

# WINCHESTER PARKING AUTHORITY

April 25, 2019

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

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

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## I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:34 am at which time it was determined that a quorum was present.

## II. REVIEW OF MARCH 2019 MEETING MINUTES

The minutes for March 2019 were submitted by Chairman Helm and, without objection, were unanimously approved.

## III. PARKING DIVISION MANAGER'S REPORT

MacKnight reported the following:

- WPA maintenance staff have replaced approximately 150 meter domes due to sun fading damage.
- Informational signage posts have been positioned and installed in all of the parking garages. This will allow for larger pieces of important information to be posted when necessary and made clearly visible to all WPA customers. Helm asked if the information signage was installed at just garage exits to which MacKnight replied that signage was installed at all garage entrances and exits.
- WPA is currently working with Civic Smart to replace all new meters with updated equipment. WPA had been testing new meters for several months however; Civic Smart had to send WPA updated meters due to technical programming issues.
- Over the past several weeks, syringes have been found on the roof level of Loudoun Autopark. WPA reported this to the police department and police patrols of the garage will be increased. WPA has also attempted to adjust surveillance cameras in the garage for improved visual coverage specifically of the areas where syringes are being found.
- WPA purchased and installed a new bank note acceptor for the 7800 paystation at Braddock Autopark. Whitaker Parking Systems provided necessary assistance. MacKnight reported that relations between Whitaker Parking Systems and WPA have improved.

- WPA has purchased personal body cameras for its meter enforcement officers. The meter enforcement officers are now actively using the body cameras provided by WPA. Armstrong asked for the cost of the body cameras. MacKnight replied that the cameras cost \$150 each and are equipped with push button activation.

#### **IV. REVENUE & BUDGET REPORTS FOR MARCH 2019 (Quarterly)**

Miller reported the grand revenue total for March 2019 was \$115,749, an increase of \$24,371 or 27 % in comparison to March 2018. Total hourly revenue for March 2019 was \$27,661, an increase of \$2,258 or 9 % in comparison to March 2018. Rent revenue for March 2019 was \$45,026, an increase of \$4,790 or 12% in comparison to March 2018. Total meters, fines and Parkmobile revenues for March 2019 was \$42,094, an increase of \$16,655 or 65% in comparison to March 2018.

Miscellaneous revenue for March 2019 was \$468 due to Court Square Autopark gate arm restitution and meter bag fees. Total validation coupon revenue for March 2019 was \$500, an increase of \$200 or 67% in comparison to March 2018. Total hourly parking tickets for March 2019 was 13,751 displaying a decrease of 537 tickets with a daily average of 598 tickets in comparison to the previous month. At the end of March 2019, there were 1,094 spaces or 77% total utilization of spaces being rented at all four parking garages with a total of 318 spaces available for rent. Of the 318 spaces available for rent, 162 spaces were located on the roof and 156 spaces were located undercover. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 128 spaces, Braddock Autopark equaled 3 spaces, Court Square Autopark equaled 81 spaces and GW Autopark equaled 106 spaces. At the end of March 2019, the total revenue for FY 2019 was \$1,096,327 or 17% in comparison to the previous fiscal year. The total number of Parkmobile transactions for March 2019 was 3,113, an increase of 804 transactions from the previous month.

The total revenue for the third quarter of 2019 was \$357,653, an increase of \$49,383 or 16% in comparison to the third quarter of 2018. Total meter and fine revenue for the third quarter of 2019 was \$106,007, an increase of \$31,344 or 42% in comparison to the third quarter of 2018. Total hourly revenue for the third quarter of 2019 was \$86,152, an increase of \$10,003 or 13% in comparison to the third quarter of 2018. Total rent revenue for the third quarter of 2019 was \$163,226, an increase of \$8,165 or 5% in comparison to the third quarter of 2018. Miscellaneous revenue for the third quarter of 2019 was \$868, an increase of \$246 or 40% in comparison to the third quarter of 2018. Total validation coupon revenue for the third quarter of 2019 was \$1,400, a decrease of \$375 or -21% in comparison to the third quarter of 2018.

