

## MISSOULA PARKING COMMISSION

### Minutes

August 7, 2019

A Board of Directors' meeting was held on August 7, 2019, in the Jack Reidy Conference Room, 140 W Pine Street at noon. Those in attendance were Board members Pat Corrick, John Roemer, JR Casillas, and on the phone - Joe Easton. From the Parking Commission office was Tiffany Brander, Interim Parking Director and Jodi Pilgrim, Interim Administrative Services Manager. Also in attendance were Kathy Crego, Director of Human Resources, City of Missoula, Dale Bickell, Chief Administrative Officer, City of Missoula, and Jim Galipeau, JCCS.

- 1. Call to order – John Roemer**
- 2. Introductions**
- 3. Public Comments & Announcements - None**
- 4. Adjustment(s) to the Agenda - None**
- 5. Approval of Minutes**
  - a. June 6, 2019 Regular Board Meeting Minutes. JR Casillas moved to approve. Pat Corrick seconded. The minutes for June 6, 2019 were approved unanimously.
  - b. July 23, 2019 Special Board Meeting Minutes. JR Casillas moved to approve. Pat Corrick seconded. The minutes for July 23, 2019 were approved unanimously.
- 6. Communications and Presentations**
  - a. Parking Services Director Recruitment – Kathy Crego, City of Missoula Human Resources Director.

Kathy presented a summary from the October 2015 recruitment. There were 54 applicants, eight met the minimum qualifications, and five were interviewed. The recruitment failed. There was a second recruitment in December 2015 with an increase in salary. There were 34 applicants, and only six met the minimum qualifications.

Kathy addressed the salary. It is currently a grade 18 - \$60,579 - \$74,686. Kathy recommends grade 20 for this position - \$70,006 - \$86,309. This position has been under classified. Pat asked for clarification about \$86,000.00 midpoint. Kathy explained that the midpoint is driven toward market. John asked how it's established. Kathy explained it is established by grade and is not specific to the Parking Director position. Pat asked if the salary could exceed the midpoint. Kathy answered yes.

John asked if Kathy saw the information from consultant Dennis Burns. Kathy said yes. John asked if we would be competitive at the national level. Kathy said it's difficult to be competitive nationally in Montana. We have to pay attention to internal City salaries. It's always a question how competitive any position can be in Missoula. It's uncertain until you go out and test the market.

Kathy continued with Recruitment Plan Options. There is a high expense to go nationally, with travel and expenses to move people here. Earliest posting for statewide/national recruitment would start 10.01.2019 and earliest to fill position would be February of 2020. The other option would be a direct appointment of incumbent, which is allowed and doable. The City views this as a viable option.

John asked for questions. None were heard.

Kathy pointed out that there will be four top level recruitments in the next month, including this position. The City wants to ensure that MPC is given adequate support, so they have to be clear about the timeline to expect with the other recruitments. Pat asked what positions are being hired for. Kathy answered the Chief of Police, Development Services Director, and Central Services Director. John asked if the timeline above accounts for the other recruitments. Kathy affirmed. There were no other questions for Kathy.

John asked who on the board would like to be on an interview panel if one comes up. Joe is on the soft list. Pat is not available. JR would be interested in being on the panel. Matt is not here, so we don't know about him.

Dale recommends hiring committee to make a recommendation to the Commission. The committee would have some folks from parking on it and some people from City administration. John wants to make sure we have good representation from the board. John asked who Dale would suggest from the City. Dale doesn't know. Dale, Ellen Buchanan, and Mike Haynes were on the committee last time. Someone from Development Services would be good to have on there. Dale will make some recommendations. Pat asked how many people were interviewed in the last recruitment. John answered 4 in the first round and 3 in the second. HR does a good job of narrowing things down for the committee.

There were no further questions.

## **7. Interim Director's Report**

We are back in the office as of Monday. It's going well. Welcome to anyone that would like to come by for a tour.

Budget presentation was thought to be scheduled for this morning, originally. It has been scheduled to right around 2:00pm today.

Flagship art mural is done. Walk down Bank Street stairs from Pedestrian Plaza to Caras to see it. The reveal will be August 21 at 5:30pm, and board members are encouraged to attend. Mayor Engen and Tiffany will both be speaking. This was a great project for public engagement and positive press.

