

WINCHESTER PARKING AUTHORITY

January 24, 2019

MEMBERS PRESENT: Dick Helm, Howard Manheimer, Mike Miller, William Armstrong & Ben Weber

OTHERS PRESENT: Corey MacKnight, Teresa Couch & Brian Brehm

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:32 a.m. at which time it was determined that a quorum was present.

II. REVIEW OF NOVEMBER 2018 MEETING MINUTES

The minutes for November 2018 were submitted by Chairman Helm and, without objection, were unanimously approved.

III. PARKING DIVISION MANAGER'S REPORT

MacKnight reported the following:

- Chris Moses, the new hire for the WPA Maintenance Tech.1 position, began employment on January 22, 2019. The WPA maintenance staff is working very well together.
- The 24 hour video surveillance signage at GW Autopark has been updated due to increased incidents of gate arm breakage, etc. at this garage.
- WPA is currently testing several types of LED lighting at Braddock and Loudoun Autoparks. WPA maintenance staff have been actively checking for lighting failures inside the garages. If a ballast problem, etc. was to be discovered, LED light bulbs are being used to repair the issue. The LED lighting is a cost effective solution in comparison to ballast replacements.
- WPA meter enforcement officers' uniforms have been updated with appropriate identification safety vests.
- New meters have been installed and are working well. The cost to update the meters to credit card payment access should the Authority wish to offer this payment option, is \$5 per meter per month.

Manheimer asked if there was a solution for condensation formation inside the meter domes due to weather conditions. MacKnight stated that due to the metal housing of the meters, there is no known solution as of this time to prevent condensation from forming inside of the domes.

IV. REVENUE REPORT FOR NOVEMBER & DECEMBER 2018 (Qtr.)

Miller reported the grand revenue total for November 2018 was \$113,586, an increase of \$8,628 or 8% in comparison to November 2017. Total hourly revenue for November 2018 was \$32,327, an increase of \$533 or 2% in comparison to November 2017. Rent revenue for November 2018 was \$46,329, an increase of \$4,817 or 12% in comparison to November 2017. Total meters, fines and Parkmobile revenues for November 2018 was \$34,370, an increase of \$3,258 or 10% in comparison to November 2017. Miscellaneous revenue for November 2018 was \$400 due to broken gate arm restitution fees collected for GW Autopark. Total validation coupon revenue for November 2018 was \$160, a decrease of \$380 or -70% in comparison to November 2017. Total hourly parking tickets for November 2018 was 14,688 displaying an increase of 382 tickets with a daily average of 639 tickets in comparison to the previous month. At the end of November 2018, there were 1,044 spaces or 75% total utilization of spaces being rented at all four parking garages with a total of 356 spaces available for rent. Of the 356 spaces available for rent, 236 spaces were located on the roof and 120 spaces were located undercover. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 112 spaces, Braddock Autopark equaled 20 spaces, Court Square Autopark equaled 113 spaces and GW Autopark equaled 111 spaces. At the end of November 2018, the total revenue for FY 2019 was \$646,353 or 17% in comparison to the previous fiscal year. The total number of Parkmobile transactions for November 2018 was 2,131, a decrease of 489 transactions from the previous month.

Miller reported the grand revenue total for December 2018 was \$92,321, an increase of \$13,875 or 18% in comparison to December 2017. Total hourly revenue for December 2018 was \$23,136, a decrease of \$10 or 0% in comparison to December 2017. Rent revenue for December 2018 was \$38,564, an increase of \$483 or 1% in comparison to December 2017. Total meters, fines and Parkmobile revenues for December 2018 was \$28,792, an increase of \$14,848 or 106% in comparison to December 2017. Miscellaneous revenue for December 2018 was \$1,541 due to fees collected from contractors who obtained meter bags and First Night Winchester garage sponsorship. Total validation coupon revenue for December 2018 was \$288, a decrease of \$987 or -77% in comparison to December 2017. Total hourly parking tickets for December 2018 was 13,297 displaying a decrease of 1,391 tickets with a daily average of 578 tickets in comparison to the previous month. At the end of December 2018, there were 1,036 spaces or 74% total utilization of spaces being rented at all four parking garages with a total of 364 spaces available for rent. Of the 364 spaces available for rent, 236 spaces were located on the roof and 128 spaces were located undercover. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 111 spaces, Braddock Autopark equaled 20 spaces, Court Square Autopark equaled 120 spaces and GW Autopark equaled 113 spaces. At the end of December 2018, the total revenue for FY 2019 was \$738,674 or 17% in comparison to the previous fiscal year. The total number of Parkmobile transactions for December 2018 was 2,237, an increase of 106 transactions from the previous month.

