

WINCHESTER PARKING AUTHORITY

February 27, 2020

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

OTHERS PRESENT: Corey MacKnight, Teresa Couch & Patrick Elwell

I. CALL TO ORDER

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

II. REVIEW OF OCTOBER 2019, NOVEMBER 2019 AND JANUARY 2020 MEETING MINUTES

The minutes for October 2019, November 2019 and January 2020 were submitted by Chairman Helm and, without objection, were unanimously approved.

III. PARKING DIVISION MANAGER'S REPORT

MacKnight reported the following:

- The ticket dispenser at the GW Autopark Cameron St. entrance currently has a critical malfunction that WPA maintenance staff is addressing.
- WPA has completed the conversion of 15 yearly contract spaces at Braddock Autopark over to monthly contract spaces. Since the conversion WPA has rented all but 2 of the converted spaces. MacKnight noted that WPA will soon lose a large rental account at Braddock Autopark due to business relocation.
- The meters located on Cameron St. between Piccadilly St. and North St. remain out of service due to the North Cameron Drainage Project. A completion date for the project has not yet been determined.
- Both WPA meter enforcement officers have returned to full duty.
- WPA has purchased 2 mobile meter collection cans to replace the shoulder cans currently being used. The wheeled collection cans should ease the physicality of the meter money collection process for staff. MacKnight displayed a wheeled collection can to the Authority. The cost for both collection cans totaled \$300. Manheimer asked if the cans included a locking mechanism to which MacKnight replied yes, locks can be utilized on the cans.
- An incident of vandalism occurred at Braddock Autopark. An individual physically raised and broke a gate arm. When approached about the incident, the individual became angry and physically moved the surveillance camera. The police have been notified and are currently engaged with the individual who is responsible for the vandalism.
- WPA overall operations have remained normal with nothing expediential to report.

IV. REVENUE / BUDGET REPORT FOR JANUARY 2020

Miller reported that the grand revenue total for January 2020 was \$130,909, an increase of \$609 or 0% in comparison to January 2019. Total hourly revenue for January 2020 was \$23,980, a decrease of \$7,635 or -24% in comparison to January 2019. Rent revenue for January 2020 was \$75,370, an increase of \$10,698 or 17% in comparison to January 2019. Total meters, fines and Parkmobile revenues for January 2020 was \$30,708, a decrease of \$2,805 or -8% in comparison to January 2019. Miscellaneous revenue for January 2020 was \$41 due to meter bag fees collected. Validation coupon revenue for January 2020 was \$810. Total hourly parking tickets for January 2020 was 11,884 displaying a decrease of 2,778 tickets in comparison to the previous month. At the end of January 2020, there were 1,152 spaces or 82% total utilization of spaces being rented at all four parking garages with a total of 260 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 102 spaces, Braddock Autopark equaled 21 spaces, Court Square Autopark equaled 60 spaces and GW Autopark equaled 77 spaces. At the end of January 2020 the total revenue for FY 2020 was \$925,237, an increase to 6% in comparison to the previous fiscal year. The total number of Parkmobile transactions for January 2020 was 3,625, an increase of 300 transactions from the previous month.

Miller noted that revenues had slightly increased. MacKnight informed the Authority that revenue totals for this month are slightly inaccurate due to the cash register and meter revenue deposit that was completed on January 31, 2020 not being able to be submitted to the Treasurer's office until February 7, 2020. The approximate \$12,000 combined deposits will be reflected in February's revenue report.

Helm noted that monthly rental availability in all four garages is approaching maximum capacity levels. Miller agreed and stated that a total of 260 spaces available for rentals is not an abundant amount. Helm stated that if it becomes necessary, WPA could reassign a certain number of transient spaces to contract spaces without causing excessive detriment to revenues. Manheimer inquired as to how meter fine revenues are recorded and questioned the large amounts of revenue recorded for lots. MacKnight replied that the Winchester School Board has rental spaces on one lot that heavily contributes to lot revenue totals.

