

**WINCHESTER PARKING AUTHORITY**  
**October 24, 2019**

**MEMBERS PRESENT:** Dick Helm, Howard Manheimer & William Armstrong

**MEMBERS ABSENT:** Mike Miller & Ben Weber

**OTHERS PRESENT:** Corey MacKnight, Teresa Couch, Patrick Elwell & Brian Brehm

---

**I. CALL TO ORDER**

Chairman Helm called the meeting to order at 7:33 am at which time it was determined that a quorum was present.

**II. REVIEW OF AUGUST 2019 MEETING MINUTES**

The minutes for August 2019 were submitted by Chairman Helm and, without objection, were unanimously approved. The meeting scheduled for September was cancelled.

**III. PARKING DIVISION MANAGER'S REPORT**

MacKnight reported the following:

- CWI completed the liner and expansion joint repairs on the roof and second level of Loudoun Autopark. MacKnight informed the Authority that the total costs for these repairs was below the projected estimate due to CWI working with WPA to lower costs. MacKnight stated that the monies saved from this project will be allocated towards needed repairs at Court Square Autopark.
- WPA maintenance staff has completed directional arrow painting on all parking levels inside of all the Autoparks.
- On street parking meters located along Cameron St. between Piccadilly St. and North St. remain out of service due to the North Cameron St. drainage project.
- Anderson Security is in the process of installing several additional new cameras at Loudoun Autopark due to insufficient coverage of areas on the roof level and inside of the stairwells.
- MacKnight attended the Fall PAV Conference in Williamsburg, VA. MacKnight reported that he was able to meet additional vendors and establish contacts. MacKnight added that he is hopeful that WPA will receive responses from these vendors in reference to the purchasing of new parking equipment.

**IV. REVENUE / BUDGET REPORT FOR AUGUST & SEPTEMBER 2019 (QTR)**

The grand revenue total for August 2019 was \$124,508, an increase of \$6,850 or 6% in comparison to August 2018. Total hourly revenue for August 2019 was \$31,151, a decrease of \$2,808 or -8% in comparison to August 2018. Rent revenue

for August 2019 was \$52,765, an increase of \$6,259 or 13% in comparison to August 2018. Total meters, fines and Parkmobile revenues for August 2019 was \$40,105, an increase of \$2,918 or 8% in comparison to August 2018. Miscellaneous revenue for August 2019 was \$47 due to meter bag fees collected. Validation coupon revenue for August 2019 was \$440. Total hourly parking tickets for August 2019 was 17,881 displaying an increase of 5,547 tickets in comparison to the previous month. At the end of August 2019, there were 1,159 spaces or 82% total utilization of spaces being rented at all four parking garages with a total of 253 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 97 spaces, Braddock Autopark equaled 2 spaces, Court Square Autopark equaled 67 spaces and GW Autopark equaled 87 spaces. At the end of August 2019 the total revenue for FY 2020 was \$274,622 or 10% in comparison to the previous fiscal year. The total number of Parkmobile transactions for August 2019 totaled 3,593, a decrease of 67 transactions from the previous month.

The grand revenue total for September 2019 was \$150,789, an increase of \$13,107 or 10% in comparison to September 2018. Total hourly revenue for September 2019 was \$32,790, an increase of \$1,668 or 5% in comparison to September 2018. Rent revenue for September 2019 was \$73,130, an increase of \$7,007 or 11% in comparison to September 2018. Total meters, fines and Parkmobile revenues for September 2019 was \$42,584, an increase of \$2,897 or 7% in comparison to September 2018. Miscellaneous revenue for September 2019 was \$583 due to meter bag fees collected and gate arm restitutions for Braddock Autopark and Court Square Autopark. Validation coupon revenue for September 2019 was \$1,702 which included a coupon purchase totaling \$710 for the North Cameron St. Drainage Project. Total hourly parking tickets for September 2019 was 12,891 displaying a decrease of 4,990 tickets in comparison to the previous month. At the end of September 2019, there were 1,144 spaces or 81% total utilization of spaces being rented at all four parking garages with a total of 268 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 92 spaces, Braddock Autopark equaled 23 spaces, Court Square Autopark equaled 62 spaces and GW Autopark equaled 91 spaces. At the end of September 2019 the total revenue for FY 2020 was \$425,411 or 10% in comparison to the previous fiscal year. The total number of Parkmobile transactions for September 2019 totaled 3,184, a decrease of 409 transactions from the previous month.

