WINCHESTER PARKING AUTHORITY
May 23, 2019

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

MEMBERS ABSENT: Mike Miller

OTHERS PRESENT: Corey MacKnight & Teresa Couch

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 APRIL 2019 MEETING MINUTES

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

III. APPROVAL OF RESOLUTION FOR MEETING DATES FY 2020

The Authority reviewed the submitted schedule of meeting dates for fiscal year 2020. Helm questioned if it was necessary for the Authority to continue to meet each month. MacKnight stated that while there may be occasions with little to no items that need to be addressed via a meeting , various situations and items still arise that require the Authority's attention. MacKnight noted that it would be more practical to cancel a scheduled meeting if deemed appropriate and recommended that the Authority continue with scheduled monthly meetings. Helm agreed.

On motion duly made by Armstrong and seconded by Weber, the Authority approved the resolution of WPA scheduled meeting dates for fiscal year 2020.

IV. PARKING DIVISION MANAGER'S REPORT

MacKnight reported the following:

- The Bloomin' Wine Fest and the Shenandoah Apple Blossom Festival (SABF) event parking in garages went very well despite lackluster weather conditions during both events. Staffing did a great job working the lanes during both events.

- WPA has been experiencing problems with its WI-FI antenna at GW Autopark. The antenna supplies the internet connection for paystations to process credit card transactions. The antenna appears to have been previously damaged by lightning resulting in loss of internet connection at times when weather conditions are rainy and wet. When internet connection is lost, WPA has to reset it systems in order to reestablish the credit card

processing network for the paystations. The city is working with WPA to resolve this issue.

Weber asked if it would be possible for WPA to obtain assistance from the Frederick County building next to GW Autopark for internet connectivity. MacKnight stated he was not certain that would be possible, the WPA antenna receives its signal from the City Timbrook Building. MacKnight assured the Authority that the City was actively working on the problem and it should be resolved.

V. REVENUE / BUDGET REPORT FOR APRIL 2019

The grand revenue total for April 2019 was $156,972, an increase of $33,073 or 27 % in comparison to April 2018. Total hourly revenue for April 2019 was $45,760, an increase of $14,974 or 49 % in comparison to April 2018. The total hourly revenue reported for April 2019 included Apple Blossom Festival reserved ticket sales revenue of $1,950 and Bloomin' Wine Fest revenue of $9,855. Rent revenue for April 2019 was $69,763, an increase of $9,257 or 15% in comparison to April 2018. Total meters, fines and Parkmobile revenues for April 2019 was $40,458, an increase of $8,761 or 28% in comparison to April 2018. Miscellaneous revenue for April 2019 was $481 due to GW Autopark gate arm restitution and meter bag fees. Total validation coupon revenue for April 2019 was $510, a decrease of $400 or -44% in comparison to April 2018. The validation coupon revenue total included coupon sales from SABF for Bloomin' Wine Fest of $460. Total hourly parking tickets for April 2019 was 12,594 displaying a decrease of 1,157 tickets with a daily average of 548 tickets in comparison to the previous month. At the end of April 2019, there were 1,115 spaces or 79% total utilization of spaces being rented at all four parking garages with a total of 297 spaces available for rent. Of the 297 spaces available for rent, 162 spaces were located on the roof and 135 spaces were located undercover. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 128 spaces, Braddock Autopark equaled 4 spaces, Court Square Autopark equaled 83 spaces and GW Autopark equaled 82 spaces. At the end of April 2019, the total revenue for FY 2019 was $1,253,299 or 18% in comparison to the previous fiscal year. The total number of Parkmobile transactions for April 2019 was 3,340, an increase of 227 transactions from the previous month.

Helm noted that revenues continue to trend in a positive direction and expressed satisfaction with meter enforcement efforts. Manheimer noted revenues for Braddock Autopark have shown significant increases. Weber noted that Braddock Autopark hourly revenues have increased and expressed his surprise in the continued reported increases in meter and fine revenues.

