

WINCHESTER PARKING AUTHORITY
November 21, 2019

MEMBERS PRESENT: Howard Manheimer & William Armstrong

MEMBERS ABSENT: Dick Helm, Mike Miller & Ben Weber

OTHERS PRESENT: Corey MacKnight, Teresa Couch & Patrick Elwell

I. CALL TO ORDER

Vice Chairman Manheimer called the meeting to order at 7:37 am at which time it was determined that a quorum was not present.

II. REVIEW OF OCTOBER 2019 MEETING MINUTES

A quorum was not present for approval of the October 2019 meeting minutes. Members that were present expressed that the minutes were satisfactory as submitted.

III. PARKING DIVISION MANAGER'S REPORT

MacKnight reported the following:

- CWI has begun concrete repairs at Court Square Autopark. The concrete repairs are focused on the poured infill between the basement level and the entrance lanés of the garage.
- The meters located on Cameron St. between Piccadilly St. and North St. remain out of service due to construction from the North Cameron Drainage Project. Armstrong asked for the completion date of the project to which MacKnight replied that he did not have that information.
- WPA Meter Enforcement Officer Meola has returned to full duty.
- WPA Meter Enforcement Officer Berry will be off duty for 6 weeks due to a medical issue.

IV. REVENUE / BUDGET REPORT FOR OCTOBER 2019

The grand revenue total for October 2019 was \$136,281, a decrease of \$9,449 or -6% in comparison to October 2018. Total hourly revenue for October 2019 was \$33,400, a decrease of \$2,266 or -6% in comparison to October 2018. Rent revenue for October 2019 was \$65,430, a decrease of \$7,468 or -10% in comparison to October 2018. Total meters, fines and Parkmobile revenues for October 2019 was \$36,554, an increase of \$779 or 2% in comparison to October 2018. Miscellaneous revenue for October 2019 was \$427 due to meter bag fees collected and Braddock Autopark gate restitution. Validation coupon revenue for

October 2019 was \$470. Total hourly parking tickets for October 2019 was 13,945 displaying an increase of 1,054 tickets in comparison to the previous month. At the end of October 2019, there were 1,149 spaces or 81% total utilization of spaces being rented at all four parking garages with a total of 263 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 95 spaces, Braddock Autopark equaled 23 spaces, Court Square Autopark equaled 60 spaces and GW Autopark equaled 85 spaces. At the end of October 2019 the total revenue for FY 2020 was \$561,692, increased at 5% in comparison to the previous fiscal year. The total number of Parkmobile transactions for October 2019 was 3,725, an increase of 541 transactions from the previous month.

MacKnight informed the Authority that WPA lost one large rental account recently which has resulted in the cancellation of 20 spaces at Braddock Autopark. MacKnight noted that one other large rental account cancelled 10 of their spaces at Loudoun Autopark as well. MacKnight added that WPA did not receive this particular account's routinely made quarterly payment in time to be reflected on this report. MacKnight noted that hourly revenue was down for the month of October 2019 however; revenues were up by 5% compared to last year and it should be expected that revenues will begin to level out.

Armstrong asked MacKnight for explanation of the line item listed in the budget report for lot rentals. MacKnight replied that the Winchester School Board pays WPA for parking spaces located on the Braddock Lot and Hables Real Estate pays WPA for parking spaces located on Hable Lot. Armstrong noted that the Parkmobile application has continued to perform very well. MacKnight noted that the expenditure budget has remained steady and that he is currently working with Perry Eisenach on the RFP (Request for Proposal) for garage automation equipment. Armstrong asked MacKnight if he has corresponded with any of the newly acquainted contact vendors in reference to this project. MacKnight replied that no communications is expected from vendors until the RFP is finished and released. MacKnight added that WPA is expecting a huge response from the RFP.

V. OLD BUSINESS

1. Hables Lot Update

MacKnight informed the Authority that Scott Rosenfeld, owner of the Hable Lot location, has reached a verbal agreement with WPA to continue with a month to month lease with WPA of the Hable Lot at the rate of \$538 per month. Mr. Rosenfeld has agreed to develop a new lease agreement for the lot and submit it to WPA for review and signature. MacKnight noted that WPA has paid for leasing of the lot thru November 2019. MacKnight added that Mr. Rosenfeld has been added to the accounts payable system as a new vendor and WPA is waiting to receive the new lease agreement. MacKnight stated that based upon continued discussions, Mr. Rosenfeld indicated that after his first year of ownership of the lot, he should reach a definitive vision of plans for the property. Mr. Rosenfeld had stated per conversations that he would keep WPA informed as necessary of any changes that may require an extended long term lease agreement or notification of permanent lot closure.

Armstrong stated that it should take an extended amount of time for Mr. Rosenfeld to navigate the approval processes required for his current plans concerning the property. MacKnight noted that when the updated automation equipment is purchased and installed in the garages, WPA will be able to accurately determine its full occupancy levels for each garage. MacKnight stated that WPA has enough parking space capacity inside the garages to compensate for the loss of the Hable Lot lease agreement should that occur. Armstrong noted that it would be unfortunate if WPA were to lose management of the spaces at Hable Lot due to current usage, lot location, and the necessity for available public parking in that area. MacKnight stated that parking in the adjacent Palace Lot is being utilized and should assist in the compensation for potential loss of public parking on Hable Lot.

2. Concrete Repairs at Court Square Autopark

MacKnight noted this was previously addressed under the Parking Division Manager's Report.

VI. NEW BUSINESS

1. SABF (Shenandoah Apple Blossom Festival) Lease for Year 2020

MacKnight informed the Authority that SABF has submitted their request for lease of the Cork Lot to include sidewalk access in front of the lot for the 2020 Shenandoah Apple Blossom Festival. Manheimer inquired if the lease agreement would be identical to the previous year's agreement. MacKnight replied yes and added that WPA would extend the offer of a tentative 5 year lease agreement which would include a first right of refusal clause. MacKnight noted this agreement would then be in alignment with the lease agreement WPA has constructed with One Source for lot leasing during the Shenandoah Apple Blossom Festival.

VII. OTHER DISCUSSION ITEMS

MacKnight informed the Authority that preparations for garage parking during the Christmas Parade have been finalized. Armstrong inquired about WPA preparedness for the First Night Winchester event. MacKnight replied that preparations for that event have also been completed and noted that the event has planned to be more child focused this year.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:57 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday January 23, 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:

