

WINCHESTER PARKING AUTHORITY
March 28, 2019

MEMBERS PRESENT: Dick Helm, William Armstrong & Ben Weber

MEMBERS ABSENT: Howard Manheimer & Mike Miller

OTHERS PRESENT: Corey MacKnight & Teresa Couch

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:35 am at which time it was determined that a quorum was present.

II. REVIEW OF FEBRUARY 2019 MEETING MINUTES

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

III. PARKING DIVISION MANAGER'S REPORT

MacKnight reported the following:

- Printer in 6800 paystation at Braddock Autopark malfunctioned. WPA maintenance staff attempted to troubleshoot the problem but could not repair the printer. Whitaker Parking Systems was contacted and during their on site visit, discovered the wiring harness cable for the printer was cracked which resulted in an electrical short. Whitaker Parking Systems conducted the necessary repairs.
- A broken water line on the 3rd level of GW Autopark was repaired. The water line was not drained properly during the winter which resulted in pipe stresses from freezing and thawing conditions. The broken section of the PVC pipe was removed and replaced.
- All automated equipment was updated to Daylight Savings Time with no issues reported.
- WPA is in the process of replacing all faded or discolored meter domes.
- Reserved parking signage for City Social Services vehicles at Loudoun Autopark has been installed in preparation for upcoming capacity parking operations implementation. No issues or complaints have been reported with reserved parking signage for Frederick County Social Services vehicles at the GW Autopark or with current capacity parking operations at that garage.

- WPA maintenance staff are conducting a general cleaning and maintenance of all parking lots following the winter months.

IV. REVENUE & BUDGET REPORTS FOR FEBRUARY 2019

Helm reported the grand revenue total for February 2019 was \$111,604, an increase of \$20,288 or 22 % in comparison to February 2018. Total hourly revenue for February 2019 was \$26,876, an increase of \$2,589 or 11 % in comparison to February 2018. Rent revenue for February 2019 was \$53,528, an increase of \$12,168 or 29% in comparison to February 2018. Total meters, fines and Parkmobile revenues for February 2019 was \$30,400, an increase of \$5,406 or 22% in comparison to February 2018. Miscellaneous revenue for February 2019 was \$400 due to GW Autopark gate arm restitution. Total validation coupon revenue for February 2019 was \$400, a decrease of \$275 or -41% in comparison to February 2018. Total hourly parking tickets for February 2019 was 14,288 displaying an increase of 4,613 tickets with a daily average of 621 tickets in comparison to the previous month. At the end of February 2019, there were 1,087 spaces or 78% total utilization of spaces being rented at all four parking garages with a total of 313 spaces available for rent. Of the 313 spaces available for rent, 232 spaces were located on the roof and 81 spaces were located undercover. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 117 spaces, Braddock Autopark equaled 6 spaces, Court Square Autopark equaled 81 spaces and GW Autopark equaled 109 spaces. At the end of February 2019, the total revenue for FY 2019 was \$980,578 or 16% in comparison to the previous fiscal year. The total number of Parkmobile transactions for February 2019 was 2,309, a decrease of 299 transactions from the previous month.

Helm stated that Loudoun Autopark experienced a substantial increase in rent revenue for the month of February 2019. Helm acknowledged the addition of the WPA budget summary report that will accompany the revenue report each month for review as requested by the Authority. MacKnight stated that WPA has remained in good fiscal health. MacKnight noted that only two months remain in this fiscal year and WPA should remain fiscally sound providing that nothing catastrophic occurs. Weber noted that fine revenues have assisted in the increases of overall revenue. MacKnight stated that the consistent fine collection schedule has contributed to the improvement of revenues.

V. OLD BUSINESS

1. Monthly Parking Capacity Update

Helm asked MacKnight for an update as to when capacity parking operations are expected to occur in the remaining two garages. MacKnight informed the Authority that WPA has scheduled to begin the implementation of capacity parking operations for Loudoun Autopark and Court Square Autopark shortly after the Shenandoah Apple Blossom Festival. Weber asked MacKnight if issues in reference to parking for the City Sheriff's office have been addressed and resolved. MacKnight replied that resolution with regards to parking for the City Sheriff's office is still an ongoing process.

