

MINUTES
PARKING FACILITIES COMMITTEE MEETING
6:10 P. M., MAY 20, 2019
A/V CONFERENCE ROOM

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Parking Facilities to order at 6:10p.m., May 20, 2019, in the Audio/Visual Room in City Hall.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Joseph Jenkins, Chair
Bobby Reishman, Vice Chair
Brent Burton
Mary Beth Hoover
Will Laird
Shannon Snodgrass

Vice Chairperson Reishman asked for unanimous consent to dispense with the reading of the minutes for the May 6, 2018 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

I. RESOLUTIONS:

Resolution No. 194-19 - Authorizing approval of the FY 2019-2020 Parking System Budget as indicated on the attached list of accounts.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the FY 2019-2020 Parking System Budget as indicated on the attached list of accounts is hereby approved.

Councilmember Jenkins added that the Parking budget is separate from the General budget.

Jonathan Storage added that it is separate because it is considered and “enterprising department.” The proposed budget is operating from a surplus of approximately \$900,000.000, which will be dedicated to the Parking Maintenance Fund to be used for major repair and maintenance needs as they arise. Counting the surplus, the Parking System’s’ revenues are estimated to be \$2.85 million. Recent projects paid from the Parking Maintenance Fund

include: system-wide cameras, painting Garage No. 2, concrete rehab in all buildings and structural engineering assessments. The revenue for the Parking System is projected approximately 2% less than from FY2019, but closely in line with FY2018's actual collections. The main reduction in the building revenue can be attributed to the reduction in the monthly rate for Building No. 2. Expenses are largely in line with the current year; telephone, training and travel were reduced to realign with actual expenditures. The proposed budget accounts for the purchase of a new garage sweeper.

City Treasurer, Vic Grigoraci, stated he believed the garages needed some upgrades and cleaning, and was wanting to know if that was factored into the proposed budget. Jonathan Storage responded the administration has been working to improve the status of the parking garages, including installing security cameras, improving lighting by converting to LEDs, improving the conditions of the walls and vibrant signage and power washing. He also noted that the future planned purchase of a garage sweeper will significantly improve the overall cleanliness of the garages.

Councilmember Reishman moved to approve the Resolution. With a majority of members elected recorded thereon as voting in the affirmative Chairperson Jenkins declared Resolution No. 194-19 approved.

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.

CITY OF CHARLESTON

Municipal Budget
Fiscal Year Ending June 30, 2020

Section 9

Parking System Budget

CITY OF CHARLESTON
Parking System Budget
Fiscal Year Ending June 30, 2020
Schedule of Revenues

