

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 am Wednesday, April 12th, 2023**

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

Not Present: Shane Mardis, and City Councilman Brian Butcher.

Approval of the Minutes: Minutes of the February 8th, 2023, meeting were unanimously approved.

UNFINISHED BUSINESS

430 Spruce Street- Director McKenzie said he met with the Land Reuse Agency concerning the parking lot area beside the current administrative building at 430 Spruce Street. The Land Reuse Agency did not favor a maintenance facility with office space above it on that property. Instead, they prefer a park or something that would complement the Farmer's Market Pavilion.

Director McKenzie mentioned to the City Manager and City Council that the MPA would be interested in the South High Fire Station if they were to move, given that they have a \$6 million grant to be used.

Luke Pay stations- Director McKenzie stated that Ryan Simonton, the City Attorney, sent a notice of termination to Signature Control Systems for the current maintenance contract. The contract was for \$8,100 to service and maintain all the pay stations in the surface lots from January 2023 to June 2023. They have been dragging there for months with service. Signature Controls were given until March 30th, 2023, to refund the check. The check still needs to be returned. Ryan asked if we wanted to go into litigation, and Director McKenzie stated yes.

The pay station manufacturer was contacted directly by Director McKenzie. They supplied everything we needed in around two weeks to get the pay stations operating again.

Verkada Cameras- Director McKenzie spoke with the City Attorney and the City Administration. A sole source letter was sent, meaning they are the only ones providing this service. Verkada is also part of the state bid. Director McKenzie recommended going with the 5-year. So, with the five-year warranty, we are looking at 130 cameras with all the accessories. This will replace all the cameras in the Spruce and University Avenue garages and add 42 more cameras at the Wharf garage.

Director McKenzie stated that the 5-year camera warranty is \$549 per camera. So, we are looking at \$71,000 total for the warranty. What the 5-year warranty covers is if they get

broken, are vandalized, or just quit working, they will replace them at no cost. So, the total cost of the cameras is \$199,802.00.

Vice-Chair Jeanne Hagan made the motion to purchase the Verkada cameras for an estimated cost of \$200,000, as presented by Director McKenzie. Amy Dale seconded the motion. A roll call vote was taken, and the motion passed unanimously.

NEW BUSINESS

Spruce Street Garage Assessment- Director McKenzie stated that GAI (Engineers) will assess the Spruce Street garage from May 16th through May 18th. The total cost for the assessment will be \$29,885. Director McKenzie said the cost for the Spruce garage repairs should be much less than what we paid to have the Chestnut garage done. The Spruce garage is structurally in good shape and will need minimal maintenance.

Budget Amendment- - Director McKenzie asked the board to approve the following budget amendments:

FY 2022-2023					
ACCT NO	REVENUES	BUDGET FY23	PROPOSED REV 01A	PROPOSED AMENDED BUDGET	EXPLANATION OF PROPOSED ADJUSTMENTS
342.09	Lot-H Permits	265,000	35,000	300,000	Construction in Lot-K put more permit holders on Lot-H
342.11	Lot-K Permits	210,000	50,000	260,000	Construction completed
			85,000		
ACCT NO	EXPENDITURES	BUDGET FY23	PROPOSED REV 01A	PROPOSED AMENDED BUDGET	EXPLANATION OF PROPOSED ADJUSTMENTS
459.00	Capitol Outlay - Equipment	113,635	84,000	197,635	Vekarda Camera upgrades
230.00	Contracted Services	170,000	1,000	171,000	CityNet service increase
			85,000		

Amy Dale made the motion to adopt the budget amendments, and revenue increases that Executive Director McKenzie has put forth. Vice-Chair Hagan seconded the motion. A roll call vote was taken, and the motion passed unanimously.

2023/2024 Budget Discussion- Director McKenzie reviewed salary increases, including the 2% COLA and the city's projected step increases.

Director McKenzie explained the proposed expenditure changes to the next fiscal year's budget. Director McKenzie said everything remains the same as last year, with a few modifications.

Budget Expenditures 2023-2024

- 578-23.00 Professional Services decreased from \$100,000 last year to \$50,000 this year.
- 578-26.01 Liability Insurance increased from \$60,500 last year to \$65,00.00 this year.
- 578-30.00 Contracted Services increased from \$160,000 last year to \$180,000 this year.
- 578-32.00 Bank Charges increased from \$160,000 last year to \$180,000 this year.
- 578-232.06 Bank/Trans fee increased from \$45,000 last year to \$85,000 this year.
- 578-40.12 Hand Tools decreased from \$2,000 to \$1,000 this year.
- 578-41.21 Operating Supplies increased from \$25,000 last year to \$30,000 this year.
- 578-59.02 Capitol Outlay – Numbers will be added for review at next month's meeting.

Director McKenzie described to the Parking Authority board member some future goals he and his team have for the parking authority.

Economic Development

- Property acquisition for an MPA maintenance building
- Parkmobile payment upgrade for parking garages
- Work with Engineering and Public works to develop a plan for right-of-ways
- EV Chargers
- Replace Gate System in Garages

Public Safety

- Upgrading garage/surface lighting to LED
- Update the camera system in parking garages
- Begin Adding a camera system in surface lots
- Tool Cat Replacement

Communication (internal and external)

- Maintain and update the MPA website to keep residents/customers informed
- Work with internal city departments to meet the needs of the community
- Work with property owners to meet parking needs

Downtown Vibrancy

- Spruce Garage Assessment
- Paving Lot-C behind Iron Horse
- Garbage Corral in B-Lot
- Canopies over Spruce Street and Chestnut Street Entries
- Weekly Food Trucks Under the Market Place

Director McKenzie said he is projecting revenues to increase over the last year. There has been a steady increase between garage permit sales and ParkMobile. Director McKenzie stated that \$600,000 is projected for the contingency fund.

Budget Performance Reports- Director McKenzie stated that revenues continue to grow, and expenditures are still down, although monies are still being spent on needed items.

ADJOURNMENT

The meeting adjourned at 9:10 am.



Parking Authority Chairman



Parking Authority Director