Miller noted satisfactory increases were reported with overall revenues with meter and fine revenues having reflected the largest increases. Miller added that fiscal year revenues to date are up 17%. Weber questioned if the public was still not fully aware of meter enforcement practices based upon the continued increases in meter and fine revenues. Helm noted that meter enforcement seems to be functioning as intended because hourly revenues reflect a steady usage of garage parking. Helm added it is WPA's main objective to educate the public, via additional meter enforcement, of metered parking regulations and the increased revenues is

evidence of success. Miller stated that warmer weather tends to increase public activity therefore; not everyone is fully aware of the additional meter enforcement presence. Miller added that WPA should not expect to sustain the trend of increased meter and fine revenues. MacKnight added that WPA collects meter money on a regular scheduled basis which may be a contributing factor to the continued increases in meter and fine revenues.

Weber noted that revenues for Loudoun and GW Autoparks reflected a slight decline in the third quarter revenue report. Weber added that at this time there is not enough surrounding commerce at the Loudoun Autopark location to support hourly parking usage at that garage. Helm stated that growth has occurred at Loudoun Autopark even though revenues for that garage are much lower in comparison to the other three garages. Helm added that minimal usage at Loudoun Autopark should not be construed in a negative light as the garage can be defined as an extra parking resource. Helm noted that parking needs in the downtown area have evolved over the years to encompass more than parking for retail shopping only. Miller stated that the area surrounding Loudoun Autopark continues to be redeveloped and as growth occurs, usage of that garage will increase.

MacKnight informed the Authority that Ogden (Winchester Star) and Shenandoah University have recently rented a large quantity of spaces at GW, Braddock and Court Square Autoparks. Helm asked how close WPA was to implementation of capacity parking at Court Square Autopark. MacKnight replied that the target date for capacity operations at both Court Square and Loudoun Autoparks is June 1, 2019. Helm asked MacKnight if there were any expenditures that the Authority should be made aware of. MacKnight replied that operations are going well and there is no expenditures that need to be addressed. Manheimer questioned where the debt service payment for GW Autopark is listed on the budget report. MacKnight explained that the report is of the operating budget therefore, the debt service will not be reflected on this report. Helm stated that the debt service is at a fixed maturity rate and cannot be negotiated however; WPA could provide a summary of the debt service on a regular basis to the Authority for analysis. Miller suggested that WPA could report on the debt service on a quarterly basis and added that loan maturity for the debt service is same as prior but at a lower monthly payment. Manheimer agreed that it would be beneficial for the Authority to receive a quarterly report of the debt service so as to be kept informed of loan activity.

Helm stated that as the fiscal year approaches its end, the Authority should review the management arrangement between WPA and City of Winchester, preferably at the next scheduled meeting. Helm explained that the Authority should address how the arrangement has affected WPA operations and determine if the arrangement has met Authority expectations. MacKnight asked the Authority what is required from him for this discussion. Helm explained to MacKnight that the Authority would like to discuss with him, his thoughts, and address any overall concerns with working for WPA. Helm recommended that the Authority have this discussion at the next scheduled meeting.

