

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 A.M. Wednesday, March 13, 2019
Public Safety Building Conference Room**

Present: Chairman Charlie McEwuen, Vice Chair Jeanne Hagan, Amy Dale, Shane Mardis, Rachel Fetty, and Director Dana McKenzie

Not Present:

Call to Order: Chairman Charlie McEwuen called the Meeting to order at 8:31 a.m.

Approval of the Minutes: Minutes of February 13, 2019, was unanimously approved.

OLD BUSINESS

Lot D Repair – Director McKenzie stated that the bid opening for the Lot D garage repairs is April 2, 2019, at 2 p.m. The bids will be read, recorded and presented to the MPA board for review and approval. Director McKenzie is still hoping to have the repairs completed by the end of July.

Lot L Retaining Wall – Director McKenzie said that there were three responses to the RFQ for Engineering/Architectural firms. After a team review, Potesta was determined to be the most qualified for this project. Director McKenzie spoke with Dave Sharp from Potesta who along with his colleagues will be preparing a proposal for the wall repair. Potesta will be looking at either repairing the existing wall with tie backs or replacing the wall entirely.

Director McKenzie plans to have the repairs/replacement of the wall completed in the fiscal year 2019-2020. Shane Mardis mentioned that the project could wait unless it was an emergency. Director McKenzie replied that one of the architectural firms who submitted an RFQ did not qualify this as an emergency in their opinion.

Lot L was scheduled for repaving this year, but with the wall project, Director McKenzie decided to put the paving off until the following year.

Lot F Lease – Director McKenzie met with the Trustees of the Spruce Street United Methodist Church to discuss the extension of the parking lot lease. The Trustees seemed to be in favor of renewing the lease agreement. Director McKenzie also spoke with the Trustees about the retaining wall on the back side of the church that will need to be replaced before paving. A portion of the wall may be on the border of the neighboring property which currently has part of a fire escape on it. The Trustees are going to have the property surveyed before we can move forward with the negotiations and repairs.

NEW BUSINESS

Blue Curb – Director McKenzie met with Paul Steel and the South Park Neighborhood Association to propose a one-year trial on the purchase of their blue curb stickers. The biggest issue that South Park faces with parking is the abuse of the visitor's pass. Currently, the residents of South Park can purchase (2) two yearly stickers and a visitor pass. The trial proposal for the next year would be to offer the option of either (3) three yearly stickers and no visitors pass or two-yearly stickers and a visitor pass. Director McKenzie informed the association that it would be easier to enforce the visitors pass if this option was made available. The association will decide on the proposal and notify Director McKenzie of the decision.

Vice Chair Jeanne Hagan asked if the price of the permits would change; Director McKenzie said that there would be no increase.

Director McKenzie said that the association also asked for the ability to purchase a one-day visitor pass for special events such as birthday parties, book clubs, etc. for (5) five dollars for up to (8) eight passes. Director McKenzie stated this was offered in the past and thought that this would be a good solution for the neighborhood.

Business Parking Permit – Director McKenzie met with Gigi Villarreal, Main Street Morgantown President to discuss parking permits for downtown businesses. Gigi asked if there was a discount parking permit for businesses in the downtown. Director McKenzie said that the current monthly garage permit discounts for the general public are almost a third of the regular hourly rate but that there was not a specific business permit price. Director McKenzie informed Ms. Villarreal that in years past when a business would purchase (30) thirty or more permits for a minimum of a year that there was a discount offered. Ms. Villarreal asked if (30) thirty yearly permits were requested from downtown businesses could we offer them the same discount. Director McKenzie replied that he supported the idea and would bring this request to the next MPA board meeting to offer the businesses a rate of \$30 per month if paid by the year.

Amy Dale wanted clarification that the price would be \$30 per month for a year; Director McKenzie said that was correct. Vice Chair Jeanne Hagan asked how many businesses currently have parking passes. Director McKenzie did not know the number off hand.

Rachel Fetty asked if this was something that we would want to offer across the board to anyone who would buy a minimum of (30) thirty passes. Director McKenzie said that this had been our practice in the past for other businesses and he did not see an issue with it.

After discussion, Amy Dale made the motion to offer businesses a permit of \$30 per month with a minimum of (30) thirty permits for a one-year term, Shane Mardis second the motion. The motion passed unanimously.

2018-2019 Budget Amendment – Director McKenzie stated that a couple of line items would need to be adjusted for this fiscal year. The adjustments will come out of 406.571-459.00 Capital Outlay Equipment. Being that the LPR system was not purchased this year for \$60,000 there is money left in this line to move to other lines without making a formal budget amendment.