The total revenue for the first quarter of 2019 was \$425,411, an increase of \$38,374 or 10% in comparison to the first quarter of 2018. Total meter, fine and Parkmobile revenue for the first quarter of 2019 was \$121,897, an increase of \$12,909 or 12% in comparison to the first quarter of 2018. Total hourly revenue for the first quarter of 2019 was \$97,124, a decrease of \$2,129 or -2% in comparison to the first quarter of 2018. Total rent revenue for the first quarter of 2019 was \$203,201, an increase of \$26,811 or 15% in comparison to the first quarter of 2018. Miscellaneous revenue for the first quarter of 2019 was \$872, an increase of \$466 or 115% in comparison to the first quarter of 2018. Total validation coupon revenue for the first quarter of 2019 was \$2,317, an increase of \$317 or 16% in comparison to the first quarter of 2018.

Helm stated that the revenues for August reflected a slight increase and noted that the revenue statistics were driven upward due to meter enforcement. Armstrong

asked about the well-being of meter enforcement management since one enforcement officer has been on duty. MacKnight replied that meter enforcement was doing well and informed the Authority that the absentee meter enforcement officer would be returning to duty very soon. Helm noted that hourly revenues appeared peculiar but have stayed positive. Manheimer noted an upward spike in fine revenues for the month of September 2019. Helm stated total meter and fine revenues for the first quarter of FY 2020 and the month of September 2019 were at approximately 10% however; this revenue trend should not be expected to continue. MacKnight stated that it is expected fine revenues will begin to balance out due to current meter enforcement practices being in place for a substantial time period. Helm asked MacKnight if any expenditures have occurred that the Authority should be aware of. MacKnight replied that expenditures are currently at 33% of the budget total for this fiscal year.

## **V. OLD BUSINESS**

There was no old business on the agenda for discussion.

## **VI. NEW BUSINESS**

### **1. Christmas Parade Discussion**

MacKnight asked the Authority for their approval of his recommendation for WPA to operate the parking garages during the Christmas Parade as it had done in the previous year. MacKnight noted that a \$5 flat fee was charged for parking upon entry into the garages with WPA staff working at the lanes. Helm asked if this operational procedure worked well during last years event to which MacKnight replied yes. Manheimer questioned what would happen to customers who paid the \$5 fee for parking but attempt to exit the facility after the gate arms have come down at the conclusion of the parade. MacKnight replied that any customers who do not exit the garage while the gates remain open would be required to pay the lost ticket fee to exit. Helm asked when the gates are scheduled to close and normal operations are to be resumed after the parade is over. MacKnight replied that gate closures and standard operations would resume the following morning of the event. The Authority agreed with MacKnight's recommendation to charge a \$5 flat fee and operations thereof for garage parking during the Christmas Parade.

### **2. First Night Winchester Sponsorship Application**

MacKnight informed the Authority that First Night Winchester had submitted their application for sponsorship of all four garages for the New Year's Eve event 2019. MacKnight asked the Authority if it was in agreement to waive the \$500 cleaning fee for this sponsorship application as it had done in the previous year. Helm stated that it would be his recommendation to charge the standard rate of \$2,000 for the garage sponsorship application and apply a \$500 credit toward the cleaning fee. MacKnight stated that WPA would abide by Chairman Helm's recommendation.

