

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 am Wednesday, April 6, 2022**

Present: Chairman Charlie McEwuen, Vice-Chair Jeanne Hagan, Shane Mardis, City Councilman Brian Butcher, and Director Dana McKenzie.

Not Present: Amy Dale

Approval of the Minutes: Minutes of the April 6, 2022, Meeting were unanimously approved.

UNFINISHED BUSINESS

Capital Improvement Updates- Director McKenzie said that Nathan Contracting planned to begin working on the columns, but the weather has not cooperated. Hopefully, they can start soon. Also, director McKenzie stated that the electrical panel box in the University Avenue garage is the original panel box from 1977. The panel needs replacing because a phase was lost, leaving no lights on the top of the garage.

Director McKenzie explained how urgent lighting is in the garage. If we were to have an incident on the top of the garage, The Parking Authority could be liable. Maintenance supervisor Rick Whisler had Baldwin electric services research getting a new panel box. It would take approximately 3-4 months to get a new panel because of production delays. Mr. Baldwin talked with a few electrical suppliers and was able to find a used panel box with breakers that are needed. The cost is \$6,300 for materials and labor. The purchase will go towards the bond. Director McKenzie stated that the electrician would be able to start replacing the panel box the week after next.

Director McKenzie said that the maintenance department has the old stair treads removed from the Chestnut Street stairwell, and they are now prepping for the new stair treads.

Director McKenzie stated that he received the Armory lot proposal from GAI. The proposal cost is \$24,900 for core drilling and bid packet preparation. Director McKenzie estimated the cost to pave the armory lot would exceed \$100,000.

New Vehicles- Director McKenzie said that Enterprise had located a new enforcement vehicle. It is a hybrid, and the price is a little more than initially proposed due to the options on the car. Director McKenzie stated that because this is a leased hybrid, all maintenance is covered under the lease agreement for five years. If we purchase one outright, after the 3-year warranty, we would be on our own for repairs.

Director McKenzie said that there is also the option to purchase a gas engine vehicle. There are three available in our area. Vice-Chair Hagan replied that the savings in gas would offset the price of the car. Chairman McEwuen said electric is the way to go because we would run it almost exclusively on electric so that the gas savings would be substantial.

Shane Mardis made the motion to accept the 2022 Ford Escape Hybrid as a lease that Director McKenzie has proposed. Vice-Chair Hagan seconded the motion. A roll call vote was taken, and the motion passed unanimously.

Director McKenzie said that he would be presenting the idea to the City Council concerning the maintenance garage at the lower part of the University Avenue parking garage on April 19 at the committee of the whole meeting, as discussed at the last MPA board meeting.

NEW BUSINESS

10-Minute Courtesy Space Meter Bags- Chairman McEwuen suggested getting new meter bags, maybe a different color, to differentiate the 10-minute courtesy spaces from standard meter bags. Chairman McEwuen offered to make the bags.

City Pay Plan and Employee Handbook update-Director McKenzie informed the Board that the city is working on an employee handbook update. The employee handbook will go into effect as of July 1, 2022. Director McKenzie also stated that the city would be changing its pay plan.

Director McKenzie explained that the current longevity and shift differential pay would be incorporated into the employee's hourly wage with the new pay plan. In addition, there will be a grade scale to determine salaries. If employees receive a good performance evaluation, there will be a yearly .8% raise based on hourly wages. A cost-of-living raise will also be incorporated if there is one that year. Director McKenzie stated that the week of April 19, the department heads are meeting with HR to review the new pay grades where staff lines up on the scale.

ParkMobile- Director McKenzie informed the Board that when a customer uses ParkMobile, they are currently charged .25¢ per transaction. As of June 1, 2022, that fee will increase to .35¢ per transaction. Even with the .10¢ increase, the prices are lower than most places that use ParkMobile.

Citizens Academy- Director McKenzie stated the Citizens Academy is a 7-week program the city has implemented with ten people signed up. The academy is to educate the public on how city government operates. In addition, each department head will give a presentation explaining how their department works. The classes are on Thursday evenings from 6-9. Director McKenzie said he would be giving his presentation with the city police chief on Thursday, April 21 from 6-9.

Food Trucks- Director McKenzie stated that he had a couple of requests regarding a weekly food truck downtown for daytime business hours. Director McKenzie told the Board he would keep them updated.