The following lines will need to be adjusted:

- 406.571-218.00 Postage will need to increase from \$13,000 to \$15,000 due to the amount of noticed sent out from the new software system.
- 406.571-232.00 Bank Charges (Credit Card Fees) will need to increase from \$100,000 to \$155,000 due to the increase of credit card usage with Parkmobile. Rachel Fetty asked Director McKenzie if he felt that we needed to add a fee to cover this increase. Director McKenzie said that he did not believe that we needed an increase at this time since we can stay within our budget and meet projection.
- 406.571-249.03 Rent & Lot Lease will need to increase from \$175,000 to \$178,000. Director McKenzie stated that the Baptist Church, Lot O, is the only lease we have based upon percentage. At the end of the fiscal year, there is an additional check written to the church for the remaining balance of what is owed. All the other lot leases are at a flat yearly rate.

The total taken from line 406.571-459.00 to cover the other line items is \$60,000.

Shane Mardis motioned to accept the budget adjustments; Vice Chair Jeanne Hagan seconded. The motion passed unanimously.

2019-2020 Budget Discussion – Director McKenzie went through each projected revenue line item explaining the trends for the past few years and where he believes we are heading into the next fiscal year. Fiscal year 19-20 revenue projections are approximately \$70,000 below fiscal year 18-19.

Rachel Fetty asked if there would be funding available in next years budget for murals in the parking garages. Director McKenzie stated that the budget for 2019-2020 was going to be tight with all the repairs and purchases that have come all at once.

Director McKenzie stated that the City was given a 2.5% COLA this year to all City employees. Director McKenzie suggested that the Authority give the same raise to MPA employees to stay in line with the City. Vice Chair Jeanne Hagan motioned to give MPA employees a 2.5% COLA, Shane Mardis second. The motion passed unanimously.

Shane Mardis informed the board that they decided on what raise if any to give the Parking Director. Director McKenzie stated that he would receive the same COLA as the rest of the employees, but it was up to the board to decide on the Directors base salary. Shane

Mardis asked Director McKenzie if his current salary was in line with the other Department Heads in the City. Director McKenzie replied that he was approximately \$6 an hour behind the other Department Heads.

Rachel Fetty asked if there was an executive committee that decided the Director's salary. Shane Mardis replied that it was the Parking Authority members who decide.

Vice Chair Jeanne Hagan asked Director McKenzie when the budget had to be approved; Director McKenzie replied in May. Vice Chair Jeanne Hagan replied that the board would like to go into executive session at the next board meeting without the Director to discuss his salary.

Director McKenzie began discussing the budget expenditures by stating that the group health will increase from \$25,526 to \$26,302 per employee for the FY 2019-2020.

Director McKenzie informed the board that he had budgeted for three employees to receive merit raises in the coming year. Vice Chair Jeanne Hagan asked if the increases included the 2.5% COLA, Director McKenzie replied that the hourly rate increases do not include the 2.5% COLA, this will be in addition to the base hourly rate.

Director McKenzie stated that building and lot maintenance includes Lot D garage, Lot L, and Lot F repairs which are estimated to total \$250,000 to \$300,000.

Director McKenzie said that the 2019-2020 budget also includes the purchase of (2) two new maintenance trucks.

Director McKenzie stated that the City is proposing the possibility of hiring an employee in the Finance Department that would dedicate half their time to the Parking Authority needs and the other half to the City. The proposal would also include the Parking Authority budgeting for half of the salary for this position which would be \$41,000.

Amy Dale asked how the Authority would be sure that half the employees time would be dedicated to the Parking Authority. Shane Mardis and Amy Dale both voiced their concern that if for some reason the City would lose an employee would this person be expected to fill the vacant position and no longer be dedicated to the Authority. Director McKenzie stated that he felt a written agreement would need to be presented to the City so that they understand what the expectation is of the Authority before dedicating funds to this position.

Vice Chair Jeanne Hagan motioned to increase line item 349.05 Charges by Others from \$20,000 to \$41,000 with the understanding that there would be a written agreement with City of the Parking Authorities expectations, Shane Mardis second. The motion passed unanimously.

Director McKenzie stated that \$100,000 was budget to replace the single-space meters due to the current software becoming obsolete as of June 2019. Rachel Fetty asked how many meters we have; Director McKenzie replied that there were less than 600.

With so many people using the Parkmobile app, Rachel Fetty asked if there was a need for the cash key option. Rachel asked if the new meters have to accept cash keys or could they accept coins only. Director McKenzie stated that, yes, the new meters could be purchased without the option, although the cash keys have been very popular in the past, the key themselves have been obsolete for a few years. Director McKenzie said the only ones using the keys now are the customers who have had them for several years. Vice Chair Jeanne Hagan asked Director McKenzie to find out how many people are currently using the keys for next month's meeting.

EXECUTIVE SESSION:

ADJOURNMENT

The meeting was adjourned at 10:43 a.m.


Parking Authority Chairman


Parking Authority Director