VI. NEW BUSINESS

1. ICON Lease of Plaza Lot

MacKnight informed the Authority that ICON, a real estate company, had inquired about leasing the Plaza Lot on March 29, 2019 for their grand opening. The lot would be needed after 5 pm. WPA agreed to lease the Plaza Lot to ICON for their grand opening at the standard leasing flat fee rate of \$50.

2. Autopark Hourly Rate / Lost Ticket Fee Increase Discussion

MacKnight asked the Authority for its consideration to begin discussion on the implementation of an hourly rate increase for the three remaining garages. Braddock Autopark had its hourly rate increased to \$1.00 per hour effective on October 2, 2017. MacKnight noted that WPA possesses a debt of \$2,000,000 for the construction of GW Autopark and will require an upgrade replacement of its paystation equipment. MacKnight stated that an hourly rate increase applied to the three remaining garages would assist in the increase of the WPA revenue budget for these expenditures. Weber stated that hourly rates for parking inside all the garages should be consistent.

Armstrong expressed concerns with the necessity of an hourly rate increase if WPA is fiscally sufficient and the Authority does not intend to build another garage facility in the near future. MacKnight agreed that WPA is fiscally doing quite well however, recommended that the Authority develop a strategy to address WPA upcoming paystation expenditures and ongoing debt service for the GW Autopark. Weber questioned if the Authority should increase the hourly rate at GW Autopark and Court Square Autopark with an omission for the Loudoun Autopark. Armstrong noted that complaints were expressed from customers concerning rental rate increases and added that parking services should take into consideration its low income customer base. MacKnight stated that WPA is wanting to address an hourly rate increase only at this time. MacKnight added that should the Authority approve an hourly rate increase to \$1.00 per hour for the remaining garages and increase the lost ticket fee from \$10 to \$15 for all garage facilities, the additional income would assist WPA in reaching its long term goals. Armstrong agreed that the lost ticket fee should be increased.

MacKnight noted that hourly customers have been known to utilize the lost ticket fee option to exit the garages as a means to avoid payment of a higher hourly rate for extended parking. MacKnight added that WPA has also encountered situations whereas hourly customers, in an attempt to exit a garage to avoid paying the hourly fee, have used the emergency call button and deceptively claimed to on call staff that the paystation could not process their parking ticket. MacKnight noted that other localities comparable to Winchester such as Leesburg do charge higher rates for hourly parking. Weber stated that WPA provides a parking service that includes overhead such as electricity, etc. therefore, it cannot operate without charging competitive rates for parking. Weber stated that an hourly rate increase to \$1.00 per hour is not unreasonable to consider.

Armstrong asked what the estimated time frame would be to construct another parking garage to completion. Helm replied that if garage construction could proceed as scheduled without complications, the time frame from construction to completion should take approximately 3 years. Armstrong asked what the time frame was for settlement of the GW Autopark debt service. Helm replied the debt service time frame of payment completion was not reduced when the loan was refinanced. Helm stated that WPA has been able to maintain fiscal stabilization however; usage of its services has sustained and exceeded current policies that are in place. Weber stated that usage of Braddock Autopark and subsequent revenues thereof have been impressive however; this is not a successful trend that should be expected at another additional garage location. Weber added that WPA should encourage usage of the other garage locations to the public whenever possible. Helm noted that the current daily average of hourly parking customers at all garages is 621 vehicles. MacKnight noted that Braddock Autopark does sustain a consistently higher number of hourly parking customers in comparison to the other three garages.

Helm expressed concerns with an increase of the hourly parking rates in garages that would exceed the on street meter hourly rates. Helm added that an hourly rate increase in garages may encourage the public to utilize on street parking for extended periods of time which would counteract the purpose of encouraging frequent turnover usage at the meters. Weber asked if the Authority is permitted to install additional on street meters. Helm replied that WPA may install additional meters if those meters would be placed within the current Council approved zones. Helm added that Council approval would be required for meter installations beyond the established meter zones. Weber expressed approval for an increase in the hourly rate and lost ticket fees to achieve uniform pricing rates at all of the garages. Weber stated that the rate increases should be implemented simultaneously. Helm stated that WPA could justify the increase of the lost ticket fees because evidence can be produced of abuses with this garage exiting option. Armstrong recommended that the Authority continue further discussion on hourly rate increases.

