



A Regular Board Meeting of the Missoula Parking Commission was virtually held on **Tuesday, July 13, 2021**, at **12:00 p.m.** Those in attendance were Board members Joe Easton, Peter Walker-Keleher, Glenda Bradshaw, and JR Casillas. From the Missoula Parking Commission (MPC) were Tiffany Brander, Parking Services Director, and Jodi Pilgrim, Parking Services Manager. Also in attendance, Jim Galipeau and Brenda Peyton from JCCS.

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

- a. Glenda Bradshaw moved to approve the minutes from the board meeting held June 8, 2021. Peter Walker-Keleher seconded the motion. There was no discussion or questions. Through a roll call vote, the agenda was unanimously approved.

6. **Communications and Presentations - None**
7. **Financial Statement – Brenda Peyton**

Brenda Peyton presented the May 2021 Financials. May is close to fiscal year end. Starting on page 2 with the balance sheet, Brenda noted that there was not a lot of movement on the balance sheet as a whole. There was a minor increase to the cash of about \$60,000.00 over last month. On page 3, the available cash had an increase of \$4,000.00 over April. JCCS added in the bottom section of the balance sheet to be filled in for prior quarters per request at the last board meeting. On page 4, the income statement, for the month of May revenue was \$165,000.00. MPC is at about 25% of year to date numbers for 2019, before the pandemic hit. Parking revenue is increasing over all. There was a dip in May from April, mostly in meter revenue. April was actually up for the year. The middle graph on Page 6 shows the meter revenue trend. Brenda asked if Tiffany had any comments on the change. Tiffany did not have a specific comment. Overall for revenue, MPC is 7% behind budget year to date, and 15% behind prior year to date.

MPC has been maintaining expenses well. Expenses are 17% below budget year to date and 8% below prior year to date. Net income is 19% ahead of budget. There are not a lot of changes in expenses. MPC had some increased supply costs with gate equipment, and property taxes hit in May as well. Bottom line, there was a net loss in May of about \$39,000.00, which brought year to date to a net loss of \$26,000.00.

On page 5, the top 10 revenue and expense accounts stayed the same as prior month.

Brenda asked for questions. Jim Galipeau noted in net income from operations, \$773,929.00 on year to date compares to a budget of \$650,000.00. MPC is ahead of budget in that area due to increased expenses that Brenda

mentioned. It's come back better than we planned for. Joe stated that it is difficult to put the numbers in context because we don't have clean years this year and last year, but there is still a lot of good news.

There were no questions.

8. Director's Report – Tiffany Brander

Tiffany announced that Ian Ortlieb starts Monday. Today is his moving day, but he will call in to the meeting for the Director recruitment update. Last meeting, Tiffany updated the Board on our staff that was starting. We have a full staff now. There are some summer events coming up that Ian will be prepped for, like River City Roots Fest in August.

MPC's budget presentation to City Council is scheduled for July 28th, but the time has not yet been set. Tiffany and Ian will work on that presentation together.

There were no questions.

9. Action Items - Replacement Enforcement Scooters

Joe introduced the action item. Tiffany Brander shared a power point presentation for enforcement vehicles. Tiffany explained that she has worked with Scot in the City Vehicle Maintenance department to select replacement scooters.

There are (4) scooter options being addressed in today's presentation - the tactical Elf, Tropos RHD, Go-4, and ESV Firefly.

Safety is the first consideration when selecting vehicles. Enforcement officers are very important to MPC, and the people around them are important as well. We look at roll cage, stabilizer system, protection from elements (windshield wipers, snow tires, etc.), max speed above 25MPH, and a locking cab for the officer's personal safety, their belongings, and our equipment. Need a locking cab for safety of officer, belongings, and equipment (toughbooks). 25MPH is important for driving down Broadway and over to University so they don't impede traffic.

At this point, the tactical Elf was removed from consideration because it lacks required safety features.

The next consideration is ergonomics. This includes adjustable seat height (needs to move forward, backward, up and down), sliding doors, ability to enter/exit both sides, and entry height. It is important to picture what the officer is doing on their route. They are in and out of the scooter constantly throughout the day. The Go-4 checks all of the ergonomics boxes. The next closest would be the Firefly.

Officer comfort is the next consideration. The scooter is essentially their office and they are in it all day. MPC is looking for a vehicle with A/C - it gets HOT, heat - it gets COLD, personal item storage that is lockable, and vehicle visibility. Officers feel safer when the public can see them.

Finally there are some miscellaneous considerations – turn radius for maneuvering in traffic, winter readiness - snow tires and high enough clearance to clear snow berms, electrical capacity - this was not as important in the past with just strobe lights, but now we have cameras, tough books, printers and strobe lights running off that electrical capacity, and vehicle width 54" or under - this is for where scooters park. In order to fit all of the scooters in the space MPC has to park scooters and in order to get in to that space, the size matters. If we can't fit in there, we would need to find a different space, likely a lease space, for the vehicles to park in.

Lastly, Tiffany presented the price comparison. The Elf is the least expensive of the scooters considered, but would only work in specific weather conditions. The RHD is the second least expensive, but does not have the

features we need. The Firefly is about \$3,000.00 less than the Go-4, but the Go-4 is a known product to MPC and we like what we are getting with that. We could try the Firefly in the future.

Tiffany recommended that we proceed with approving staff recommendation to purchase (2) Go-4s not to exceed a total of \$90,000.00.

Peter stated that he was just not comfortable recommending without additional information. He believes that the Board needs to be able to justify approving expenses of that size. With this presentation, he feels comfortable knowing he will be able to provide that justification now.

Peter moved to approve the staff recommendation to purchase (2) Go-4 scooters not to exceed a total of \$90,000.00. JR Casillas seconded the motion. Through a roll call vote, the motion was unanimously approved.

10. Non-action Items

a. New Business

Non-action items – Joe announced that this is Jim Gallipeu’s last meeting. Jim has served the Parking Commission through JCCS for decades. The firm is staying with MPC with Brenda. Joe thanked Jim for his service to the Commission. Jim gave details about his time serving the Parking Commission and his plans for the future. Everyone wishes Jim well.

Joe announced that this is Tiffany’s last board meeting. She will continue to be a resource for MPC, the new director, and the Board while needed. The Board members wished Tiffany well.

Joe addressed the Director recruitment. Joe worked with the mayor’s office and human resources to establish a job description that was altered a little from when Tiffany was hired. They conducted a national search in professional journals and professional parking industry publications as well as the usual locations for job seekers around the country. They reviewed a high quality pool of applicants that represented parking experience, municipal experience, and transportation experience. There were some Montanans, but most applicants were from out of state. With the help of Angela Simanson and Dalton Johnson for the City Human Resources department, 6 candidates were selected. An interview panel of Tiffany, Glenda Bradshaw, Aaron Wilson, and Joe met with the 6 individuals over a couple of days. They all had parking experience – some municipal and some private garage experience. They made a selection of candidates to move to through the next round.

Ian came to town for the 2nd round of interview with (5) director level individuals and Glenda and Joe. They asked him to prepare a 15 minute Power Point on how he understands the Parking Commission’s direction and how he sees the Parking Commission strategies and priorities. The panel felt that Ian answered the question well.

Joe recommends Ian Ortlieb to the board for the Parking Commission Director. He has University experience, large garage experience, and large municipal experience. He is the right mix of responsibility, personality, interest and experience. He is arriving in town today. His first day is the 19th. Tiffany will overlap with him for the first week or so. Joe asked if Glenda had anything to add.

Glenda welcomed Ian. She stated that Joe covered the process really clearly. She added that the City Human Resource department is incredibly organized. Glenda emphasized that it was a very diverse interview panel in the first round. In the 2nd round, there were multiple directors from multiple departments, as well as meetings with the current Parking Commission staff. Each person that met with Ian throughout the process walked away with the same impression - that he was the right person for the director position. Glenda knows that Ian will continue to make parking as easy, efficient, and economical as possible for the City.

Ian Ortlieb thanked Joe and Glenda. He got in to Missoula this morning. He fell in love the first moment he stepped foot into Missoula. It feels like home and is where he wants to be. When he heard about the position, he knew he needed to try for it. He thanked Tiffany for being so welcoming.

Ian has been in parking and transportation since 2006. He started as a student parking employee – enforcement and maintenance at Washington State University (WSU). When he graduated, he was able to get a full-time position and moved up to the manager of the field operations unit. They have a large, diverse team. He’s been fortunate to work with a great team in WSU. He enjoyed the challenge. It led him to the University of Idaho parking director position. The family was called to Southern California. Santa Monica parking operation had 14 large structures. He took on a new role of sorting out their reconciliation process. He enjoys the number side of things. In 2017 his old position opened at WSU, he applied, and got it. Ian was included on the leadership team and did a lot of strategic planning and capital project planning and budgeting for the department. It set him up to the point where he felt qualified to apply for the position here. He knows he has large shoes to fill, but he will work every day to make sure things are as seamless as possible.

b. Old Business - None

11. Setting of next meeting (August 10, 2021, Jack Reidy Conference Room or via virtual meeting) **and adjournment**

Respectfully submitted,

Jodi Pilgrim
Parking Services Manager