

Morgantown Parking Authority
Minutes of Regular Monthly Meeting
8:30 am Wednesday, May 10, 2023

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

Not Present: City Councilman Brian Butcher

Approval of the Minutes: Minutes of the April 12, 2023, meeting were unanimously approved.

UNFINISHED BUSINESS

Verkada Cameras- Director McKenzie stated that three additional mini cameras were added for the elevators and five full-size cameras for the ramps in the garage for a total of \$216,000. All the cameras have arrived, and we are waiting on the switches. Once the switches arrive, Advantage Technology LLC will come and install them; after that, we can start mounting the cameras. Director McKenzie explained to the board how the cameras would work once set up.

2023/2024 Budget Discussion- Director McKenzie explained to the Board that he has adjusted the projected revenues for the next fiscal year after seeing the revenues increase in the past year.

Revenue Projections Increase 2023-2024

- 577-342.00 Street Meters from \$460,000 last year to \$500,000 this year.
- 577-342.02 Lot B from \$200,000 last year to \$225,000 this year.
- 577-342.03 Lot C from \$135,000 last year to \$145,000 this year.
- 577-342.08 Spruce St. Garage Gate from \$100,000 last year to \$105,000 this year.
- 577-342.09 Spruce St. Garage Permit from \$250,000 last year to \$280,000 this year.
- 577-342.10 University Ave. Garage Gate from \$150,000 last year to \$170,000 this year.
- 577-342.11 University Ave Garage Permit from \$210,000 last year to \$265,000 this year.
- 577-342.05 Lot E (Bossio) from \$70,000 last year to \$80,000 this year.
- 577-342.12 Lot M from \$4,000 last year to \$5,000 this year.
- 577-342.15 Lot O from \$65,000 last year to \$75,000 this year.
- 577-342.17 Street Permits from \$40,000 last year to \$50,000 this year.
- 577-320.00 Fines & FO from \$475,000 last year to \$485,000 this year.

Director McKenzie stated that our revenue projections for next year are \$3,381,000.

Expenditure Projections 2023-2024

Director McKenzie discussed changes made to the expenditure projections since the last meeting. \$5,000 was added to 578-14.00 Travel & Training. This will allow travel to the IPMI Conference and in-house training. \$4,500

was added to 578-26.01 Liability Insurance. \$40,000 was added to 578-232.06 Bank Trans/Fee, which we collect from ParkMobile. Also, 578-56.00 Capital Outlay of \$200,000 was budgeted for the repairs of the Spruce Street garage. \$90,000 was added to 578-59.02 Capital Outlay (equipment purchases) for a new Toolcat. Additionally, \$100,000 was put in 578-59.01 Capital Outlay (vehicles).

Director McKenzie stated that the one thing not factored in the budget is the Coral in B lot, but we should have an answer by next month's meeting on how the city is proceeding with the build.

NEW BUSINESS

2022/2023 Budget Amendment- Director McKenzie asked the board to approve the following budget amendments.

FY 2022-2023

NO	REVENUES	FY23	REV 01A	BUDGET	
342.09	Lot-H Permits	300,000	25,000	325,000	Construction in Lot-K put more permit holders on Lot-H
342.11	Lot-K Permits	260,000	5,000	265,000	Construction completed
342.06	Lot -K	150,000	35,000	185,000	Downtown Events/Student Housing/Hotel
342.12	Lot - M Depot	4,000	2,000	6,000	Events at the Depot
342.02	Lot - B	200,000	35,000	235,000	Downtown Events/Student Housing
342.05	Lot-E	70,000	14,000	84,000	Downtown Events/Student Housing
342.06	Lot- F	40,000	8,000	48,000	Vehicles
342.00	Street Meters	500,000	100,000	600,000	Downtown Events/Student Housing
342.15	Lot - O	65,000	15,000	80,000	Downtown Events/Student Housing
			239,000		

ACCT		BUDGET	PROPOSED	AMENDED	EXPLANATION OF PROPOSED ADJUSTMENTS
NO	EXPENDITURES	FY23	REV 01A	BUDGET	
107.00	Contribution to Pension Fund	117,744	55,000	172,744	Wage Increase
232.00	Bank Charges - General	160,000	45,000	195,000	Increased Credit Card Usage/ParkMobile
232.06	Bank Charges - Transaction fee	60,000	40,000	100,000	ParkMobile transaction fee increase
351.00	Uniforms - General	4,000	2,000	6,000	Purchased Bullet Proof Vest's
341.01	Operating Supplies	40,000	2,000	41,500	Two New Computers
			144,000		

Vice-Chair Jeanne Hagan made the motion to accept the proposed revisions to 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.

Budget Performance Report- Director McKenzie stated that we are on track to meet the budget projections for this fiscal year.

Director McKenzie said that lot C behind the dental office needs to be repaired and repaved but suggested that the project is put off another year since the city is planning the Pleasant Street street scapes this summer.

Adjournment

The meeting adjourned at 9:02 am.


Parking Authority Chairman


Parking Authority Director