## V. OLD BUSINESS

### 1. Daily / Hourly Parking Rates Discussion

MacKnight stated that WPA would like to continue the daily and hourly parking rate discussion on the agenda until the Authority can reach a decision on the matter. Miller noted that during his absence at the last meeting, the Authority agreed to increase the lost ticket fee. Helm stated that the Authority should address WPA rate structures every year however; it is questionable to implement rate increases when it may not be fiscally necessary to do so. Helm added that before consideration can be given to hourly rate increases in the garages, the Authority would need to address the current meter rates which requires Council involvement. Miller agreed and stated that WPA should implement capacity parking in all garages first and observe the residual effects of that decision before changing the variables with an hourly rate increase. Miller added that it may not be well received by the public should the Authority decide to change the hourly rate structure and capacity operations simultaneously. Weber stated that if WPA can fiscally sustain its operations, fulfill debt service payments, and continue to build revenue, it is not necessary to increase hourly rates at this time. Miller noted that WPA does have outstanding structural issues to consider that have either never been addressed or fully completed. Manheimer stated that the Authority should not expect to maintain its 17% overall increases if WPA begins to modify operations and rates. Armstrong noted that WPA will begin to see the effects of operation changes such as capacity soon after its implementation.

Helm stated that the Authority is required to provide parking resources at the least possible cost and remain revenue neutral. Helm added if this is to change, it will require Council involvement. Weber stated while it is understood that WPA is to remain revenue neutral, the Authority must also plan for future expenditures. Helm stated that as WPA has moved forward into capacity operations, does the Authority want to take discussion into other operation areas such as the ability for monthly rental customers to have parking access at all garages instead of just one. The Authority members agreed that the demand for this type of parking rental is present. Weber questioned how space availability for this type of monthly rental could be effectively monitored. MacKnight replied that in order for WPA to offer this type of rental option, the parking equipment would need to be upgraded to current technologies that support accurate vehicle count monitoring. Manheimer noted that customer objections should be very minimal with this rental option providing WPA can obtain the technology to support this. Manheimer added that should a universal garage pass be a rental option, the fee should be set at a premium rate. Armstrong agreed that public interest would suggest a willingness to pay a premium rate for this type of rental option. Manheimer stated that with a count monitoring system, if a garage is full to capacity and will not accept further entries, monthly parkers using a universal pass should still be able to gain entry access. Weber noted that roof levels at the garages never seem to be maximized, even at the heavily utilized Braddock Autopark. Weber added that the area demographic has changed and Winchester

has experienced population growth. Helm stated the public has complained about having available coinage for use of street parking and WPA should desire for and encourage the public to utilize garage parking more often than metered parking. MacKnight noted he will be attending the PAV conference soon and will investigate current available technologies that will support the concept of a universal garage pass for monthly parking.

## **VI. NEW BUSINESS**

### **1. Lease Request from B. Chasler**

MacKnight stated that B. Chasler has requested to lease 2 parking spaces on the Braddock Lot. MacKnight explained that Mr. Chasler stated that his now deceased father reached an agreement with WPA for use of the two spaces many years ago however; he does not know why this agreement came to an end. MacKnight reminded the Authority that two years ago it addressed this same request and chose to dismiss it. Helm stated that Mr. Chasler is seeking to rent a right of way into his property. Weber stated that should the Authority approve this request, it could set a precedent that would not be favorable for WPA.

On motion duly made by Manheimer and seconded by Weber, the Authority denied the request from B. Chasler for the leasing of 2 spaces on the Braddock Lot.

### **2. Winchester Star Lot Update and Discussion**

MacKnight informed the Authority that he has spoken with the property owners of the former Winchester Star parking lot and the owners are willing to lease the lot to WPA for \$1,600 per month. MacKnight noted that this is an opportunity for WPA to generate additional revenues to assist in maintaining a healthy budget. MacKnight reminded the Authority that WPA would use the Parkmobile application for the collection of parking fees as a cost effective measure as opposed to meter installation. MacKnight noted that the Authority could either leave the parking rate at \$0.75 per hour in accordance with surrounding metered parking rates or increase to a prime rate of \$1.00 per hour. MacKnight informed the Authority that based upon current parking lot usage, WPA has the potential to gain up to \$1,700 per week in additional revenues alone excluding the potential for fines that could also be collected. MacKnight stated that should the Authority proceed with leasing of this lot, it will be necessary to promote the current part-time meter enforcement officer into a full-time position.