MacKnight informed the Authority that there has been an expressed interest with WPA offering an all access garages pass for monthly parking. MacKnight noted that when GW Autopark first opened, it used a windshield strip for monthly parking access into the garage instead of access cards however; this system was flawed. When a monthly parking vehicle would drive up behind an hourly vehicle that was in the process of using the paystation, the gate would go up hence allowing for the hourly vehicle to exit without completing the payment transaction. WPA discontinued the use of the windshield strips and reverted back to the issuance of

access cards for monthly parking. Manheimer asked if the scanning system could have been adjusted for the windshield strips to which MacKnight replied that adjustments could not be made with the system that was purchased. MacKnight added that occasional abuses such as, use of monthly parking access cards to exit hourly customers out of garages, etc., do occur with the current card system in place. MacKnight noted that the access card system does provide an anti-passback feature however; using this feature would be problematic for on call staff to manage. Helm stated that current technologies should be explored at the upcoming parking convention that MacKnight is scheduled to attend. Manheimer suggested that MacKnight explore the availability of a type of easy pass system for monthly parking. MacKnight assured the Authority that he would explore all types of parking technologies including monthly parking access systems for the garages when he attends the convention.

Weber stated that there is a constant evolving amount of parking technology available however, WPA is financially limited to what of that technology it can provide to its customers. Weber added that WPA needs to provide a quality of service that it can financially afford. Helm stated that with continued acceptable levels of revenues, WPA can attend to its debts and possibly be able to invest in updated technology. Manheimer noted that revenues will at some point in time plateau and the Authority should remain mindful of this.

Weber commented that fees for parking violations are set at a very low rate. Weber added that the low fee rate for fines may contribute to individuals assuming the risk of receiving a meter violation in order to park in metered spaces convenient to them. MacKnight stated that WPA has surpassed the obstacles with meter enforcement and public relations have improved. Weber noted that the meter enforcement officers also serve as ambassadors for the city. Manheimer asked when the current meter enforcement officers began their employment. MacKnight stated the employees will have reached the one year mark on June 1, 2019. Weber stated that meter and fine revenues should increase when the second meter enforcement officer begins full time employment.

Helm asked MacKnight if there were any expenditures that the Authority should be made aware of. MacKnight responded that overall expenditures remained normal for the month of May 2019. MacKnight noted that WPA had to purchase additional monthly parking access cards which unfortunately were found not to be compatible with the current software system. The WPA access card supply was running low and after purchase of additional cards from another vendor, it was discovered that the cards are proprietary to the equipment. MacKnight informed the Authority that Whitaker Parking Systems charge approximately $1,200 per box of 100 access cards. MacKnight added that he is checking for other resources for which to obtain the access cards. Weber asked if there were any structural or electrical issues inside the garages that need to be addressed. MacKnight replied that many improvements in these areas have been completed and the WPA maintenance staff immediately attends to lighting issues within the garages as it occurs. MacKnight added that he is actively checking into training for the WPA maintenance staff with various in house repairs such as joints in garages, etc.

Weber noted that banking fees for WPA insurance appears expensive and asked if the Authority should attempt to shop around for better pricing options. MacKnight stated that WPA has no control over purchasing insurance because the City provides this. Weber questioned where the landscaping costs were incurred in the budget report. MacKnight replied that the costs were incurred from maintenance of the landscaping surrounding Court Square Autopark and other smaller landscaping areas that surround the other 3 garages.

VI. OLD BUSINESS

1. Winchester Star Lot Update

This was not addressed.

VII. NEW BUSINESS

1. Shenandoah University Lighting Request

MacKnight informed the Authority of a request from Shenandoah University for the installation of additional lighting to the outside of Court Square Autopark facing the Creamery Building parking lot. Weber asked what type of lighting is requested and who is expected to absorb the total costs for equipment and installation. MacKnight replied that Shenandoah University has committed to funding all costs associated with the lighting request. The type of lighting to be installed would be wall pack mounts. Manheimer asked if the Authority should be concerned with any structural issues to the garage with the installation. MacKnight replied the lighting would be installed with surface mount and should cause no structural issues with the garage.