Helm inquired about the overall health of the WPA budget. MacKnight stated that the budget has operated at approximately 68% positivity. MacKnight noted that WPA would like to purchase a replacement vehicle for the GMC Jimmy due to its extremely worn condition. WPA is interested in the purchase of a mini-van due to ease of use for WPA maintenance staff. MacKnight added that WPA would plan to move \$40,000 in the budget towards vehicle purchase allocation. WPA has planned for meter enforcement to use the WPA truck for their transportation needs.

V. OLD BUSINESS

1. Hables Lot Update

Helm reported to the Authority that ongoing negotiations for a lease agreement with the property owner of Hable Lot has not been productive. Helm added that the

property owner has continued to change their decisions on lease terms and rates with every discussion that has ensued. MacKnight stated that WPA on its own accord, did increase the amount currently being paid for leasing of the lot each month in order to cover the costs associated with property taxes per the previous lease agreement. MacKnight noted that the lease presented to WPA for review by the current property owner listed stipulations that WPA could not honor due to its local government status. The proposed lease agreement was returned to the property owner's attorney with notification of problem areas within the agreement however, the attorney has not returned any correspondence back to WPA. MacKnight also stated that the property owner has harassed WPA staff during meter collections on the lot, has allowed vehicles to park for free on the lot, has insisted that he be designed a certain number of spaces for his own use and has insisted that WPA pay \$1,500 for leasing. MacKnight added that he had spoken with the property owner about this non acceptable behavior since WPA has continued to pay each month for use of the lot. MacKnight stated that the property owner has asked that WPA offer its terms and conditions for his consideration and WPA has obliged. MacKnight noted that WPA is aware of the lot's importance to the public for their parking needs however; this situation has become very difficult to manage.

Armstrong recognized the importance of the lot for public parking use however; noted that WPA should not absorb a financial loss with entering a lease agreement that would possess a rate higher than what revenues are earned from said lot. MacKnight reminded the Authority that WPA does currently clean and maintain this lot. Manheimer suggested that WPA offer the property owner 3 spaces on the lot free of charge as part of the lease agreement. Helm stated that WPA has previously agreed to similar terms in reference to free spaces however; the property owner continued to revise the terms. MacKnight added that the property owner's perception is that he should not have to oblige to any terms since he has ownership of the lot in question.

Helm questioned if the Authority should present an offer for purchase the lot minus the building in which the property owner could retain ownership of. MacKnight noted that WPA made an offer of \$350,000 to purchase the lot when it was placed on the market and the current owner paid \$400,000 to obtain it. MacKnight added that the property owner planned to develop the lot. Manheimer noted that this appeared to be an indecisive situation and recommended that WPA present a final option in addition to a final notice to dissolve the current arraignment. Helm noted that WPA currently pays the property owner \$550 on a monthly basis for use of the lot. Armstrong gave the suggestion to offer \$550 per month for leasing of the lot with the provision that the property owner is awarded 3 parking spaces for his personal use absence of fees. Helm suggested that WPA offer either \$550 per month for leasing of the lot or \$450 per month with 3 spaces designated for the property owner's use absence of fees. Helm added that if the property owner did not agree with either of the terms presented that WPA remove itself from any further negotiations. MacKnight questioned if WPA would be expected to provide enforcement for the 3 spaces designated to the property owner and if so, expressed his dissatisfaction. Helm stated that WPA should pause and do nothing further until a response is given by the property owner to what was previously offered by WPA. Miller stated that WPA has already stood by and reached out for negotiations to no avail and recommended that WPA present the final offer of a \$550 per month lease

agreement to include a 3 space allotment given to the property owner. MacKnight agreed to present this final offer to the property owner and should the owner decline the offer, WPA will cease further contact and negotiations.

