

**WINCHESTER PARKING AUTHORITY**  
**February 28, 2019**

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

**MEMBERS ABSENT:** Mike Miller

**OTHERS PRESENT:** Corey MacKnight & Teresa Couch

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**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 JANUARY 2019 MEETING MINUTES**

The minutes for January 2019 were submitted by Chairman Helm. On motion duly made by Weber and seconded by Armstrong, the January 2019 minutes were unanimously approved.

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

MacKnight reported the following:

- GW Autopark is scheduled to begin capacity operations on March 1, 2019. Signage has been posted and all monthly rental customers have been made aware of the pending changes to operations. Comments from the monthly rental customers have been mixed. The City Manager and the City Public Services Director have voiced concerns with the transition to capacity parking operations occurring too quickly. The City has requested that WPA delay its decision to move forward with capacity operations at Court Square and Loudoun Autoparks for three months.
- The hard drives in all of the security camera DVR's will need to be upgraded in order to meet the State Government requirements of 30 days for the retention of video footage. The upgrade is scheduled to occur in July 2019 however; one DVR at GW Autopark experienced equipment failure recently and was replaced with the equipment upgrade.
- Battery backups inside of all the garages have been replaced.
- An incident occurred with the Holy Cannoli organization whereas it had taken it upon themselves to advertise on social media that it would assist the homeless community in the feeding of money into the meters on Valentine's Day. Holy Cannoli stated that homeless citizens wanted to express their appreciation to the community for its efforts in assisting the homeless. WPA explained to the Holy Cannoli representative that feeding of the meters is prohibited and cited City Code 14-70. The Holy Cannoli representative

expressed displeasure with the WPA response. WPA explained to the organization's representative that an arrangement could possibly have been reached had only Holy Cannoli appropriately contacted either Jennifer Bell or WPA directly with an inquiry or request. WPA received a negative response to this situation in the local newspaper.

Manheimer asked MacKnight due to capacity operations beginning on March 1, 2019 at GW Autopark, would the signage that states reserved parking for Frederick County Social Services be removed at that garage. MacKnight explained that the reserved parking signage for Frederick County Social Services Company vehicles will remain in place due to special circumstances whereas specific vehicle locations are deemed necessary. MacKnight explained that the circumstances include potential safety issues involving the transportation of children and because multiple employees must access the company vehicles during various hours and weekends. MacKnight noted that Frederick County Social Services is the only entity that will be given this courtesy. Helm inquired if others have expressed a desire for reserved block parking at this garage. MacKnight replied that a request was made by the Frederick County Commonwealth's Attorney for a reserved space but was declined by WPA. WPA explained to the County Commonwealth's Attorney that it did not provide a reserved parking space to the City of Winchester Commonwealth's Attorney when Braddock Autopark converted to capacity operations.

Helm noted that the City Mayor received a complaint with regards to Holy Cannoli being declined the opportunity to feed the meters in which the Mayor explained to the complainant that WPA is the entity who is responsible for parking management of the downtown area. Manheimer asked how WPA enforcement officers are to address the situation should they encounter individuals actively feeding money into the meters. MacKnight replied that the WPA enforcement officers have been instructed to contact the Winchester Police Department and notify them of the incident. Armstrong asked if Holy Cannoli contacted WPA with an inquiry or did the organization take it upon themselves to proceed on their own accord. MacKnight replied that the organization took it upon themselves to proceed with feeding the meters on Valentine's Day without inquiry. MacKnight stated it was fully explained to Holy Cannoli that if the organization had contacted WPA prior with a request or inquiry, WPA would have been able to facilitate an arrangement.

#### **IV. REVENUE REPORT FOR JANUARY 2019**

Helm reported the grand revenue total for January 2019 was \$130,300, an increase of \$4,724 or 4% in comparison to January 2018. Total hourly revenue for January 2019 was \$31,615, an increase of \$5,156 or 19% in comparison to January 2018. Rent revenue for January 2019 was \$64,672, a decrease of \$8,793 or -12% in comparison to January 2018. Total meters, fines and Parkmobile revenues for January 2019 was \$33,513, an increase of \$9,283 or 38% in comparison to January 2018. There was no miscellaneous revenue to report for January 2019. Total validation coupon revenue for January 2019 was \$500, a decrease of \$300 or -38% in comparison to January 2018. Total hourly parking tickets for January 2019 was 9,675 displaying a decrease of 3,622 tickets with a daily average of 421 tickets in comparison to the previous month. At the end of January 2019, there were 1,043 spaces or 75% total utilization of spaces being rented at all four parking garages

with a total of 357 spaces available for rent. Of the 357 spaces available for rent, 236 spaces were located on the roof and 121 spaces were located undercover. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 112 spaces, Braddock Autopark equaled 18 spaces, Court Square Autopark equaled 117 spaces and GW Autopark equaled 110 spaces. At the end of January 2019, the total revenue for FY 2019 was \$868,974 or 15% in comparison to the previous fiscal year. The total number of Parkmobile transactions for January 2019 was 2,608, an increase of 371 transactions from the previous month.