The total revenue for the second quarter of 2018 was \$351,637, an increase of \$60,804 or 21% in comparison to the second quarter of 2017. Total meter, fines and Parkmobile revenue for the second quarter of 2018 was \$98,937, an increase of \$37,080 or 60% in comparison to the second quarter of 2017. Total hourly revenue for the second quarter of 2018 was \$91,129, an increase of \$5,467 or 6% in comparison to the second quarter of 2017. Total rent revenue for the second quarter of 2018 was \$157,791, an increase of \$18,657 or 13% in comparison to the second quarter of 2017. Miscellaneous revenue for the second quarter of 2018 was \$2,582, an increase of \$582 or 29% in comparison to the second quarter of 2017. Total validation coupon revenue for the second quarter of 2018 was \$1,198, a decrease of \$982 or -45% in comparison to the second quarter of 2017.

Miller noted that meter and fine revenues continued to increase during the quarter however; it is questionable if this trend will be sustainable. Miller added that the months of November and December experienced similar revenue trends. Weber stated that he personally has not heard or received any negative feedback about meter rates or enforcement practices. Helm noted that meter and fine collections have experienced considerable increases which has been beneficial to overall revenues however; the main objective of WPA is to gently encourage the public to comply with parking regulations.

Manheimer asked when the hourly rate increase for Braddock Autopark was implemented to which MacKnight replied it was either October or November 2017. Manheimer stated that he had spoken with an individual who expressed a complaint about receiving a meter citation only moments after the meter had expired due to the individual being a few minutes late getting back to their vehicle. Manheimer questioned if a fine reduction could be applied to those who receive violations minutes after the meter has expired providing the fine is paid for within two hours of receiving it. Helm stated that applying a fine reduction based upon when a person receives a violation and when the fine is actually paid for could not administratively transpire. Armstrong stated that meter enforcement officers do not have the knowledge of how much time has passed between the issuance of a violation and when the customer arrives back to their vehicle and receives the citation. Miller stated that the public does have the option to use the Parkmobile application to extend the time limit on the meter if they suspect they will be late getting back to their vehicle. MacKnight stated that WPA recognizes that glitches do exist within meter enforcement and WPA does the best that it can to be cooperative when these situations arise.

MacKnight noted that WPA has assisted the public with information and has waived fines when it was apparent that customers did not fully understand how to use the Parkmobile app, etc. Weber stated that WPA will continue to educate the public about Parkmobile use. Weber added that local residents may experience more issues with overall enforcement and use of the Parkmobile app due to previous meter enforcement practices than out of town visitors will experience. Helm noted that WPA should always expect to encounter situations with meter enforcement which would include addressing customers who ask for or expect favoritism when parking their vehicles. MacKnight stated that alternative street parking options do

exist such as the Parkmobile fleet program for businesses that could prove helpful with certain parking situations. Weber asked if Bell was aware of the Parkmobile fleet program to which MacKnight replied yes. Armstrong asked if Parkmobile use has increased to which MacKnight replied yes growth is steady and increasing. Manheimer stated that complaints with meter enforcement could stem from public non-awareness of the Parkmobile application. Miller noted that many individuals think it is too expensive to use the Parkmobile app. MacKnight added that the public also believes the Parkmobile app belongs to or was created by WPA which it does not. MacKnight stated that WPA can always try to improve upon the promotion of Parkmobile. Helm noted that individuals will always complain when they receive violations which is why WPA should continue to educate the public about the Parkmobile application as much as possible before issuing citations.

V. OLD BUSINESS

1. Holiday Parking Meter Schedule

MacKnight informed the Authority that WPA has planned to proceed with asking Council to amend the current city code for holiday parking. MacKnight stated the draft resolution will ask Council for the removal of Lee Jackson Day, continue with the retention of President's Day and for the addition of Columbus Day. Miller asked if this resolution would place WPA in synchronization with the current city policy. MacKnight replied yes with the exception of President's Day.

2. Meter Exemption

MacKnight asked the Authority for their approval of the submission to Council, an amendment to city code for metered parking that would include exemptions for city vehicles and any utility vehicles that have contracts with the City of Winchester. MacKnight explained it is problematic to issue meter violations to city department vehicles or utility vehicles who are actively working for the benefit of the City. MacKnight added that the amendment would state that the vehicles are not to remain parked at a meter for a period exceeding 24 hours. Weber asked MacKnight to clarify if this was for metered parking only or if the amendment would include parking exemptions for the garages as well. MacKnight replied the exemptions would be for metered parking only.

Weber questioned how WPA is to identify which vehicles are doing work for the city and which are doing work for private business. Miller stated that companies or businesses that are on a contractual basis with the city are the only vehicles that qualify for the parking exemption. MacKnight noted that it could be construed that any company or business that is assisting city residents would be a benefit to the city adding that WPA is only attempting to establish a policy that it can reference. Weber expressed concerns with the continuous practice by many law enforcement vehicles, marked and unmarked, of parking along Boscawen St. and the surrounding streets by the Courthouse without paying for metered parking. MacKnight agreed that even though WPA has a MOU with the City Sheriff's office, it has been noticed that their vehicles along with other law enforcement vehicles still utilize street parking without paying for the meters. Armstrong stated that there are many city vehicles in addition to law enforcement vehicles that are using metered parking that

WPA is not enforcing. MacKnight agreed and stated that non enforcement by WPA of metered parking for law enforcement vehicles etc. has been a long ongoing practice. Armstrong questioned if WPA should continue to allow law enforcement to utilize metered parking free of charge or without ticket issuances. Weber stated that as long as law enforcement vehicles are allowed to park on metered streets for free, there is no incentive for them to utilize parking in the garages as stated in the MOU agreement between WPA and the City Sheriff's office. MacKnight stated that once capacity parking operations go into effect at Court Square Autopark, the law enforcement vehicles which currently are assigned parking spaces on the roof level of that garage per MOU agreement, will be able to park their vehicles on the ground level. Manheimer expressed concerns with the creation of exemptions for metered parking for certain entities. Manheimer added that if an exemption is created for one, the obligation is there to create exemptions for all and to strictly enforce violations towards those entities that do not have an exemption status.

Miller stated that current non enforcement practices and any exemptions allowed for metered parking does and will affect WPA revenues and charter requirements. Miller added that while the concept of allowing certain vehicle exemptions for metered parking is understandable, it creates difficulties for WPA to maintain self-sufficiency therefore, Council should be made aware of this. Weber stated in reference to law enforcement vehicle exemptions, whether it is city or county law enforcement, both departments serve the community at large. Helm stated that allowing law enforcement to park on the streets for free has been long practiced by WPA and is understandable however; law enforcement administrative personnel should be utilizing parking in the garages. Helm added that WPA meter enforcement officers need to be equipped with guidelines and specific rules with which to follow in order to assist them with proper enforcement expectations. Helm noted that the streets are the city's resource however, the city will need to understand how allowing for additional exemptions for metered parking will have negative implications to WPA revenues and the ability to honor its charter.

Armstrong stated that the amendment to the city code for exemptions for metered parking will basically put into writing what WPA meter enforcement has been allowing for and doing all along. Weber replied yes and to allow the addition for city vehicles etc. to be exempt as well. Manheimer suggested that Council decide if any law enforcement or plainly marked law enforcement vehicles should be awarded an exemption status for metered parking. Helm noted that the proposed amendment will only change how revenues and meter enforcement are managed. Helm stated that Council does have legislative control of the meters and streets. Helm added that he was not comfortable with this amendment however acknowledged that if WPA or the Authority is not willing to issue meter violations to law enforcement, then it must submit the amendment to Council. Helm stated that there are concerns with potential parking abuses from city employees, however; the city should manage how its staff is utilizing the parking exemption. Helm stated that WPA should implore to City Hall that city employees and departments not abuse this parking privilege. Weber stated that WPA should express the Authority's concerns with the potential for abuses to occur with parking exemptions for city vehicles directly to City Hall. Manheimer noted the section of the amendment that addresses Purple Heart / POW license plate designation parking appeared confusing at to allowing for the exemption beyond the standard 3 hours that is allotted. Helm suggested to

MacKnight to remove the word overtime in this section and revise it to the words “in” or “beyond” to stay consistent with state recommendations.