Armstrong questioned if any parking spaces were available behind the building located on the Hable Lot. MacKnight replied no, those spaces belonged to another property. Armstrong asked if the property owner of Hable Lot was invited to attend the Parking Authority meetings to which MacKnight replied yes but WPA never received a response. Manheimer questioned if the Authority would ever have future discussions on building another parking garage. MacKnight replied that this can be discussed however; the Authority would have to find and acquire property first in order to construct another parking facility. Helm noted that Yount, Hyde & Barbour is in possession of a lot large enough to house a parking garage. Helm added that WPA may want to give future consideration to this property should construction of another garage become imminent.

Manheimer questioned if adding another additional level to Braddock Autopark would be an option for WPA consideration. Helm stated that construction of an additional level for Braddock Autopark would be too costly of an endeavor. MacKnight added that construction for the additional level would be difficult and placement of a crane for the project would be extremely problematic. Miller noted that Blue Ridge Design consultant Ned Cleland stated that he did not believe the existing Braddock Autopark structure would be able to support the addition of another parking level. Helm agreed and noted that under consultation with WPA, Blue Ridge Design did not recommend the addition of another parking level to Braddock Autopark.

Armstrong asked if WPA had approached Yount, Hyde & Barbour with an expressed interest in the purchase of their parking lot. Helm replied no and explained that Yount, Hyde & Barbour would not have an incentive to sell their lot until parking availability for themselves is extinguished. MacKnight recommended that the Authority reach out to Shawn Hershberger, the City of Winchester Development Services Director, for involvement in possible discussions with Yount, Hyde & Barbour in this matter. Helm noted that WPA should pause and observe surrounding business activity such as possible relocations as events unfold. Manheimer asked if the Creamery Building would have parking options available to WPA. MacKnight replied no and explained that Shenandoah University has ownership of a large portion of that lot with the city owning just a very small portion of it.

2. RFP for Replacement of Automated Equipment Update

MacKnight informed the Authority that 4 companies submitted quotes concerning the RFP for the replacement of automated parking equipment inside the garages. WPA has invited those companies to give a presentation of their products and services for review and further consideration. MacKnight noted that WPA staff will be present for the presentations which will take place at Rouss City Hall 3rd Floor Loudoun Conference Room. The presentation dates are scheduled as follows:

- March 3, 2020 from 1:15 pm to 2:30 pm: Scheidt & Bachmann

- March 5, 2020 from 1:15 pm to 2:30 pm: Designa
- March 6, 2020 from 1:15 pm to 2:30 pm: Entry Guard Systems
- March 10, 2020 from 1:15 pm to 2:30 pm: T-2 Systems

Helm asked if the Authority members could attend the presentations to which MacKnight replied yes of course. Manheimer asked if any of these companies offered an easy pass option with their parking equipment. MacKnight replied that many options were offered that are similar to easy pass operation but are not necessarily actual easy pass functional equipment. MacKnight added that the updated parking equipment provides accurate parking space accounting which would improve upon space availability management operations, validation parking processes provided via sticker options as opposed to mag stripe ticketing as well as many other improvements for parking operations. MacKnight stated that WPA is in a positive financial position for equipment upgrade due to possession of approximately \$800,000 in its budget reserve. Helm questioned if the budget reserve included the WPA debt service for GW Autopark. MacKnight replied that he obtained the budget reserve total from Mary Blowe, Chief Financial Officer, and would have to consult with her for further explanation.

VI. NEW BUSINESS

1. Rally in the Alley

MacKnight informed the Authority of the request received for leasing of the Palace Lot for the Rally in the Alley event scheduled for April 19, 2020. MacKnight noted that this request had been approved by the Authority in previous years for a flat fee of \$50 and stated that WPA would continue with this arrangement for this year's request. Helm approved of the continuance of this arrangement for this request.

VII. OTHER DISCUSSION ITEMS

No items were presented for discussion

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:19 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday March 26, 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:

