

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 am Wednesday, May 11, 2022**

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

Not Present: City Councilman Brian Butcher

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

UNFINISHED BUSINESS

New Vehicle Update – Director McKenzie said that Enterprise delivered the new 2022 Ford Escape. Also, the new maintenance truck should arrive later this year.

Maintenance Shop – Director McKenzie stated that after meeting City Council, there were some concerns with building the maintenance shop in the bottom of the University Avenue Parking Garage. Mayor Selin was concerned with site lines, and Councilor Abu-Ghannam did not feel that the area would be adequate for the Parking Authority's needs.

Director McKenzie and MPA maintenance supervisor Rick Whisler met with Black Diamond Realty and the owners of the car wash property at 132 South High Street. After reviewing the property, Director McKenzie proposed to the Board that we look into the possibility of acquiring the property for a maintenance shop. The property was recently reduced from \$965,000 to \$745,000. Director McKenzie feels the MPA could purchase with cash instead of bonds. The Board agreed for Director McKenzie to continue to look at the prospect of buying the property.

City Pay Plan and Employee Handbook update- Director McKenzie explained how the new city pay plan would work. All employees will be under a pay grade with forty pay grades for each tier. Example, 1a,1b, 1c, then 2a, 2b, 2c, etc. Once an employee reaches the top of the pay grade level, the employee can move to the next tier with a promotion.

Director McKenzie stated that the City Manager and the department heads would meet again on Monday, May 23, 2022, to discuss any questions concerning the pay plan and employee handbook.

Another significant change is the vacation and sick time policy. Currently, employees receive 12 hours of sick time per month and can accumulate up to 720 hours. Any time over 720 gets paid out at 1/3 of the hourly wage on July 1, leaving a carry-over balance of 720. Effective July 1, 2022, all city employees will move to PTO or Paid Time Off. If an employee chooses not to keep their earned sick time, the time will be converted to PTO at 1/3 an hour to every hour.

Director McKenzie described to the Board the City's new short-term disability plan. After seven days, employees can utilize short-term disability for up to 26 weeks at 60% of their wages. Employees can also use PTO to supplement the additional 40% of their salaries if they so choose. Director McKenzie stated that if employees decide to keep their sick time hours, they are not eligible for short-term disability until

they deplete all sick time. Once exhausted, there is a six-month waiting period before qualifying for short-term disability. Employees have until July 1, 2022, to decide whether we want to convert sick time to PTO time.

Shane Mardis asked what happens if you buy a short-term disability policy through Aflac, which the City offers, and have that to pay for your short-term disability. The City would not be able to pay for short-term disability benefits if an employee is already paying for the benefit. Director McKenzie said that is an excellent question, and he will bring it up at their meeting.

Director McKenzie also stated that another change that will impact the Authority is holidays. All city employees will now follow the civil service holiday calendar, adding four more holidays per year.

ParkMobile- Director McKenzie said that we have talked about being able to use ParkMobile in the parking garages for over a year. Finally, ParkMobile and Signature, the company through which we have our gate equipment, have made it possible for customers to use ParkMobile in the gated parking garages. The integration will require additional equipment, including QR code readers at the entrances and exits of each garage, software, installation, and maintenance. Director McKenzie stated that the update would cost \$38,365 for all three parking garages to be able to accept ParkMobile.

Vice-Chair Hagan thought it would be an excellent investment. Chairman McEwuen asked how the technology would work in the parking garages? Director McKenzie explained that once a customer opens the ParkMobile app., they will choose the parking garage and receive a QR code to scan when entering. Then, when they are ready to leave, they will scan the QR code at the exit gate and be charged for the time they were parked. Next, director McKenzie reiterated some of the additional features of ParkMobile. For instance, you can pre-pay for events, give discount codes, and send parking validations. These options are available for a fee if we decide to use them in the future.

As Director McKenzie has proposed, Amy Dale made the motion to move forward with adding ParkMobile to the garages. Vice-Chair Hagan seconded the motion. A roll call vote was taken, and the motion passed unanimously.

Budget Revisions- Director McKenzie presented the following budget revisions discussed at last month's meeting.

**PARKING AUTHORITY
GENERAL FUND-REVISION
FY 2021-2022**

ACCT NO	REVENUES	BUDGET FY 2022	PROPOSED REV 01A	PROPOSED AMENDED BUDGET	EXPLANATION OF PROPOSED ADJUSTMENTS
342.02	Lot-B	150,000	50,000	200,000	Originally budgeted low, not knowing the impacts of COVID.
342.03	Lot-C	115,000	20,000	135,000	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.
342.08	Lot H Spruce Garage	95,000	10,000	105,000	Originally budgeted low, not knowing the impacts of COVID.
342.09	Lot-H Spruce Garage Permits	215,000	80,000	295,000	Originally budgeted low, not knowing the impacts of COVID.
342.11	Lot-K Univ. Ave. Garage Permits	160,000	50,000	210,000	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.
342.15	Lot-O	60,000	15,000	75,000	
342.00	Street Meters	450,000	60,000	510,000	Originally budgeted low, not knowing the impacts of COVID.
320.00	Fines fees & Court Costs	435,000	60,000 450,000	495,000	Fines & fees increase from reminder notices and illegal parking.
ACCT NO	EXPENDITURES	BUDGET FY 2022	PROPOSED REV 01A	PROPOSED AMENDED BUDGET	EXPLANATION OF PROPOSED ADJUSTMENTS
568.00	Contingency		436,400	436,400	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	0	1,100	1,100	To add for Enforcement Vehicle.
			450,000		

Director McKenzie proposes the amendments to finish out the fiscal year. Next month, we will investigate moving funds into the Capital Outlay for ParkMobile upgrades. Vice-Chair Hagan made the motion to accept the proposed revisions of the current year's budget presented by Director McKenzie. Amy Dale seconded the motion. A roll call vote was taken, and the motion passed unanimously.

2022-2023 Budget Discussion:

Revenue Projections Increase 2022-2023

Director McKenzie explained to the Board that he adjusted the projected revenues for the next fiscal after seeing the revenues increase over the last couple of months.

Expenditure Projections 2022-2023

Director McKenzie added \$400,000 to line 578-56.00, Capital Outlay for next year. These funds will be allocated for the maintenance shop project. In addition, \$75,000 was added to line 578-59.02, Capital Outlay (equipment purchase), to update DVRs and cameras in the garages. There are only five cameras in the wharf garage, and with all the events happening now in that area, it would be beneficial to add additional cameras and DVRs. Finally, \$15,100 was added to Line 578-59.02 Capital Outlay (vehicles) to lease the new maintenance truck and enforcement vehicle. Director McKenzie stated that we are looking at \$2,880,397 for our 2022-23 fiscal year budget expenditures.

Director McKenzie said the Armory Lot paving project would be funded out of the Parking Revenue Bonds, and the Spruce Street UMC (F-lot) would be part of the city paving project this summer.

Also, the plan is still to hire an enforcement officer for the open night shift position. Director McKenzie said the budget would need to be approved next month. He asked the Board to review it and if there are any questions, let him know.

Main Street Morgantown Report- Director Barbara Watkins, Main Street Morgantown, reminded everyone of the Arts Walk and Cruise-In. Director Watkins also reminded Director McKenzie that he was on the Main Street Morgantown meeting agenda for May 25. Chairman McEwuen and Director Watkins suggested giving the Main Street Morgantown Board a dollar amount on all the meters donated for downtown Morgantown events and the spaces provided for the outdoor dining area. Director Watkins commented on how much the Arts Walk has grown. Finally, director Watkins asked about reaching out to the City and asking if we could close High St. From top to bottom. Director McKenzie said that it was his understanding that they are waiting on City Engineer Damien Davis to develop a traffic plan to submit to the DOH.

ADJOURNMENT

The meeting was adjourned at 9:08 am


Parking Authority Chairman


Parking Authority Director