On motion duly made by Weber and seconded by Armstrong, the Authority approved the request from Shenandoah University to install wall pack lighting on the outside surface of Court Square Autopark with the understanding that Shenandoah University is to pay for all expenses incurred with the request.

2. City of Winchester Request

MacKnight informed the Authority of a request from the City of Winchester for permission to create a pedestrian opening on the Kent St. side of Court Square Autopark adjacent to the Creamery Building parking lot. MacKnight informed the Authority that the City has purchased the building and will relocate some of its services to this location. MacKnight added that the City is willing to pay for all expenses related to the request. Weber asked if the City will oversee the engineering process, etc. Manheimer asked if Court Square Autopark would need to be closed for use during construction. MacKnight replied that the City has committed to all costs and management of the construction process. MacKnight added that the Kent St. exit in the garage may be closed at times during the construction phase however; the garage would remain open for business. Manheimer questioned if Shenandoah University would have an interest in this project to which MacKnight replied that he could reach out to the University and ask. Weber asked if the town run would create the need for a

bridge between the two properties to which MacKnight replied no. Weber asked if WPA would lose available parking spaces to the pedestrian access. MacKnight replied that probably one or two spaces would be forfeited to the installation. MacKnight stated that he would obtain additional information and details related to this request and report back to the Authority.

3. One Source Request

MacKnight informed the Authority of the request from One Source to secure use of the Braddock Lot and Autopark Lot during the Shenandoah Apple Blossom Festival in year 2020. MacKnight explained that due to foreseeable demand, One Source would like to secure access to both lots in advance. MacKnight asked if the Authority would like to increase the rate for leasing of the two lots based upon the increased interest. Armstrong noted that if there is a demand for use of these lots during the SABF, the Authority may want to reconsider the current leasing rate. Manheimer suggested the Authority charge the rate of $1,500 for leasing of the two lots during the SABF. Weber agreed and stated that One Source should be given the first opportunity to lease the two lots and be granted a right of refusal for the following year.

MacKnight informed the Authority that One Source did suspend banners off of the Braddock Autopark last year in which approval was not included in the lease agreement. WPA did enforce the removal of the banners. MacKnight asked if the Authority would like to include a clause in the agreement that would prohibit banner placement. Weber stated that banners should only be allowed on the ground level of the parking garage. Helm expressed concerns with banner advertisements being draped from the garages. Manheimer suggested that the issue only be addressed should One Source ask for permission to suspend banners from the garage. Helm agreed noting that the Authority has declined the placement of banners on garages in the past. Armstrong asked if the Authority should be expected to decide what advertisement placed on banners is considered acceptable. Armstrong added that WPA would be displaying endorsement of advertisement if it were to allow banner placement on garages. Manheimer stated due to the concerns mentioned by Armstrong, the Authority should not allow banner placement on garages.

4. WPA / City of Winchester MOU Update

Helm informed the Authority that the City has requested WPA involvement in residential parking and enforcement. Helm noted that there are areas of concern with management of residential parking to address. Armstrong asked if the City requested WPA to enforce residential parking restrictions. Helm replied yes, the City has asked for WPA meter enforcement to manage this. Armstrong questioned why the police department could not do this. Helm stated that it was suggested that the police department have more important tasks to attend to than management of residential parking. MacKnight noted that WPA may find it necessary to hire another part time enforcement officer to accommodate the additional work load.