On motion duly made by Weber and seconded by Armstrong, the Authority approved to increase the lost ticket fee from \$10 to \$15 effective as quickly as possible for the allowance of required signage alterations, etc.

3. Other Discussion Item – Winchester Star Lot

MacKnight informed the Authority that he has approached Mr. Byrd with a proposition for WPA to lease the parking lot contiguous to the former Winchester Star building. Mr. Byrd expressed interest in the proposition. MacKnight explained to the Authority that the premise for leasing the lot is to acquire additional parking resources and subsequent revenues for WPA. The additional revenues would afford WPA the opportunity to increase its revenues for payment of the GW Autopark debt service, the purchase of new equipment, etc. MacKnight added that the lot contains approximately 63 or more spaces and WPA could cost effectively operate those spaces via Parkmobile with little to no investment required. MacKnight explained that meter installation would not be necessary however, posts and signage would need to be installed for Parkmobile zoning and operational purposes. MacKnight

asked the Authority for their consideration and approval to proceed with securing this proposal.

Armstrong asked MacKnight how parking on the lot would be enforced. MacKnight replied that the WPA meter enforcement officers would be tasked with this in the same manner as current enforcement practices are conducted. MacKnight suggested that WPA contact the County Sheriff and law enforcement to broker an arrangement for their parking needs via use of this lot. MacKnight added that Sheriff Millholland has reached out to WPA and expressed an interest in working together to solve law enforcement parking issues. Armstrong asked MacKnight if law enforcement would require approximately 15 to 20 spaces out of the estimated 63 spaces available on this lot for their parking needs to which MacKnight replied yes. Armstrong questioned how much revenue would WPA be willing to spend in order to acquire a lease for this lot. MacKnight recommended to the Authority that it offer no more than \$1,500 per month to lease the lot in question. Weber questioned if WPA would be legally held accountable for damages or any situations that may occur pertaining to leasing of the lot. MacKnight stated that WPA would need to seek legal advisement from the City Attorney.

MacKnight stated that WPA would like to create a lease agreement that would offer plowing of snow etc. but require that the building owner be solely responsible for all lot maintenance issues. Weber noted that any lease agreement acquired for this lot would result in a short term contract as it is unknown what future decisions the property owners may make with regards to this building. MacKnight stated that it might be possible for WPA to broker an arrangement with the tenants of this building should the property be sold. Helm stated that an arrangement of that sort would probably not be a successful one. Armstrong questions how much revenue is collected from the Hable Lot to which MacKnight replied that WPA does not collect individual data for that lot however; WPA does collect approximately \$225 per week from the Plaza Lot which is in close proximity to the lot being discussed. MacKnight stated that based upon weekly revenue collected from the Plaza Lot, WPA should not encounter any deficits with leasing the former Winchester Star lot. Weber expressed concerns with the longevity of a lease agreement for this lot however, expressed that it would be appropriate to continue dialogue with Mr. Byrd. Helm stated that WPA should continue with inquiry to reach a possible lease agreement for the lot and advised MacKnight to include plowing and enforcement in the offer. Armstrong agreed and noted it was not harmful for WPA to explore other parking resource opportunities that may become available. MacKnight agreed to continue the dialogue with Mr. Byrd and update the Authority on progress.

4. Other Discussion Item – WPA Meter Enforcement Body Cameras

Weber stated that he was aware that one of the WPA meter enforcement officers is wearing a body camera and asked MacKnight if the employee himself made this purchase. MacKnight replied that the meter enforcement officer purchased the camera on his own accord and added that the City did not permit body camera purchases out of the departmental budget. MacKnight stated that the camera in question is not considered an actual body camera. Weber stated that due to concerns with employee safety and the potential for legal actions being taken, WPA should either provide body cameras to its meter enforcement officers or reimburse

the employee for his purchase. Weber noted that body camera purchases should be considered and addressed as a safety and legal issue for WPA meter enforcement staff therefore; city involvement may not be required should the Authority choose to fund this purchase. MacKnight stated he would address this issue with the city.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:25 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday April 25, 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:


