

Memorandum

REPORT TO: Transportation Board

FROM: Nic Focken, Parking Manager

SUBJECT: Administrative Review Board Appointments

MEETING DATE: March 25, 2026

AGENDA ITEM TYPE: Citizen Advisory Board/Commission

RECOMMENDATION: I move to appoint BOARD MEMBER Chair of the Administrative Review Board for a term to expire at the end of their term on Transportation Advisory Board. I move to appoint BOARD MEMBER and BOARD MEMBER as members of the Administrative Review Board for a term to expire at the end of their term on Transportation Advisory Board. I move to appoint BOARD MEMBER and BOARD MEMBER as ALTERNATES of the Administrative Review Board for a term to expire at the end of their term on Transportation Advisory Board.

STRATEGIC PLAN: 7.3 Best Practices, Creativity & Foresight: Utilize best practices, innovative approaches, and constantly anticipate new directions and changes relevant to the governance of the City. Be also adaptable and flexible with an outward focus on the customer and an external understanding of the issues as others may see them.

BACKGROUND: Administrative Review Board. The Administrative Review Board (ARB) consists of three (3) Parking Commissioners, appointed by a majority vote of the Parking Commission, to make a final determination when a citizen requests review of a citation appeal decision made by the Parking Program Manager. The terms of the Parking Commission serving on the ARB shall run commensurate with their term on the Transportation Advisory Board. The ARB shall keep minutes of all proceedings, and operate according to procedures established in the Bozeman Municipal Code. The ARB will establish a calendar for its meetings, to be publicly advertised, and appoint a Chair to lead meetings. In addition to appointing members to serve on the ARB, the Parking Commission shall appoint at least two other members to serve as alternates on the ARB. An alternate shall serve when a standing member of the ARB is unable to attend a meeting. The alternates have the same duties and authority as the standing members of the ARB.

UNRESOLVED ISSUES: None

ALTERNATIVES: As suggested by the board

FISCAL EFFECTS: None

Report compiled on: February 10, 2026