Manheimer questioned if the Authority would need to amend its charter if it were to accept this responsibility. Helm stated that the Authority is tasked with providing parking for a fee and noted that currently, residential parking permits are issued free of charge. Helm questioned if the Authority should find it necessary to charge a fee for residential parking should it take the responsibility of management and enforcement. In addition, Helm questioned if the City is requesting that WPA monitor and enforce the Creamery Building lot as well. MacKnight noted that the City is contemplating meter placement on the Creamery Building lot. Manheimer asked if the lot would supply public parking to which MacKnight replied yes. Helm stated that the lot would become another area for WPA to manage that it does not have ownership of. Manheimer questioned if the lot could be designated for Parkmobile use only. MacKnight stated that the lot will be used for specific business and some individuals may not possess smart phones. Weber asked if the City would offer WPA any returns for taking on this responsibility. MacKnight stated WPA would receive the revenues from fines. Weber and Manheimer asked who would determine the fee amount and parameters for residential parking violations since none exists and no fees are currently charged to obtain parking permits. MacKnight noted that citizens are taxpayers and that is why there are no fees for parking permits. MacKnight added that fees currently charged for loading zone violations could be used to create the fine structure for parking permits.

Weber questioned if towing options should be utilized as part of enforcement management. Helm pondered on what direction WPA should proceed with concerning enforcement and acknowledged that WPA could manage and enforce the Creamery Building lot. Helm added this would mean an increase of the work load for the meter enforcement officers. Manheimer stated it is not reasonable for WPA to manage and enforce residential parking without it generating revenues. MacKnight noted that it could become a revenue generator if fines were imposed at a rate of $25. Armstrong expressed concerns with the enforcement coverage area becoming too large to effectively manage. MacKnight stated that it would be convenient for staff to drive to and monitor the residential parking areas however; an investment for another vehicle may be necessary. Manheimer stated that it is now assumed that WPA should monitor the parking behavior of the residents of downtown. Helm stated that management of residential areas has always been the concern of the City however; the Authority never wanted any involvement with this. Helm added that the Authority would need to evaluate the budgetary impact residential parking enforcement would create and recommended that the discussion continue forward without making any decisions at this time. Manheimer asked if the City Manager was responsible for this request due to resident complaints. Helm replied yes and it was stated that the police department is too busy to be burdened with residential parking management and enforcement. Weber noted that residents will not be pleased if visiting friends or family members receive parking violations in residential areas. Helm stated that in his opinion, he is reluctant to approve for WPA to begin enforcement of residential areas however; WPA does have enough staffing to do so. Helm added that WPA should consider absorbing this responsibility therefore; it deserves further study and discussion.

MacKnight was quoted the following: "On May 14, 2019 I met with the City Manager, Eden Freeman and WPA Board Chairman, Dick Helm, to discuss the state of the WPA since I assumed the role as WPA Division Manager in December of 2017. During the meeting it was agreed that the direction I have taken the WPA has been positive. I have worked diligently to move the WPA in the right direction with staffing, maintenance repairs, enforcement and revenue. I feel I have provided the WPA the same support and sense of ownership as I have always provided to the Facilities Maintenance Department and continue to provide the proper balance to both departments. I have been able to develop many new relationships with governmental parking entities as well as private parking firms throughout Virginia. I have also created some great relationships with various vendors, building trust and the proper communication skills to resolve issues as quickly as possible. I am learning with each passing day, the specific needs of the Autoparks and hope to provide the proper resources necessary to support our functions moving into the future. I am proud of my staff and our department. I have appreciated the WPA Board's support, education and feedback throughout this transition and look forward to many more years of working together."

Helm stated that he concurred with the summary given from MacKnight. Armstrong stated that this has been a decent arrangement.

VIII. OTHER DISCUSSION ITEMS

Helm informed the Authority of a photo that was taken inside of GW Autopark over the Apple Blossom Festival weekend of a large dually truck that was parked inside the garage. Helm reported that the person who snapped the photo expressed concerns with the gross vehicle weight of the truck being too heavy for the garage structure and asked that these types of trucks be denied entry into the garages. MacKnight asked how this could be done since the garages are operated with automation. Helm noted that it was understood automation is an obstacle however; WPA should try and curtail larger truck parking when able to do so. Helm added that a clause that prohibits large truck parking should be added to the monthly parking lease agreement and WPA should prohibit tow trucks from entering the garages as well.