3. Extended Hourly Parking Policy for Garages

MacKnight presented to the Authority the proposed amendment for time limitations to be established for vehicles utilizing parking in the garages. MacKnight stated that WPA requests a code to be established in an effort to improve upon the management of hourly parking inside the garages. Helm expressed concerns with wording that may appear confusing to the public. Helm pointed out that the wording suggests that if a space is rented inside the garages, it is not permissible for the vehicle to remain parked in that space beyond 72 hours. MacKnight agreed that the wording may appear confusing however; it was designed to encourage the public who may want to park for an extended period of time to inquire with staff about parking rentals. MacKnight stated he would change the wording to express that hourly parking is not to exceed 72 hours. Weber asked how WPA would implement towing as an enforcement option for the garages. MacKnight replied that WPA would have to inquire into available towing options. Armstrong questioned how WPA would address a customer who only wants to park their vehicle for one week and asked if WPA would insist that the customer rent a space in this situation. MacKnight stated that it would be more cost effective for the customer to rent the space in this situation as opposed to paying the hourly rate. Helm stated that the purpose of the time limitation for hourly parking is to curtail abuses such as an individual leaving their vehicle parked in the garage for extended lengths of time and exiting paying only the \$10 lost ticket fee. Manheimer asked if WPA would have the ability to use a booting system for vehicles parked inside the garages should abuses occur. Helm stated that WPA does have the resources available to them to boot vehicles and can also impound offending vehicles if it would choose to do so. MacKnight noted that per the City Attorney’s advisement, WPA would need to establish a code or policy for hourly parking in order to legally use enforcement procedures.

Manheimer asked if WPA should consider immobilization of vehicles via a boot system instead of towing options. MacKnight noted that a fee would need to be established for the boot system. Manheimer noted that WPA could set the fee rate for the booting of vehicles. Helm stated that the code may want to use the word impound instead of towing such as “subject to impound at owners expense”. Miller agreed with impounding at the owners expense. Manheimer agreed with impounded or towed and removed from garage as suggested wording options. MacKnight stated that the Authority could choose from any options that are available for hourly parking enforcement however, WPA would need Council approval to move forward. MacKnight questioned if the Authority wanted to impound the vehicle in place inside the garage. Weber stated that WPA can impound in place using the boot system and should consider the use of code section numbers that pertain to this. Helm advised that WPA assure signage properly states that this code does not apply to monthly garage rentals. MacKnight asked if the Authority would like for WPA to proceed with the code amendment to which Helm replied yes.

VI. NEW BUSINESS

1. Updating Rent Structure for Capacity Parking

MacKnight informed the Authority that the rental rate structure for capacity operations would need to be singular. Currently WPA has a rental rate structure that consists of two different rates, one for under covered parking at \$50 per month and roof parking at \$42 per month. MacKnight stated that this rate structure cannot be sustained due to capacity operations allowing for customers to park anywhere they choose in the facility. MacKnight asked the Authority if would like to establish a rate structure of \$50 per rental space or increase it to \$55 per rental space. Manheimer asked what the rate structure for Braddock Autopark was since it is under capacity operations. MacKnight stated that Braddock Autopark has three different rental rate structures however, this is too many to manage and WPA would like to have just one rental rate for capacity operations moving forward. Helm asked MacKnight if WPA decided to not offer block parking similar to Braddock Autopark for the other remaining garages. MacKnight stated that parking areas would be designated via signage within the garages for entities such as Frederick County and Social Services however; the fee structure would remain at one rate only.

On motion duly made by Manheimer and seconded by Miller, the Authority approved to establish the rental rate structure of \$50 per month per space for capacity operations at Loudoun, George Washington, and Court Square Autoparks.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:38 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday February 28, 2019 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:

