

**Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 a.m. Wednesday, March 4, 2020
Conference Call Due to COVID-19.**

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 March 4, 2020, were unanimously approved.

OLD BUSINESS

UNFINISHED BUSINESS

Single-Space Parking Order Meter Update- Director McKenzie stated that the total cost for the POM parking meters and software came in at \$109,374. The meter arrival and installation should begin within the next three weeks. Director McKenzie also said that even though the new meters are essentially the same as the old meters in the way that they operate, they will still look different to the customers. Director McKenzie will be speaking at the COW in March to inform Council of the upcoming change.

Director McKenzie said that there is currently no update on the time frame for the ParkMobile integration for the parking garages. Zack Cruze noted that he did inform City Council of the upcoming integration at their last meeting.

Emergency Blue Light Stations – Director McKenzie spoke with WVU and the City Police Ed Chief Preston concerning the possibility of adding emergency blue light stations in the parking garages. Each station will cost approximately \$2,500-\$5,000. Police Chief Preston said that the City had previously researched this idea for the rail trail but decided not to pursue the stations because of abuse. He also said that it would be quicker for a person to call 911 than to push a button at an emergency station that goes to a call center instead of straight to MECCA.

NEW BUSINESS

Finance Department Increase Request – Director McKenzie met with Finance Director Jim Goff to continue the discussion of possibly hiring an additional employee for the finance department that would work 50% of the time for the Parking Authority. This discussion began in April of 2019 between the City Finance Department and the Parking Authority. Finance Director Goff analyzed this position and broke down the wages for the Parking Authority to discuss. The Financial Reporting Manager's wages, taxes, and benefits for the next fiscal year total \$112,426 - \$69,119 wages, \$5,401 taxes, and \$37,906 benefits. Half of the yearly salary would be \$56,000; the Parking authority had previously agreed to \$41,000. Finance Director Goff is requesting that we meet in the middle at \$48,500 per year. Finance Director Goff added that we could structure the agreement to increase each year by the Council Approved COLA if provided, this year is 2.5% and is already in the numbers above.

Director McKenzie spoke with City Attorney Ryan Simonton about creating a written agreement between the Parking Authority and the City Finance Department. City Attorney Simonton stated that he is working on agreements between other departments in the City and would create one for the Parking Authority as well to define the roles for this position.

Director McKenzie asked the Board for their thoughts on the proposed \$48,500 for the Financial Reporting Manager's wages.

Amy Dale asked if the position would work part-time in the Parking office and part-time in the Finance office. Director McKenzie said that they would only work in the Finance department. Amy asked if this person would be the only one working on the Parking Authorities finances. Director McKenzie replied that five different individuals work on the Parking Authority's finances. This position would be focused more on the daily finances of the Parking Authority so that we can receive the budget performance reports on time.

Chairman McEwuen commented that the only thing that we have to compare this number too is what it would cost the Parking Authority to hire a full-time accountant, which would be a far greater number.

Vice-Chair Hagan asks Director McKenzie to verify that the \$48,500 would be for the next fiscal year. Director McKenzie replied that, yes, this would be for the next fiscal year.

Zackery Cruze commented that it makes sense to pay for half of this salary if the Parking Authority sees an increase in the productivity of the Finance Department.

Zackery Cruze made the motion to increase the \$41,000 to \$48,500 to pay for the half time position of the Financial Reporting Manager's wages, Amy Dale, second the motion. The motion passed unanimously.

IPMI Conference – Director McKenzie requested that he and Larry Merrill be able to attend the IPMI Conference in San Antonio, Texas, from May 30 to June 3. Director McKenzie said the approximate cost for the conference would be \$4,700.

Vice-Chair Hagan made the motion for Director McKenzie and Larry Merrill to attend the 2020 IMPI Conference in San Antonio, Texas, on May 30-June 3, Zackery Cruze, second the motion. The motion passed unanimously.

2020-2021 Budget Discussion – Director McKenzie had the Finance Department create a new budget line for 2020-2021. The new line will be 232.06 – Bank Charges/Transaction Fee Contracted Services. This new line will be for the fees that the Parking Authority collects and sends to ParkMobile each month.

Director McKenzie said that the elevator in the University Avenue Garage would need to be replaced soon. The electronic components that operate the elevator are obsolete, meaning that if they fail, the elevator will be inoperable. The cost to replace the elevator is \$110,000.

Zackery Cruze asked when the elevator repair would begin. Director McKenzie replied that this would be budgeted for the fiscal year 2020-2021. Zackery Cruze asked if this was the only

elevator in the garage and how we would approach the need for those who use the elevator. Director McKenzie said that yes, this is the only elevator and that there would be temporary accessible space available on the ground floors to accommodate the needs during the repairs.

Vice-Chair Hagan said that we could also give the permit holders the option of parking in the Spruce Street garage during the time the elevator is down.

Director McKenzie stated that the assessment from GAI Consultants for the University Avenue Garage came in at \$1,723,000. Immediate repairs are \$402,000, short term repairs are \$1,264,000 and long term repairs are \$57,000. Director McKenzie stated that this work would be over three years.

Director McKenzie stated that after reviewing the bond payment for the Wharf Garage with Finance Director Jim Goff, the final payment will be in December 2022.

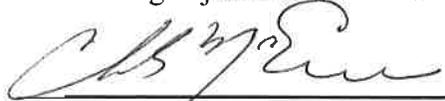
Director Out of Office- Director McKenzie said that he would be out of the office from 3/5/2020-3/12/2020. He will be available by phone or email should anyone need to reach him.

January Budget Performance Report – Director McKenzie stated that the overall budget revenues continue to be slightly ahead of last year. Director McKenzie said that although expenditures are down at this point in the fiscal year that we would be spending several thousand in the next few months for capital improvements.

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