Budget Revision- Director McKenzie presented the following budget revisions:

PARKING AUTHORITY					
GENERAL FUND - REVISION					
FY 2021-2022					
ACCT		BUDGET	PROPOSED	PROPOSED AMENDED	EXPLANATION OF PROPOSED ADJUSTMENTS
NO	REVENUES	FY22	REV 01A	BUDGET	
342.02	Lot-B	150,000	50,000	200,000	Originally budgeted low, not knowing the impacts of COVID
342.05	Lot-E	40,000	30,000	70,000	Originally budgeted low, not knowing the impacts of COVID
342.09	Lot-H- Spruce Garage Permits	215,000	100,000	315,000	Originally budgeted low, not knowing the impacts of COVID
342.11	Lot-K-Uiv. Ave. Garage Permits	160,000	35,000	195,000	Originally budgeted low, not knowing the impacts of COVID
342.13	Lot-N Wharf	75,000	75,000	150,000	Originally budgeted low, not knowing the impacts of COVID
			290,000		
				PROPOSED AMENDED	EXPLANATION OF PROPOSED ADJUSTMENTS
ACCT		BUDGET	PROPOSED	AMENDED	EXPLANATION OF PROPOSED ADJUSTMENTS
NO	EXPENDITURES	FY22	REV 01A	BUDGET	
568.00	Contingency	-	240,000	240,000	Budget adjustments
211.01	Cellular Phones	6,150	2,500	8,650	To add because of missed cell phone stipends
256.01	Property \$ Liability Ins.	50,000	10,000	60,000	To adjust for insurance increase
459.01	Capital Outlay - Vehicles	-	37,500	37,500	To add for enforcement vehicle
			290,000		

Director McKenzie stated that he had hoped for an update on the maintenance before the meeting but had not received information yet. Shane Mardis suggested waiting until next month to vote on the budget revisions. Director McKenzie agreed since we had not received the rental vehicle.

Budget Performance Report- Director McKenzie stated the Repairs & Maintenance Buildings and Grounds and the Professional Services lines are now adjusted to exclude the bond for the University Avenue garage. Therefore, the adjustment will show in the March report. Director McKenzie stated that the current month's revenues are \$172,604, which is on track with pre-covid income.

2022-2023 Budget Discussion- Director McKenzie went through a few projected revenue line items explaining the trends from the past years and where he believes we are heading into the next fiscal year.

Revenue Increase Projections 2022-2023

Director McKenzie stated that 577-342.00 Street Meters have done excellent this year. 577-342.01 Lot A has done great as well, we usually do not sell permits in this lot, but we did this year, and it was a great success. 577-342.09 Spruce St and 577-342.11 University Ave Garage permits had gone down the last few years, but this year they have increased quite a bit. The other significant increase will be at the Wharf 577-342.14, projecting to do \$150,000 this year and \$175,00 next year. Director McKenzie stated he is a little conservative with the \$175,000. There will be a lot of events going on at the Amphitheatre this summer that should make a huge impact.

Director McKenzie informed the Board that he plans on doing event parking at the Wharf Garage and the University Ave for these events. The cost and time frame of the event parking is yet to be determined.

Director McKenzie explained to the Board there should be a \$500,000 carryover, and the plans are to move some of the revenue into the contingency fund. Director McKenzie concluded that the projected revenues for next year are \$2,925,000.

Director McKenzie explained the proposed expenditure changes to the next fiscal year's budget.

Expenditure Projections 2022-2023

- 578-11.01 Cellular Phones from \$6,150 last year to \$7,000 this year.
- 578-23.00 Professional Services from \$50,000 last year to \$100,00 this year.
- 578-26.01 Liability Insurance from \$50,000 last year to \$60,000 this year.
- Bank/Trans fees are not actual monies we spend. These are monies collected and sent to ParkMobile each month.
- 578-41.21 Operating Supplies up from \$20,000 to \$25,000.
- 578-49.05 Charges by Other (Fee for finance) were waived this year. It is budgeted for next year at \$48,500.
- 578-56.00 Capital Outlay \$400,000 is a projection based on past estimates to build a maintenance facility.
- 578-59.02 Capital Outlay (Vehicles) \$6,000 for truck, but this number will change due to the other lease.
- 578-49.06 Lot Lease \$160,000 for next year with three lease terms expiring in 2021. Director McKenzie does not see any reason why they will not renew.

- Parking Revenue Bond \$180,000 per year.

Director McKenzie projected \$2,823,189 in expenditures and \$2,925,000 in revenues for the 2022-2023 fiscal year. Director McKenzie asked the Board to review next year's projections if there are any questions we will discuss at next month's meeting.

Main Street Morgantown Report-Director Barbara Watkins Main Street Morgantown told the Board there would be an Arts Walk regardless of what the weather brings. The Arts walk will continue on the second Saturday of the month, with the request to have Chancery Row bagged for food trucks. Director Barbara Watkins, Main Street Morgantown, informed everyone that over 70 paid artists scheduled 90. There are also car shows planned for the third Wednesday of the month through August. Director Barbara Watkins stated that the May Main Street Morgantown board meeting would be rescheduled due to a scheduling conflict.

ADJOURNMENT

The Meeting adjourned at 9:40 am.



Parking Authority Chairman



Parking Authority Director