Weber stated that the potential revenue estimate from this venture was very promising however; there are concerns with this being a short term arrangement. Weber added that should this arrangement dissolve within 30 days due to property sale, WPA would then be obligated to fund a full-time position without the additional revenue to support it. Weber noted that there is also concern with the public getting accustomed to usage of the lot only to eventually lose that privilege due to a short term lease condition with the sale of the lot. Armstrong stated that there is too much uncertainty within this arrangement. Manheimer stated that the estimated revenue potential is based upon current observed usage of the lot on a free rate basis. Manheimer added there would be no guarantee that usage would continue should

the public have to begin to pay for parking on the lot. Miller noted that many courthouse employees utilize the lot therefore; should the Authority consider setting a maximum time limit for parking. MacKnight informed the Authority that many of the vehicles utilizing the lot already have parking space rentals at Court Square Autopark. MacKnight stated that a maximum time limit for parking has to be established in order to use the Parkmobile application. The maximum time limits for Parkmobile can be established from 6 hours up to 8 hours.

Manheimer stated that the parking rate for usage of this lot should be set at a more expensive rate than the current rate for street parking or garage parking. Armstrong noted that the sale of this property is inevitable therefore; the revenue potential is temporary. Weber observed that should the Authority enter into this agreement, it will become very problematic for whomever purchases this property in the future. Helm expressed concerns with WPA receiving negative criticism for the monetization of a free parking resource. Weber stated that parking is not a free resource for the downtown area and it is the task of the Authority to provide a service for the community. Armstrong stated that it would be irresponsible for WPA to provide a parking service that would become temporary. Manheimer asked if the property owners would be agreeable to a 12 month lease of the lot. MacKnight replied that a 12 month lease agreement for the lot is not possible because the adjacent building and the lot in question are for sale.

Helm expressed potential concern with management of law enforcement usage of the lot. MacKnight stated that the property owners have an existing arrangement to allow law enforcement use of the lot. Helm noted that the front of the lot would be available for public use and the back portion of the lot would be designated for law enforcement use. Miller questioned the risk of a short term lease agreement for WPA use of the lot and noted that the Authority via its charter is tasked with providing a parking resource that does not include the generating of additional revenues. After further discussion, the Authority concluded that it would not be in the best interest of WPA to proceed with obtaining an agreement for the leasing of the lot unless it could secure a long term lease agreement of at least 120 days in addition to a revenue sharing clause. The Authority advised MacKnight to approach the property owners with this proposal. The Authority advised if the proposal is rejected by the property owners, then end the negotiations.

### **3. WPA Meter Enforcement Position**

MacKnight informed the Authority that WPA would like to elevate the current part-time meter enforcement officer into a full-time position. MacKnight noted that both meter enforcement officers have continued to do an incredible job for WPA and explained that it is difficult to provide coverage for the 1 full-time meter enforcement position in their absence with a part-time position that only allows for a maximum of 25 work hours per week. Armstrong stated that the creation of a full-time meter enforcement officer position would increase WPA expenditures by \$21,000. Weber stated that the additional staffing expense would be offset by having part-time enforcement presence increased to a full 8 hours. MacKnight stated that both meter enforcement officers have been a huge benefit to WPA therefore, the promotion to full-time status is well worth the expense. Helm asked that MacKnight convey to the employee that an increase of meter violations issued is not expected or required

from the full-time position. MacKnight stated that WPA will need final approval from Council to proceed. Helm questioned if Council approval is necessary if the salary is being compensated for by an independent Authority. Miller stated that he was in agreement to the full-time position and suggested that the position become effective at the beginning of the next fiscal year. MacKnight questioned why the Authority should wait to implement the full-time meter enforcement position until after the current fiscal year. Weber stated that WPA is in need of the full-time meter enforcement position now and it does not need to wait 2 months for implementation.

On motion duly made by Miller and seconded by Weber, the Authority approved the replacement of the current part-time meter enforcement officer position with a full-time meter enforcement officer position.

## VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:47 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday May 23, 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:

