

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 A.M. Thursday, February 12, 2020
Public Safety Building Conference Room**

Present: Chairman Charlie McEwuen, Vice-Chair Jeanne Hagan, Amy Dale, Zackery Cruze, and Director Dana McKenzie

Not Present: Shane Mardis

Call to Order: Chairman Charlie McEwuen called the Meeting to order at 8:35 a.m.

Approval of the Minutes: Minutes of February 12, 2020, were unanimously approved.

OLD BUSINESS

Met Theatre Parking – Director McKenzie received a request from Joe Kahler at the Met Theatre to block off meters in front of the theatre during show times when large crowds gather. Joe's thoughts are that this will keep patrons safe from vehicle parking as they gather on the sidewalk.

Vice-Chair Jeanne Hagan asked how many spaces are being requested? Director McKenzie said no number was requested, but there are five spaces directly in front of the Met.

Vice-Chair Jeanne Hagan and Zackery Cruze both commented that these spaces are typically used to drop off patrons who are not able to walk long distances. If these spaces are blocked off, this will cause people to stop in the middle of the road for drop-offs.

Chairman Charlie McEwuen is concerned that if the spaces are blocked off, then pedestrians will be standing in the parking spaces, which could potentially cause a safety hazard.

The request was tabled until further information is gathered.

University Avenue Garage Assessment – Director McKenzie stated that the structural assessment of the garage was completed by GAI engineering. The report should be available in the next few weeks for the Authority to review.

RFP for Single-Space Meters – Director McKenzie stated that there were three total bids received, which were from Civic Smart, MacKay, and Pom. Director McKenzie said that the bids were compared on the base price, which did not include options. Civic Smart came in at \$96,600, POM at \$94,564, and MacKay at \$94,848.75.

Amy Dale asked about the warranty for the meters. Director McKenzie stated that the proposal included a two-year warranty. Amy asked what happens after the warranty is up. Director McKenzie said that there are basic spare parts included in the proposal for repairs and that he is confident that the maintenance department will be able to do the repairs. Director McKenzie also

stated that he would not recommend an extended warranty after the two years because the meters are pretty basic as far as repairs go, and the warranty would cost \$25 per meter per year.

Zackery Cruze asked if Parkmobile could be used on these meters. Director McKenzie said that these meters are not capable of accepting Parkmobile because they are not smart meters. Director McKenzie added that Parkmobile can be used at the meters, as they are now because the app works by space number on the city streets.

Director McKenzie said that POM smartcards do have the capability of being used at the multi-space meters in the surface lots as well.

Zackery Cruze asked if Civic Smart had an annual hosting fee like POM proposed. Director McKenzie replied that POM was the only proposal received that offered a hosted environment.

After much discussion, Director McKenzie recommended the proposal from POM to the Board.

Vice-Chair Jeanne Hagan made the motion to accept the proposal from POM based upon Director McKenzie's recommendation, Amy Dale, second the motion. The motion passed unanimously.

LPR System – Director McKenzie said that the demo for the LPR system was not what was expected. The demo covered approximately eight blocks and one surface lot. There were several license plate misreads within this area. Director McKenzie recommends with the cost of the system, \$55,000, and the yearly fees that are associated with the equipment that the Parking Authority holds off on this technology until it is improved.

Customer Service Training – Director McKenzie stated that there were a total of 46 employees that attended the customer service course. The overall response was positive from the evaluation sheets that the employees filled out after the course. Director McKenzie is hopeful that there will be more participation in the future.

NEW BUSINESS

Hotel Morgan Parking Agreement – Director McKenzie signed and returned the agreement to Walker Trash, Thrash Group. The agreement is the same basic agreement that the Parking Authority had with the previous hotel owners with the exception that the daily fee increase by \$1 every other year, but will not exceed 80% of the regular hourly rate.

Upgrading Office Computers – Director McKenzie said that the dated office computers (3) would be replaced to accommodate Windows 10.

Parkmobile App Update – Director McKenzie received a phone call from Parkmobile this week to inform him that at the end of February, the app would be able to be used in the gated parking garages. The way the app will work is when a customer is ready to leave the garage they will scan the pull ticket they received when entering the garage, Parkmobile will validate the ticket to allow the customer to insert the ticket at the exit gate to leave the facility.

Director McKenzie said that since this technology will be new, he would recommend waiting to implement it so that the bugs can be worked out.

Zackery Cruze asked if people will have to update their app to use this function. Director McKenzie replied that yes, they would have to have the latest version.

Garage Camera System – Director McKenzie informed the board that the DVR's for the camera system in the parking garages would need to be replaced in the near future. Director McKenzie said that the current system is several years old and, like all computers, will need to be updated.

Director McKenzie said that the Wharf garage currently only has five cameras, and he would like to possibly add more to that garage next fiscal year as well. Director McKenzie stated that he would discuss this further at the next board meeting.

Zackery Cruze suggested that along with the camera system upgrades that we look into placing police blue light stations in the garages for emergency situations.

Chairman Charlie McEwuen asked Director McKenzie if he was looking into adding cameras to the surface lots. Director McKenzie said that he would be getting prices to add cameras to Lot B and Lot E.

Budget Amendment – Director McKenzie requested moving \$30,000 from line item 459.00 Capital Outlay- Equipment to line item number 230.00 Contracted Services to cover Citynet labor for the office computer upgrades and monthly service fees, Tiba/Signature integration fee for office computers and Parkmobile fees that have come from unanticipated use of the app. Director McKenzie stated that \$55,000 was budgeted for the LPR system that will not be purchased. These funds can be used to amend the budget without negatively affecting line 459.00.

Director McKenzie said that although a budget adjustment is needed to cover the Parkmobile fees, these fees are not an expense for the Parking Authority, this is the .25¢ fee that Parkmobile charges customers for using the app. Parking Authority collects this fee and sends it to Parkmobile on a monthly basis.

Vice-Chair Jeanne Hagan made the motion, based upon Director McKenzie's recommendation that \$30,000 be moved from line item 459.00 Capital Outlay- Equipment to line item 230.00 Contracted Services to cover Citynet computer fees, Tiba/Signature software integration, and Parkmobile fees, Amy Dale second the motion. The motion passed unanimously.

March Board Meeting – Director McKenzie requested that the March 11 MPA board meeting be moved to March 4. All members present agreed to move the meeting to March 4, 2020.

January Budget Performance Report – In the review of the current budget performance, Director McKenzie stated that overall revenues are up compared to last year at this time. Director

McKenzie also said that although the current expenses are down from last year, that this will change with the repair of the Armory lot retaining wall and the repairs to the University garage.

EXECUTIVE SESSION: Parking Authority went into the executive session at 9:40 a.m. to discuss possible land acquisition.

ADJOURNMENT

The meeting adjourned at 9:45 a.m.



Parking Authority Chairman



Parking Authority Director