

WINCHESTER PARKING AUTHORITY
January 23, 2020

MEMBERS PRESENT: Dick Helm & William Armstrong

MEMBERS ABSENT: Howard Manheimer, Mike Miller & Ben Weber

OTHERS PRESENT: Corey MacKnight, Teresa Couch & Rob O'Malley

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:34 am at which time it was determined that a quorum was not present.

II. REVIEW OF OCTOBER & NOVEMBER 2019 MEETING MINUTES

A quorum was not present for approval of the October and November 2019 meeting minutes.

III. PARKING DIVISION MANAGER'S REPORT

MacKnight reported the following:

- The North Cameron Drainage Project is expected to be completed by the end of February 2020. After the completion of the project, the parking meters at this location will return in service.
- Meter Enforcement Officer Meola has returned to duty. Meter Enforcement Officer Berry has remained absent due to scheduled medical leave with return to duty still pending.
- CWI has completed all concrete repairs at Court Square Autopark.
- The reoccurring paystation equipment malfunctions with retention of the correct calendar date has appeared to be resolved. MacKnight noted that it was this type of equipment failure that inspired WPA to seek the purchase of new equipment that is primarily a cloud based operating system.

IV. REVENUE / BUDGET REPORT FOR NOVEMBER & DECEMBER (Qtr.) 2019

The grand revenue total for November 2019 was \$107,781, a decrease of \$5,805 or -5% in comparison to November 2018. Total hourly revenue for November 2019 was \$23,499, a decrease of \$8,828 or -27% in comparison to November 2018. Rent revenue for November 2019 was \$49,785, an increase of \$3,456 or 7% in comparison to November 2018. Total meters, fines and Parkmobile revenues for November 2019 was \$32,497, a decrease of \$1,873 or -5% in comparison to November 2018. Miscellaneous revenue for November 2019 was \$1,500 due to First Night Winchester sponsorship of garages for New Year's Eve. Validation coupon revenue for November 2019 was \$500. Total hourly parking tickets for November

2019 was 13,970 displaying an increase of 25 tickets in comparison to the previous month. At the end of November 2019, there were 1,141 spaces or 81% total utilization of spaces being rented at all four parking garages with a total of 271 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 104 spaces, Braddock Autopark equaled 23 spaces, Court Square Autopark equaled 64 spaces and GW Autopark equaled 80 spaces. At the end of November 2019 the total revenue for FY 2020 was \$669,473, a decrease to 4% in comparison to the previous fiscal year. The total number of Parkmobile transactions for November 2019 was 3,335, a decrease of 390 transactions from the previous month.

The grand revenue total for December 2019 was \$124,855, an increase of \$32,534 or 35% in comparison to December 2018. Total hourly revenue for December 2019 was \$40,682, an increase of \$17,546 or 76% in comparison to December 2018. Rent revenue for December 2019 was \$46,630, an increase of \$8,066 or 21% in comparison to December 2018. Total meters, fines and Parkmobile revenues for December 2019 was \$37,104, an increase of \$8,312 or 29% in comparison to December 2018. Miscellaneous revenue for December 2019 was \$14 due to meter bag fees collected. Validation coupon revenue for December 2019 was \$425. Total hourly parking tickets for December 2019 was 14,662 displaying an increase of 692 tickets in comparison to the previous month. At the end of December 2019, there were 1,141 spaces or 81% total utilization of spaces being rented at all four parking garages with a total of 271 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 106 spaces, Braddock Autopark equaled 22 spaces, Court Square Autopark equaled 64 spaces and GW Autopark equaled 79 spaces. At the end of December 2019 the total revenue for FY 2020 was \$794,328, increased at 8% in comparison to the previous fiscal year. The total number of Parkmobile transactions for December 2019 was 3,325, a decrease of 10 transactions from the previous month.

The total revenue for the second quarter of 2019 was \$368,917, an increase of \$17,280 or 5% in comparison to the second quarter of 2018. Total meter, fine and Parkmobile revenue for the second quarter of 2019 was \$106,155, an increase of \$7,218 or 7% in comparison to the second quarter of 2018. Total hourly revenue for the second quarter of 2019 was \$97,581, an increase of \$6,452 or 7% in comparison to the second quarter of 2018. Total rent revenue for the second quarter of 2019 was \$161,845, an increase of \$4,054 or 3% in comparison to the second quarter of 2018. Miscellaneous revenue for the second quarter of 2019 was \$1,941, a decrease of \$641 or -25% in comparison to the second quarter of 2018. Total validation coupon revenue for the second quarter of 2019 was \$1,395, an increase of \$197 or 16% in comparison to the second quarter of 2018.

Helm noted overall revenues decreased in November 2019 and increased in December 2019. Armstrong noted that fine revenues were not impacted by the alternate scheduled absences of both meter enforcement officers. Helm noted the second quarter revenue totals were acceptable. Helm stated that there is a significant reduction in rental space availability in the garages. MacKnight noted that with the purchase of the new parking equipment, space availability will be accurately monitored and thus provide a more space efficient operation in the garages.