The City of Bozeman, Ed Meece, is putting together a Montana Parking summit as part of annual Conference for the League of City and Towns October 2<sup>nd</sup> in Billings. Board members are welcome and encouraged to attend.

Our September board meeting will be held September 5. In addition, there will be 2 Downtown Master Plan meetings in September. On September 18 from 12:00pm – 1:00pm in the Hal Fraser conference room. At that time, Dover Kohl & Partners will present to MPC and MRA, and if nothing too drastic needs to change they will be seeking adoption from the Boards. The second one is on Friday, September 20 from 9:15am – 10:15am and is transportation and parking specific.

There were no questions.

## **8. Financial Statement**

- a. April, 2019
- b. May, 2019
- c. June, 2019 – year end financials. The Board agreed to skip April and May and just start with June. June 30 is Fiscal Year end. As always, the financials are complete at this time, but are subject to change during the audit process. JCCS reached out to the City for a meeting prior to giving the trial balance or general ledger to the auditors. This should help with coordination between the City and JCCS.

June financials are marked incomplete draft due to upcoming audit.

City often puts money to repair and maintenance account. Some is repair and maintenance, but some is capitalized. Tiffany noted that Jodi has been keeping track of all the remodel and mitigation expenses. These numbers will be given to Buck in Finance and he will do all the capitalizing. That will be part of the meeting as well. These numbers will be updated after the meeting, but Jim isn't sure to what extent.

Looking at the June Dashboard. Total current assets \$1,775,000.00. Fixed assets have not changed since March except a depreciation adjustment. That number might change due to facility upgrades. In other assets, there has been a little change in the prepaid meter warranties as we expense that off over time. There is \$20,300,000.00 all together in assets.

On the liability side, notes were paid as of 6.30.2019. They weren't due until 7.15.2019, so there is no accrued interest showing.

Accrued City contract is the MPC monthly contract. The City comes in every few months and extracts the funds. These numbers can change when that entry is done by the City. The accrued comp will change at the end of the year. Accrued merchant fees is an estimated number from the City. It should be pretty close.

Notes payables is tied out to amortization schedules. Not a whole lot will change in that. MPC current liability is about \$1,300,000.00.

Long-term debt is about \$7,900,000.00. Pension liability is a number that will change. Liabilities total \$9,200,000.00. Net asset position is about \$11,000,000.00. The bottom number on that page gives what cash is available from an operations standpoint. It is calculated using cash and investments of \$1,400,000.00, less the accrued City contract and accrued merchant fees that haven't been pulled out, 6 months of bonds and notes payable, add back MRA receivable, TIF interest income for the next 6 months. This brings us to around \$850-900,000.00 available cash.

Dale asked if it is fair to say that the annual debt service is those numbers times two. Jim said yes.

Year to date revenues: Lease parking revenue total was \$1,021,000.00 compared to prior year \$968,000.00, meter revenue was \$1,140,000.00 compared to \$1,001,000.00, parking tickets \$281,000.00 compared to \$241,000.00, not a lot of change in the permitting, and short-term parking revenue \$192,000.00 compared to \$141,000.00. All together this is \$2,780,000.00 in revenue. Last year it was \$2,600,000.00. This is an increase in revenue of \$180,000.00.

Expenses year to date: General administrative was \$274,000.00 compared to \$153,000.00 last year, meter expenses \$288,000.00 compared to \$257,000.00, personnel services down \$696,000.00 to \$756,000.00, professional fees up \$102,000.00 compared to \$70,000.00, rent expense is down a little, repair and maintenance will be about the same, and utilities are up at \$75,000.00 compared to \$64,000.00. Overall expenses are up about \$160,000.00

The increase in revenue and increase in expenses put us in a very similar financial place to last year. Net income from operations this year \$1,244,000.00 compared to last year \$1,248,000.00.

There are also key operating indicators listed out on page 5, 6, and 7.

JR asked if lease payments are paid in advance. Tiffany explained monthly, quarterly, and semi-annual billing options. Jim explained that we always see bigger revenues on the quarterly and semi-annual periods.