Revenue Category	2017-18 Actual Collected	2018-19 Council Approved	2018-19 Revisions (thru Mar.)	2018-19 Revised Budget	2018-19 Collections (thru Mar.)	2019-20 Admin Proposed
Parking Building Revenues						
Bldg. No. 1 - McFarland						
343-01-0801 Daily	5,477	-	-	-	1,911	-
343-01-0809 Meter - SMART - Credit Card	-	-	-	-	-	800
343-01-0810 Meter - SMART - Park Mobile	-	-	-	-	-	400
343-01-0811 Meter - SMART - Coin	-	-	-	-	1,612	750
343-01-0812 Meter - Mechanical - Park Mobile	-	-	-	-	-	400
343-01-0813 Meter - Mechanical- Coin	-	5,000	-	5,000	1,037	1,000
343-01-0802 Monthly	336,743	314,000	-	314,000	233,234	310,000
343-01-0805 Commercial	147,530	150,000	-	150,000	109,982	145,000
343-01-0808 Special Rates	4,784	7,500	-	7,500	1,604	2,500
Total Building No. 1	494,534	476,500	-	476,500	349,379	460,850
Bldg. No. 2 - Washington						
343-02-0801 Daily	50,610	-	-	-	12,830	20,000
343-02-0813 Meter - Mechanical- Coin	-	50,000	-	50,000	-	-
343-02-0802 Monthly	189,148	183,000	-	183,000	98,040	130,000
343-02-0803 Theatre Parking	15,000	-	-	-	8,750	12,000
343-02-0805 Commercial	75,989	76,000	-	76,000	57,011	75,000
343-02-0807 Theatre Override	32,324	65,000	-	65,000	48,672	65,000
343-02-0808 Special Rates	278	1,000	-	1,000	12	500
Total Building No. 2	363,348	375,000	-	375,000	225,314	302,500
Bldg. No. 5 - Shanklin						
343-05-0801 Daily	45,819	-	-	-	5,511	-
343-05-0809 Meter - SMART - Credit Card	-	-	-	-	-	7,500
343-05-0810 Meter - SMART - Park Mobile	-	-	-	-	-	2,500
343-05-0811 Meter - SMART - Coin	-	-	-	-	27,793	13,000
343-05-0812 Meter - Mechanical - Park Mobile	-	-	-	-	-	4,000
343-05-0813 Meter - Mechanical- Coin	-	45,000	-	45,000	12,031	8,000
343-05-0802 Monthly	153,520	155,000	-	155,000	129,933	175,000
343-05-0808 Special Rates	100,356	100,000	-	100,000	66,029	90,000
Total Building No. 5	299,695	300,000	-	300,000	241,296	300,000
Bldg. No. 6 - Summers						
343-06-0801 Daily	121,730	-	-	-	3,045	-
343-06-0809 Meter - SMART - Credit Card	-	-	-	-	-	14,000
343-06-0810 Meter - SMART - Park Mobile	-	-	-	-	-	10,000
343-06-0811 Meter - SMART - Coin	-	-	-	-	33,547	9,000
343-06-0812 Meter - Mechanical - Park Mobile	-	-	-	-	-	7,000
343-09-0813 Meter - Mechanical- Coin	-	140,000	-	140,000	21,940	15,000
343-06-0802 Monthly	489,196	540,000	-	540,000	397,408	530,000
343-06-0808 Special Rates	3,773	4,500	-	4,500	280	500
Total Building No. 6	614,699	684,500	-	684,500	456,220	585,500
Total Building Revenues	1,772,276	1,836,000	-	1,836,000	1,272,209	1,648,850

CITY OF CHARLESTON
Parking System Budget
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Schedule of Revenues

Revenue Category	2017-18 Actual Collected	2018-19 Council Approved	2018-19 Revisions (thru Mar.)	2018-19 Revised Budget	2018-19 Collections (thru Mar.)	2019-20 Admin Proposed
Other Parking Revenue						
327-01-0000 Residential Permit Parking	5,175	5,500	-	5,500	5,220	5,000
342-00-0000 Meter - SMART - Credit Card	-	-	-	-	109,807	100,000
342-01-0000 Meter - SMART - Park Mobile	-	-	-	-	-	35,000
342-02-0000 Meter - SMART - Coin	-	-	-	-	228,855	200,000
342-03-0000 Meter - Mechanical - Park Mobile	-	-	-	-	-	50,000
342-04-0000 Meter - Mechanical- Coin	483,502	438,000	-	438,000	146,088	150,000
343-03-0805 Rent - Commercial	(1,000)	-	-	-	-	-
343-11-0000 Auditorium Lot (Spec. Ev.)	6,574	4,800	-	4,800	2,310	4,000
345-00-0002 Auditorium Lot (Monthly)	6,420	6,500	-	6,500	5,500	7,000
343-15-0000 Morris Square/Morris Street	36,210	40,000	-	40,000	24,571	35,000
343-14-0000 Smith Street Lot	25	-	-	-	5,000	-
343-20-0000 Union Building Parking Lot	29,840	33,000	-	33,000	21,620	30,000
345-00-0000 Rents/Concessions/Leases	79,640	80,000	-	80,000	59,010	80,000
320-00-0000 Police Fines/Court Costs	10,440	12,000	-	12,000	4,680	10,000
320-03-0000 Boot Fees	2,250	3,000	-	3,000	1,500	2,000
321-21-0000 Overtime Meter Violations	124,915	200,000	-	200,000	318,050	180,000
321-22-0000 All Other Parking Violations	213,579	203,000	-	203,000	(32,305)	200,000
321-24-0000 Bagged Meter Fees	-	-	-	-	-	-
381-00-0000 Reimbursements	-	-	-	-	-	-
381-11-0000 Energy Rebates	6,242	-	-	-	-	-
386-00-0000 Insurance Claims	-	-	-	-	-	-
391-00-0000 Recycling Revenue	-	-	-	-	-	-
399-00-0000 Miscellaneous Revenue	1,580	2,000	-	2,000	13,520	2,000
Total Other Revenues	1,005,392	1,027,800	-	1,027,800	913,427	1,090,000
Total Operating Revenue	2,777,668	2,863,800	-	2,863,800	2,185,636	2,738,850
Non-Operating Revenue						
322-00-0085 Transfers from Other Funds	20,150	-	-	-	-	-
365-00-0000 Federal Grants	-	-	-	-	-	-
380-00-0000 Interest on Investments	33,937	35,000	-	35,000	67,600	90,000
380-00-0001 Interest on MBC deposits	11,354	10,000	-	10,000	15,211	20,000
399-05-0000 Cash Over/Short	60	-	-	-	-	-
379-00-0000 Gain/(Loss) Sale of Assets	-	-	-	-	20	-
Total Non-Operating Revenue	65,501	45,000	-	45,000	82,830	110,000
Total System Revenue	2,843,169	2,908,800	-	2,908,800	2,268,466	2,848,850