Helm informed the Authority that the Summer Arts Academy has requested to paint murals inside of the garages. MacKnight stated that mural paintings have the potential to become an invitation for graffiti vandalism. Helm stated he tried to deflect the conversation and informed that the wall space inside of the garages are for WPA informational purposes only. Weber stated there are many issues to address with this request such as maintenance of paintings, parking space unavailability while painting is occurring, etc. Weber added this is not in the best interest of the Authority to allow. MacKnight noted that a mural exists on the outside wall of the Braddock Autopark. Weber asked how that came to be. Helm stated the mural was painted on the garage in the alley a long time ago with involvement from Grace Lutheran Church. Weber stated that WPA should not allow murals to be painted anywhere on surfaces or walls of the parking garages and Helm agreed.

MacKnight informed the Authority that he has evaluated the WPA budget and has discussed the budget with Eisenach. MacKnight stated that it was determined that the budget could use a $600,000 increase for equipment upgrades. MacKnight explained that he consulted with Mary Blowe, Finance Director with the City of Winchester, and she advised that the bank would be agreeable to a loan. MacKnight asked the Authority if it would like to pursue a loan for equipment upgrades and if so, he would provide information on the bond, and pricing for parking equipment upgrades upon his return from the parking conference. Helm noted the bond process would be ongoing and the loan application is done on a quarterly basis. Helm added that Mary Blowe has offered to manage the loan process for the Authority. Helm stated he would be in agreement with acquiring the loan. Weber questioned how the Authority could ask for additional funding if it is found the $600,000 is not enough once equipment purchases etc. begin. MacKnight stated that WPA may want to consider borrowing more than the $600,000 to allow for a comfortable margin to work within. Helm noted that there would be a comfortable time frame provided for loan amount assessments.

On motion duly made by Manheimer and seconded by Weber, the Authority approved for City Finance Department to manage the budget and loan application process for the purchase of new parking equipment.

Executive Session

Upon Motion duly made by Weber and seconded by Manheimer, the Authority unanimously approved to convene in executive session pursuant to §2.2-3711 (A) (1) of the Code of Virginia for the purpose of discussion and consideration of issues related to the following subject matter: assignments, appointments, promotions, performance, demotions, salaries, and/or resignation of specific employees of the Winchester Parking Authority.

Return to Open Meeting

Upon Motion duly made by Weber and seconded by Manheimer, at the conclusion of the executive session concerning the discussion or consideration of issues related to the following subject matter: assignments, appointments, promotions, performance, demotions, salaries, and/or resignation of specific employees of the Winchester Parking Authority, the following Resolution was unanimously adopted upon roll call vote as set forth below:
WHEREAS, the Winchester Parking Authority has concluded its "closed meeting" at a meeting held on May 23, 2019, and desires to return to an "open meeting," and
WHEREAS, the adoption of this Resolution is intended to serve as the "Certificate" described in Section 2.2-3712 (D) of the Code of Virginia (1950, as amended).
NOW THEREFORE, BE IT RESOLVED that the Winchester Parking Authority does hereby reconvene in an "open meeting" at its meeting held on May 23, 2019; and

BE IT FURTHER RESOLVED that each and every Member of said Authority who votes in the affirmative for this Resolution does thereby certify to the best of each Member's knowledge that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were heard, discussed or considered during the closed meeting, and that only such public business matters were identified in the Motions which convened the closed meeting were heard, discussed or considered during the course of said closed meeting by the Authority:

Roll Call	Vote
Helm	Aye
Manheimer	Aye
Armstrong	Aye
Weber	Aye

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:51 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday June 27, 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: Teresa Couch