MacKnight reported that the total fine revenues for year 2017 was \$71,630, year 2018 was \$123,973 and year 2019 was \$183,747. MacKnight stated that fine revenues have continually increased throughout the last three years and complemented the meter enforcement officers on their job performance. Armstrong noted that the increase in fine revenues is logical due to the hiring of an additional enforcement officer. MacKnight stated that the revenue numbers do not support the criticism WPA has received that parking operations are driving customers away from downtown. MacKnight added that the revenue numbers do reflect the efforts by WPA to remain fiscally self-sufficient without requiring financial assistance from the City of Winchester. Helm stated that WPA has continued to remain fiscally self-sufficient as requested by City Council and the Authority would continue its efforts in accordance to Council's expectations. MacKnight informed the Authority that WPA had received a major complaint about the application of meter violations and subsequent fine rates. Helm stated that many complaints originate from how the fine rates increase if the parking ticket is not paid within 24 hours of receiving the violation. MacKnight noted that many violation issues could be resolved if the persons who received tickets would make a phone call but many choose not to do so.

V. OLD BUSINESS

1. Hables Lot Update

MacKnight informed the Authority that WPA has received a lease draft for the Hable Lot. The lease is asking for the rate of \$550 per month and is currently being reviewed by the City Attorney. MacKnight stated that the rate increase is based upon the original lease with Hable's Real Estate that required the taxes on the lot be paid by the tenant. MacKnight noted that he had a few concerns with stipulations listed in the lease that has been presented to WPA however, those concerns are being addressed. Helm asked if meters have been reinstalled in the 4 spaces on the lot that was previously occupied by Hable's Real Estate per the previous lease agreement to which MacKnight replied yes. Helm noted that if the current owner of the Hable Lot is able to move forward with development prior to approval of a new lease agreement, WPA may permanently lose access to this lot.

VI. NEW BUSINESS

1. RFP For Replacement of Automated Equipment

MacKnight informed the Authority that 3 companies have responded to the RFP presented by WPA and those company representatives have been escorted thru all of the parking garages. MacKnight noted that all bids are due by February 13, 2020 and all bids will be reviewed with WPA interests being the priority.

2. Braddock Autopark Business Block Spaces Discussion

MacKnight informed the Authority that WPA lost 20 blue block rental space accounts last month at Braddock Autopark. There is a total of 48 spaces designated as blue block rental spaces at Braddock Autopark at a yearly lease rate of \$55 per month with 25 of those spaces currently being occupied. MacKnight stated that there is a

public demand for space rentals at Braddock Autopark however, many customers have declined renting spaces with a yearly lease agreement requirement. MacKnight asked the Authority for their consideration with converting 15 of the available blue block spaces back into month to month rentals at a rate of \$50 per month to meet the public interest.

Armstrong asked if WPA utilized a waiting list for monthly space rentals at Braddock Autopark to which MacKnight replied no. MacKnight explained that demand for rental parking at Braddock Autopark is high and turnover of the month to month rental spaces at the rate of \$50 per month is low. Helm asked MacKnight how many spaces at this garage had been designated for hourly customers. MacKnight replied that 100 spaces are designated for transient parking and 200 spaces are designated for monthly rental contracts. Helm noted that the request for conversion of the blue block spaces was reasonable but questioned if this would be problematic for hourly parking at this garage. MacKnight replied that in his opinion, converting 15 blue block rental spaces back to month to month rentals should have no impact on hourly parking based upon the observation that the roof spaces of the garage are rarely occupied on any given day. Helm asked how successful the red block rental spaces were at \$60 per month with a yearly lease requirement and questioned if the blue block conversion would negatively affect red block space rental performance. MacKnight noted that there are 8 red block spaces at Braddock Autopark and all are currently occupied. MacKnight added that demand for the red block spaces is nonexistent due to the rate and the yearly lease requirement.

Armstrong expressed his agreement with the shifting of 15 of the blue block spaces over to month to month space rentals. Helm expressed his agreement with the conversion also however; Helm noted that the Authority did not have a quorum present to vote on this matter. Helm instructed MacKnight to move forward with the conversion of the blue block spaces.

VII. OTHER DISCUSSION ITEMS

Helm stated that public parking availability is desperately needed on the south side of the downtown area. MacKnight agreed and noted that when the new parking equipment is installed in the garages, it is presumed that there will be an increase in garage space availability due to accurate space counting that will be provided by the new equipment. MacKnight explained that currently a buffer system is used to ensure space availability for monthly renters however; the holding of spaces will be eliminated with accurate vehicle counting equipment.

Helm asked if WPA had obtained projected cost estimates for the new operations equipment. MacKnight replied not at this time however; the city's Chief Financial Officer Mary Blowe has been consulted and WPA may have enough revenue reserves to fund the project without having to acquire a loan from the City of Winchester. MacKnight stated that the WPA plan for moving forward with the new equipment would be to install credit card usage access to all garage entrances, strategic placement of all walk up paystations in the garages, and eventual departure from cash acceptance for payment. Armstrong asked if the WPD patrols the garages. MacKnight replied that the police department does periodic patrols in the garages. Armstrong noted that it was brought to his attention that customers

who park in the garages can receive tickets for expired state inspections and asked if the police department was responsible for this. MacKnight replied that the police department has the authority to issue violations for expired inspections inside the garages and noted that WPA meter enforcement officers can do the same. MacKnight explained that the meter enforcement officers do not issue these types of tickets often in the garages but do issue them at times with on street parking.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:03 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday February 27, 2020 at 7:30 a.m. in the Conference Room at the Winchester Parking Authority Main Office located in the George Washington Autopark.

Respectfully submitted,
Teresa Couch
Office Assistant

Minutes Approved:

A handwritten signature in cursive script that reads "Teresa Couch". The signature is written in black ink and is positioned to the right of the printed text "Minutes Approved:". The signature is written over a horizontal line that extends across the width of the signature.