### **3. Concrete Repairs at Court Square Autopark**

MacKnight informed the Authority of scheduled joint and concrete repairs at the Court Square Autopark Cameron Street entrance. MacKnight noted that CWI has been contracted to perform the necessary repairs at a cost of \$6,745.00

### **4. Hable Lot Discussion**

MacKnight informed the Authority that the Hable Lot has been purchased by another entity. MacKnight stated that he was able to speak with the buyer about the possible continuation of the lease agreement for use and management of Hable Lot with WPA. MacKnight reminded the Authority of the current month to month lease agreement between Hables Real Estate and WPA. The fee terms for the lease are as follows: WPA is to pay Hables Real Estate \$538.23 per month for the leasing and maintenance of the entire Hable Lot with Hables Real Estate paying WPA \$80 per month for 4 reserved spaces located on the lot. MacKnight informed the Authority that the buyer expressed concern that WPA was not paying enough each month to lease the lot. MacKnight stated that the buyer requested that WPA pay \$1,500 per month to lease the lot and for WPA to continue on with the lot maintenance and enforcement. MacKnight added that the buyer stated if the Authority would not be in agreement to the increase of the leasing rate etc., then he requested for WPA to present him with a counteroffer.

Helm stated that WPA is to continue to pay the current rate of \$538.23 for the leasing of Hable Lot and if that is not satisfactory to the buyer of the lot, then WPA is to dissolve the lease agreement and remove the meters. MacKnight stated he would inform the buyer of the Authority's position that WPA will not continue the leasing of Hable Lot if the rate is increased above the current rate of \$538.23 per month. Manheimer asked MacKnight if he knew of the buyers intentions for the parking lot to which MacKnight replied that it was his understanding that the buyer would like to erect a 6 story building on the site. Helm presented the question to the Authority of what options WPA may have moving forward should there be the loss of management of Hable Lot and its metered spaces.

MacKnight informed the Authority that he had spoken with Ned Cleland of Blue Ridge Design (contracted by WPA for structural maintenance of garages) about possible expansion of one of the garages. Mr. Cleland advised MacKnight that Braddock Autopark was designed and constructed with the possible intention of building an additional level to the facility. MacKnight noted that the costs to construct an additional level to Braddock Autopark would be astronomical. MacKnight informed the Authority that the costs of the crane rental for the construction alone would be approximately \$100,000. Manheimer questioned if the Braddock Autopark structure could be reinforced should WPA construct an additional level for the garage, for further expansion of multiple levels at the facility in the future. MacKnight replied that he would have to consult with engineering for an answer to that question. Helm noted that any expansive construction to Braddock Autopark would be very disruptive to downtown. Manheimer asked if Braddock Autopark could continue to be operational during the construction of an additional level to the garage to which MacKnight replied no it could not be operational during the construction phase.

Helm stated that WPA should be alert for any possible parking resources that may become available as a means to recoup lost revenues from the future loss of Hable Lot. Discussion ensued about possible locations that WPA could explore for opportunities such as the parking lot owned by Yount, Hyde and Barbour and the Braddock Street United Methodist Church parking lot. Helm noted that WPA had previously engaged in discussion with the Braddock Street United Methodist Church about management of their parking lot however; the church was not interested at that time. Helm stated that the Yount, Hyde and Barbour parking lot is located in an underserved public parking area. Helm recommended that WPA approach these two locations as well as other lot locations and inquire about their possible interest in lot management opportunities.

## VII. OTHER DISCUSSION ITEMS

Helm informed the Authority that comments have been received with regards to problematic parking at the downtown loading zones, specifically with the loading zone located on Boscawen St. MacKnight stated that WPA would begin to monitor that location more frequently. Helm also noted that a customer complaint was received about the lost ticket fees for parking inside of the garages. Helm added the customer did not believe they should have to pay a flat fee for parking just because they lost their parking ticket.

## VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:00 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday November 21, 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: \_\_\_\_\_