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Schedule of Expenses

406 571 00	Parking System Administrative	2017-18 Actual Expended	2018-19 Council Approved	2018-19 Revisions (thru Mar)	2018-19 Revised Budget	2018-19 Actual (thru Mar)	2019-20 Admin Proposed
	Personal Services						
000-1-103	Salaries & Wages	672,849	653,833	-	653,833	453,786	661,563
000-1-104	FICA	47,189	50,018	-	50,018	32,385	50,610
000-1-105	Medical & Life Insurance	135,050	171,196	-	171,196	147,720	243,710
000-1-106	Retirement	66,662	60,283	-	60,283	42,052	61,056
000-1-111	Dental/Optical Insurance	12,690	9,046	-	9,046	14,628	8,390
000-1-112	Insurance - Payroll Deduction	(45,320)	(38,371)	-	(38,371)	(25,120)	(36,223)
000-1-113	OPEB-Current	40,000	40,000	-	40,000	-	40,000
	Total Personal Services	929,120	946,005	-	946,005	665,450	1,029,105
	Contractual Services						
000-2-211	Telephone	12,177	20,000	-	20,000	9,011	15,000
000-2-213	Utilities	191,871	200,000	-	200,000	115,590	200,000
000-2-214	Travel	-	7,500	-	7,500	1,681	1,000
000-2-215	Maint. & Repair - Bldg/Ground	78,599	100,000	-	100,000	59,482	46,000
000-2-216	Maint. & Repair - Equipment	22,818	25,000	-	25,000	7,948	25,000
000-2-217	Maint. & Repair - Auto/Truck	9,171	9,700	-	9,700	2,259	9,700
000-2-218	Postage	4,373	5,000	-	5,000	2,541	5,000
000-2-219	Bldg. & Equipment Rents	28,598	33,000	-	33,000	26,302	33,000
000-2-220	Advertising/Legal Publications	287	-	-	-	-	-
000-2-221	Training	-	5,000	-	5,000	564	1,000
000-2-222	Dues & Subscriptions	480	750	-	750	60	750
000-2-223	Professional Services	676	-	-	-	245	-
000-2-226	Insurance - WC and UC	14,371	18,845	-	18,845	12,473	17,495
000-2-227	Insurance	86,713	92,000	-	92,000	58,562	92,000
000-2-230	Contracted Services	195,164	180,000	-	180,000	123,812	275,799
000-2-232	Bank Fees - Lockbox	1,930	2,500	-	2,500	1,345	2,500
001-2-232	Electronic Meter Fees	-	55,000	-	55,000	27,365	55,000
	Total Contractual Services	647,226	754,295	-	754,295	449,239	779,244
	Commodities						
000-3-341	Material & Supplies	56,866	50,000	-	50,000	45,763	50,000
000-3-343	Gas, Oil and Tires	8,432	8,000	-	8,000	4,037	8,000
000-3-345	Uniforms	6,404	7,500	-	7,500	1,944	7,500
	Total Commodities	71,701	65,500	-	65,500	51,744	65,500
	Other						
000-5-566	Transfers to Other Funds	808,845	713,000	-	713,000	-	900,000
	Total Operating Expenses	2,456,892	2,478,800	-	2,478,800	1,166,434	2,773,850
000-6-670	Other Interest	-	-	-	-	-	-
000-6-672	Amorization of Bond Discount	-	-	-	-	-	-
000-6-672	Interest on Bonds	-	-	-	-	-	-
000-6-674	Bond Service Charge	-	-	-	-	-	-
000-6-676	Bad Debts	-	-	-	-	-	-
	Total Non-Operating Expenses	-	-	-	-	-	-
	Total Expenses	2,456,892	2,478,800	-	2,478,800	1,166,434	2,773,850

