffany is capable and ready for the position. There was uncertainty of the recruitment based on feedback from Kathy Crego. Kathy was not confident that the job description and salary range met regional or national standards and that they would not generate a successful pool of applicants. The Mayor wrote to the Board that Tiffany was prepared for the position. Joe thinks it is important for MPC to make clear to Tiffany and to the public that she

will start in a probationary status. Tiffany will have frequent reviews during the probationary status and at the end of six months a formal review will be communicated to the Chair and Board.

**The motion to approve Tiffany Brander as Parking Services Director was unanimously approved.**

**10. Non-action Items**

- a. New Business - None**
- b. Old Business**

**11. Setting of next meeting (January 8, 2020, Jack Reidy Conference Room) and adjournment**

Respectfully submitted,

Zoe Walters  
Administrative Assistant II