



A Regular Board Meeting of the Missoula Parking Commission was virtually held on **Monday, May 18, 2020**, at **12:00 p.m.** Those in attendance were Board members Joe Easton, John Roemer, 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 was Jim Galipeau from JCCS.

- 1. Call to order – Joe Easton**
- 2. Introductions**
- 3. Public Comments & Announcements - None**
- 4. Adjustment(s) to the Agenda - None**
- 5. Approval of Minutes**

- a. Board Meeting held March 5, 2020

John Roemer moved to approve the minutes from the board meeting held March 5, 2020. Pat Corrick seconded the motion. The minutes from the regular board meeting held March 5, 2020 were unanimously approved.

- 6. Communications and Presentations – None**
- 7. Financial Statement – Jim Galipeau**

Jim Galipeau presented the dashboard through March 31, 2020. Accounts receivable was \$157,000.00, Cash and Investments are just under \$1,700,000.00, and Total Assets are \$23,113,000.00. Accrued merchant fees will not show until later. It is possible merchant fees will be removed. Liabilities are standard. Net Cash available at end of March was \$1,281,000.00. March 2020 Revenue was \$254,000. Year to date Net Cash available was \$2,310,000.00 compared to \$1,975,000.00 last year. There is a large increase for lease parking due to the ROAM parking structure. Meter Revenue continues to grow each year. Expenses are standard. Administrative expenses were \$19,000.00. Meter expenses were \$35,569.00. The meter expense amount will remain the same because this is for monthly equipment fees. Expense total was \$138,000.00. Year to date Expense total was \$1,167,000.00 compared to \$1,134,000.00 last year. Net Income from operations as of March 31, 2020 is \$1,143,000.00 compared to \$840,000.00 last year. Net Income overall was \$410,000.00.

John Roemer asked Jim when he anticipates JCCS will have preliminary financials for April 2020. Jim answered probably the week of May 24, 2020.

John is curious to see how the city is reconciling credit card merchant fees.

Tiffany Brander commented that 30% of our meter transactions are through Passport. The fee went from about 30 cents to 26 cents per transaction. We will see at year-end if we can get a more concrete answer what will happen with merchant fees.

- 8. Director's Report – Tiffany Brander**

Meter violations were suspended the second week of March in order to support the Downtown community while providing parking services. The stay at home order closed the office and sent staff home on March 27. During stay at home, May lease payment were waived. This was discussed with the City Attorney's office, Finance Department, bond attorneys and city administration. With the revenue from the last nine months of the fiscal year, MPC was able to waive one month while still achieving our bond capacity of 150%. Lots and structures were still maintained during this time; however, normal maintenance tasks and enforcement did not occur. Maintenance and Enforcement were brought back

online on May 4. The administrative team is currently working from home. From May 4 – May 18 one enforcement officer has been focusing solely on safety violations. Free parking was offered from May 1 – May 18. Regular enforcement resumed May 18. The Maintenance team has cleaned all lots and is currently working on landscaping. Meters and gating equipment are being sanitized daily.

Jodi Pilgrim is working with Passport and the Downtown association to promote Passport validations. Passport validations are an option for Downtown businesses to pay parking for delivery vehicles or people carrying out food.

The International Parking & Mobility Institute conference was cancelled for June 2020. There will be a virtual platform for online classes and networking. The Pacific Intermountain Parking & Transportation Association conference was cancelled.

Residential Parking Permits for FY21 will be available to obtain through an online portal.

Jodi is working with Passport to create a pre-pay option to pay metered parking as early as 10:30PM for the following day. This is useful for Downtown residents who work late at night.

Resolutions approved at the March 5, 2020 board meeting are posted on the MPC website.

Extend-by-Phone will no longer be an option as of May 31, 2020 when paying at the meter. Less than 1% of transactions are Extend-by-Phone. This service is an additional \$5 per month per meter. This saves us approximately \$8,000.00 a year. Passport provides a more user-friendly interaction for mobile payment.

Video surveillance for the garages will soon be active for the safety of gating equipment when we move to gates down 24 hours a day. Jodi Pilgrim explained that all cameras were installed in Park Place in early March and will remain covered until signage is posted. We are working with Big Bear Signs to get proper signage to notify the public of cameras. Systems Northwest will finish installation in Central Park on May 19. The control units and software for Park Place and Central will be installed on May 20. We will work with Systems Northwest to provide training to MPC staff.

John Roemer asked Jodi if the surveillance would be monitored during work hours. Jodi answered that camera footage will be viewed as needed.

John and JR Casillas asked how much footage is stored at a time. Tiffany answered that the policy currently includes a thirty-day retention policy. There are requirements for who can access it, how it can be accessed, and where it is stored.

Tiffany informed the Board that the North Riverside Parks and Trails Plan has been launched. This plan will have a significant impact on riverside parking in the next ten years.

Joe asked Tiffany to further explain MPC's decision to suspend enforcement and waiver of May lease payment.

Tiffany explained that in mid-March, there was a significant decrease in the number of people coming downtown. Without maintenance or enforcement, we were unable to sanitize the meters and we were unable to enforce parking. As a Parking Commission, we are self-funded and all parking services are paid by parking revenue. About half of the revenue comes from meter payments. The meters and Passport were still available to make payments, but it was not required. Our bond covenants do not take into account available cash balance. It is directly related to our operating revenue for the fiscal year. FY21's expenses will be closely budgeted because we do not know what our revenues will look like. FY20 reached a capacity where it was comfortable to pay debts and obligations and continue to provide a service to the Downtown.

John asked Tiffany if she had a sense of what percentage April's revenue may have dropped with closures.

Tiffany answered that it is significant. Jodi answered that our meter revenue was just over \$6,000.00 for April when normally it is over \$100,000.00.

Tiffany added to keep the meters online is \$9,000.00 per month.

Joe asked Tiffany what information she has heard from the Mayor's office about a fifth appointment of a board member. Tiffany has not received an update. A few interested individuals have contacted Tiffany and she forwarded them to the Mayor's office.

Pat Corrick requested that next meeting the board discuss contractors utilizing parking spaces.

9. Action Items

10. Non-action Items

a. New Business

b. Old Business

i. FY21 MPC Budget

Tiffany has revised the FY21 budget based on expenses and revenues. It will be important that MPC is cautious with expenses. There may be a decline with meter revenues because of a decreased tourist season. Individuals may continue working from home and that may result in a decrease of lease revenue. Tiffany has created four budget scenarios.

Scenario #1: This is the original budget discussed. The scenario includes retirements, union increases, and typical grants and contributions. It includes lease rate increases approved in March as scheduled on July 1, 2020. Meter revenue is estimated at \$75,000.00 per month. Ticket revenue is estimated at a reduced average of \$20,000.00 per month. Scenario #1 ensures bond capacity coverage at 150% at 1.79%.

Scenario #2: This would keep lease rates at the current rate through the first quarter of FY21. At the end of the first quarter, rates would be increase. Everything else is the same as Scenario 1. Scenario 2 includes making grants and contributions to Transportation Demand Management (TDM). Scenario #2 ensures bond capacity coverage at 150% at 1.86%.

Scenario #3: Includes no change in lease rates until October 1, 2020. This scenario adds an additional Parking Enforcement Officer (PEO) previously discussed. This includes the Downtown Officer in addition to TDM. Scenario #3 ensures bond capacity coverage at 150% at 1.68%.

Scenario #4: Includes lease rate increases effective October 1, 2020, one additional PEO, Downtown officer, and \$30,000.00 contribution to Missoula Downtown Association. Scenario #4 ensures bond capacity coverage at 150% at 1.62%.

Joe Easton asked Tiffany for a worst-case scenario that supports our bond capacity coverage. Pat Corrick is interested in reviewing a scenario where we do not meet our debt service coverage. Pat would like to see a monthly scenario. Joe would like to see our bond council's opinion in a scenario where we would need to supplement our coverages if they are unable to be met.

John Roemer agreed with Joe and Pat.

Joe asked Tiffany if we need an approved budget by July 1.

Tiffany answered no. It is usually after July 1. We have not received the budget schedule yet.

Jim Galipeau offered that JCCS could provide monthly spreadsheets to complete scenarios.

Joe wants to ensure the Mayor's office is informed of MPC's decisions.

ii. Security Camera Policy.

Tiffany explained that we worked with the City Attorney's office to create the video surveillance policy. MPC will use video surveillance recording as a means to make sure our gating equipment and patrons are safe. Tiffany would like the board to vote on this policy next meeting. This policy does not include license plate recognition as a means of surveillance. Access to recording refers to approved MPC personnel and the police department. There will be detailed forms completed when footage is requested. There will be signage stating that there is video surveillance.

Joe asked if the City Attorney's office has looked at this policy.

Tiffany answered yes.

Joe asked if video considered public record.

Tiffany is unsure. She does believe that it is based on this policy. Tiffany will check with the City Attorney's Office.

Joe asked JR Casillas if he has an opinion on this.

JR thinks that it is possible it is public record.

Joe requested clarification and added language. If language is not added, why not. Joe requested a policy and procedure if a member of a public or police asks to view footage.

Joe would like a policy on who is able to view footage within MPC. Tiffany responded that this would be part of the policy. The Parking Services Director or Parking Services Manager will have to approve a request to access the system.

JR requested clarification on the retention policy and a longer retention period.

11. Setting of next meeting (July 2 2020, Jack Reidy Conference Room or via virtual meeting) **and adjournment**

Respectfully submitted,

Zoe Walters
Administrative Assistant II