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		Other Expenditures					
406	Parking System	2017-18	2018-19	2018-19	2018-19	2018-19	2019-20
571	Administrative	Actual	Council	Revisions	Revised	Actual	Admin
00		Expended	Approved		Budget	(thru Mar)	Proposed
000-4-456	C/O - Land	-	-	-	-	-	-
000-4-458	C/O - Major Improvements	12,399	-	-	-	518,654	-
000-4-459	C/O - Equipment	288,443	55,000	-	55,000	88,786	75,000
000-4-461	C/O - Lease Purchase	-	-	-	-	-	-
	Total Capital Outlays	300,842	55,000	-	55,000	607,440	75,000
	Total All Expenses & Capital Outlays	2,757,734	2,533,800	-	2,533,800	1,773,874	2,848,850

CITY OF CHARLESTON
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Schedule of Cash

	Cash Basis
Total Operating Revenues	2,738,850
Total Non-Operating Revenues	<u>110,000</u>
Total System Revenues	2,848,850
Total Operating Expenses	2,773,850
Total Non-Operating Expenses	<u>-</u>
Total System Cash Expenses	2,773,850
Excess Revenues over Cash Expenses	75,000
Other Cash Outflows:	
Capital Outlay Expenditures	75,000
Principal on Debt Service	<u>-</u>
Total Other Outflows	75,000
Total Cash Outflows	2,848,850
Net Cash Flow	0

Schedule of Non-Cash Expenses

	2019-20 Estimate
Depreciation	837,644
OPEB Long Term	<u>375,000</u>
Total Non-Cash Expenses	1,212,644

CITY OF CHARLESTON

Parking System Budget
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Schedule of Capital Outlay Expenditures

Equipment	
Parking Garage Sweeper	75,000
Total Equipment	<u>75,000</u>
Total Capital Outlay	75,000

**CITY OF CHARLESTON
Parking System Budget**

Parking System Schedule of Authorized Positions

Fiscal Year Ending June 30, 2020

CURRENT			PROPOSED		
Position	Grade/ Class	FY 19 # Emp	Position	Pay Grade	FY 20 # Emp
Deputy Director Parking Operations	119	1	Director Parking Operations	119	1
Lead Parking Technician	107	1	Lead Parking Technician	107	1
Lead Maintenance Worker	107	1	Lead Maintenance Worker	107	1
Lead Parking Enforcement Specialist	107	1	Lead Parking Enforcement Specialist	107	1
Parking Technician	105	9	Parking Technician	105	9
Meter Maintenance	105	1	Meter Maintenance	105	1
Parking Collection & Support Tech.	105	4	Parking Collection & Support Tech.	105	4
		<u>18</u>			<u>18</u>

CITY OF CHARLESTON
Municipal Budget
Fiscal Year Ending June 30, 2020

Parking System Schedule of Wages & Salaries

	CURRENT		PROPOSED
Department/Wage Type	Amount	Department/Wage Type	Amount
<u>Parking System (406)</u>		<u>Parking System (406)</u>	
Elected Wages & Salaries	-	Elected Wages & Salaries	-
Regular Wages & Salaries	586,833	Regular Wages & Salaries	594,563
Irregular Part Time (IPT)	51,000	Irregular Part Time (IPT)	51,000
Overtime	16,000	Overtime	16,000
Pro-Pay	-	Pro-Pay	-
Tool Allowance	-	Tool Allowance	-
	<u>653,833</u>		<u>661,563</u>