Helm noted that meter revenues continue to incline. Weber noted the meter and fine revenues were impressive. Helm noted the rent revenue for January was disconcerting as it had decreased by 12%. MacKnight noted that rent revenues are fluid due to when revenues are received, recorded and reported. MacKnight added that rent revenues can often spill over from one month into the next.

Manheimer asked if there has ever been an occurrence where transient customers were deprived of parking at Braddock Autopark. MacKnight replied that on a few occasions this has occurred however; it is very infrequent. Manheimer asked if it was possible with capacity operations to modify adjustments to the number of transient customers and rental customers that are allowed entry into the garage. MacKnight explained that at this time WPA does not have the adequate software and equipment to make these types of adjustments. WPA does the best that it can to monitor overall garage usage and the number of spaces it allots for its rental customers accordingly. MacKnight added that the expenditure for capacity monitoring equipment is approximately \$600,000 and WPA will plan to budget for this upgrade in the future. Weber questioned as to whether there are grants available for this type of equipment upgrade. MacKnight replied that he was not aware of any available grant monies for parking equipment upgrades. MacKnight noted that he would be attending the PAV conference and will obtain further information on current parking technologies. Helm noted that when WPA reaches 80% of total utilization of rental spaces in its garages, it will be necessary for the Authority to seek out additional parking resources.

## **V. OLD BUSINESS**

### **1. Resolution Documentation**

MacKnight informed the Authority that WPA has submitted to City Hall its resolution for the request of amendment to the City Code that pertains to metered parking and time limitations for vehicles parked inside of the parking garages. MacKnight noted that the resolution documentation should appear on the City Council agenda for March 2019.

## **VI. NEW BUSINESS**

### **1. Full Circle Marketing Contract 2019**

MacKnight informed the Authority of the request from Full Circle Marketing to secure the entire Hable Lot for the Kidzfest event in addition to a select number of spaces on the Hable Lot for other various Old Town Winchester scheduled events. The list

of events and subsequent number of lot space requests were presented to the Authority for their review. Armstrong questioned what the lot would be utilized for during these events. MacKnight replied that for the Kidzfest event, the entire lot would be used for the staging of tents, etc. MacKnight stated that typically the Authority would allow for the leasing of lots for events per request for a \$50 flat fee. MacKnight noted that WPA may receive negative feedback from downtown merchants who are located near the Hable Lot should the Authority decide to approve the request from Full Circle Marketing. Weber stated that WPA should proceed with the approval of the request from Full Circle Marketing for use of the entire Hable Lot for the Kidzfest event at the standard flat rate of \$50.

## **2. Bloom'n Wine Festival 2019**

MacKnight asked the Authority for consideration with permitting the WPA to charge a flat fee for parking inside the garages during the Bloom'n Wine Festival event for 2019. MacKnight explained that attendance for this event is rather large and the garages are nearly filled to capacity during the event with Braddock Autopark having filled to capacity in the past. MacKnight noted that this would be an opportunity for WPA to capture additional revenues and eliminate high volume exiting issues that occur with paystation usage and gate arm equipment. MacKnight added that WPA staff would be scheduled to work the lanes during the event. Weber noted that it is part of the Authority's objective for WPA to generate additional revenues. Manheimer questioned how vehicles would exit the garages if a flat fee is charged upon entry. MacKnight explained that WPA would use the event operations format that is used during the Shenandoah Apple Blossom Festival which would include leaving the garages exit gates in the up position to allow ample time for vehicles to exit after the event. Helm questioned what flat fee rate should be established and how monthly rental customers would be accommodated since the Bloom'n Wine Festival exemption is not specified in the lease agreement. Manheimer noted that the lease application does state exceptions for various events. Weber stated that the Bloom'n Wine Festival is considered as part of the Shenandoah Apple Blossom Festival. Weber noted that a \$10 flat fee for parking in the garages during this event would be considered a reasonable price adding that it is necessary for WPA to capture additional revenues when possible to assist in the funding of maintenance expenses. Chairman Helm agreed to the \$10 flat fee rate to be charged for garage parking during the Bloom'n Wine Festival.

## **3. Monthly Parking Capacity**

MacKnight provided an update on the monthly parking capacity at all four parking garages. MacKnight stated that as of March 1, 2019 Braddock Autopark will reach its maximum capacity allotment for non-reserved monthly space rentals. Ogden has rented a total of 37 spaces (10 spaces at Braddock Autopark, 27 spaces at Court Square Autopark) and has requested that their space rentals at Court Square Autopark be transferred over to Braddock Autopark as open spaces become available at that location. The status of remaining spaces available for rent at Braddock Autopark are 2 spaces in the 24/7 (red) block and 6 spaces in the 6 am.to 6 pm. (blue) block. As of February 18, 2019 Court Square and Loudoun Autoparks only have roof spaces available for rent. The GW Autopark currently has 42 undercover and 67 roof spaces available for rent. The GW Autopark will convert

over to capacity operations on March 1, 2019 and the rental rate will be \$50 per space per month.

## VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:20 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday March 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:

A handwritten signature in cursive script that reads "Teresa Couch". The signature is written in black ink and is positioned above a horizontal line that serves as a signature line.