There were no questions. Jim noted that audited financial statements will come out sometime in November. Tiffany explained that our on-site audit review is scheduled for November 14<sup>th</sup>.

**9. Action Items - None**

**10. Non-action Items**

**a. New Business**

**b. Old Business**

- i. Downtown Master Plan. Tiffany wants to address the Shopability study that came out yesterday. The parking portion starts on page 6.

Tiffany would like to get a document together for the MDA with board feedback in response. The parking deck portion contradicts what the parking chapter recommends – they are recommending 2hrs free instead of 1hr and not to charge in evenings or weekends. The parking chapter recommends longer hours into the evening and Saturdays. Shopability recommends offering cash payments at drive lane. When we upgraded our system, it was determined that it is not feasible in this climate to have cash machines in the drive lanes. This is why cash payments are offered at the pay-on-foot stations. Both elevators stop running at 6pm when our charging hours stop. We are already working on this. We would like to put a positive image forth and not highlight something we are already working on. City is already looking at ADA compliance. It shouldn't be in this document. Pat asked if people in wheel chairs can get down the ramps. Tiffany explained that in Park Place they can and in Central Park the slope is too steep. She also explained that one of the ways we plan to mitigate this issue is by installing cameras so we can keep the towers and elevators unlocked – the security cameras are in our budget request for FY20. JR asked if there have been complaints from people with disabilities. There have been none. JR asked if there is currently signage regarding elevator closures. Tiffany stated that there are signs at each gate as well as on each level of the tower and inside of the elevator. Next, Shopability suggests that we add retail to Central Park. Tiffany asked if anyone would like to make a comment on that. John forgot the Shopability survey. It was ordered by Dover Kohl. This independent group presented. How do we allow the document to flow and explain that we are already looking at these issues? Pat mentioned that we would be giving up a ton of parking to accommodate retail spaces. Tiffany explained that Dover Kohl and Partners will be responsible for making the Shopability study flow with the rest of the plan. The next item on Shopability is lease parking – we are addressing this in parking chapter. They also highlighted that Central Park isn't up to maintenance standards, which is a large portion of the parking chapter. Wayfinding is the next section, and we agree with the recommendations. It's in the plan. Gibbs did not consult with the Parking Commission. We want a positive image going forward with parking. The plan is very large, and there is a concern that people will read only certain sections, like the retail chapter, and not look at the others, like the Parking chapter giving them a skewed view of the actual parking recommendations

Dale mentioned that the City is looking at the way we work with organizations for planning, not just in parking, but everywhere. The City is going to start some of those discussions at the end of August. They won't be starting with parking, but wants the Board to know they are going to try

to formalize a schedule. He wanted to emphasize that the City's interest is not in the day-to-day parking management. It's more about what the City as a whole is doing with regard to transportation planning particularly the disconnect between transportation planners and the Parking Commission. The City wants to put these two together for planning related to infrastructure.

John gets it. He is worried about Parking Commission losing independence. There is, however, no reason a person from Parking shouldn't be involved in those meetings.

Dale noted that there is a difference between being invited to a meeting and being on board together with a singular plan. Dale doesn't have a preconceived solution even though we all recognize the problem.

Regardless, John believes our director or someone from MPC staff should be involved in transportation meetings.

Dale agrees.

Pat asked if we should put this on the agenda to discuss for the next meeting.

John doesn't know where it's going yet. It might just be one or two board members that will be party to discussions.

Dale will have a calendar laid out. They're looking at Development Services and the connection between the six departments that do regulatory aspects for development, including the Parking Commission. As they build that calendar, it will be shared with Tiffany and she will share it with the board.

Tiffany mentioned that, if we are going forward with recruitment, we will need to add the end of the interim period to the agenda as an action item in our next board meeting. The interim period for Jodi and Tiffany is over at the end of September. John asked that we add that to the agenda.

## **11. Setting of next meeting and adjournment**

Next Meeting is scheduled for Thursday, September 5, 2019, in the Jack Reidy Conference Room.

Respectfully submitted,

Jodi Pilgrim

Interim Administrative Services Manager