

WINCHESTER PARKING AUTHORITY
June 27, 2019

MEMBERS PRESENT: Dick Helm, Howard Manheimer & William Armstrong

MEMBERS ABSENT: Mike Miller & Ben Weber

OTHERS PRESENT: Corey MacKnight, Teresa Couch & Brian Brehm

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:36 am at which time it was determined that a quorum was present.

II. REVIEW OF MAY 2019 MEETING MINUTES

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

III. PARKING DIVISION MANAGER'S REPORT FOR MAY 2019

MacKnight provided an update on his attendance at the International Parking and Mobility Institute conference in Anaheim, CA. from June 8 -12, 2019. MacKnight stated that he enjoyed the conference and was able to connect with many professionals within the parking industry. MacKnight informed the Authority that he was able to view many products currently on the market, speak with vendors and attend many seminars. MacKnight noted that he has scheduled meetings with a few of the vendors he connected with to research options for parking equipment upgrades. MacKnight listed the following training classes that he had attended:

- Use of parking data
- Disabled parking placard abuse
- Municipal shoptalk
- Use to increase revenue through higher end user experience
- How to manage emergencies / Tabletop exercise
- Gateless parking advantages and disadvantages
- Best practices for parking management
- APO certification
- Perspectives on work/home life integration

MacKnight informed the Authority about an exchange of information that occurred with a Clancy representative at the conference. MacKnight stated that he had searched for another vendor that could possibly replace the Clancy system and equipment currently in use by WPA. MacKnight explained that he had noticed Clancy had a booth at the conference and approached the representative with issues and concerns WPA had with their software system. The Clancy representative informed MacKnight of their license plate reader technology that is included with the current WPA yearly subscription for services. Meter enforcement can now snap a photo of a vehicle, license plate information etc. and place it in a saved database that can be

accessed anytime. This would improve on meter enforcement efficiency and require less manual input from the enforcement officers. MacKnight informed the Authority that WPA uploaded the license plate reader to its equipment and the enforcement officers found that it was too time consuming to use as well as other various issues of concern. MacKnight added that he contacted Clancy about the issues and decided to remove the license plate reader from the WPA meter enforcement equipment until Clancy has made improvements to their software performance. MacKnight noted that he was impressed with the progress being made concerning the overall performance of the Clancy hardware and software system.

MacKnight informed the Authority that WPA maintenance staff have completed painting over all "RENTED" stencils in all four of the parking garages to coincide with the implementation of capacity operations.

Manheimer asked for further information on gateless entry. MacKnight explained that gateless entry operation consists of cameras being placed in garage entrances and license plate readers (LPR) being placed at garage exits. When a customer exits the garage, the license plate reader obtains their information and sends the customer the fee for their parking. Armstrong asked if this was a type of fine imposed for parking. MacKnight noted that he was not sure about the logistics of this type of operation however; it could be presumed that the customer may have the ability to pay for their parking on site and should they not do so, the license plate reader provides the information needed to send the fee via mail for collection. MacKnight expressed interest in use of an LPR accompanied with a gate noting the gate would force the customer to pay their parking fees. Manheimer questioned if an LPR would function in concurrence with monthly parking customers. MacKnight replied yes and explained that monthly rental customer's information is imputed into a database in which the LPR would recognize the monthly parker's vehicle and allow for entries and exits. MacKnight added that the LPR would be able to replace the access cards currently being used for monthly rental customers and eliminate potential abuses that occur with a card entry system. Manheimer questioned why it should be a concern with how many vehicles a monthly rental customer may use for parking. MacKnight explained that the concern is with monthly rental customers who have only rented one space having the ability to park multiple vehicles simultaneously inside of the garages. Helm noted that the use of access cards for monthly space rentals adds to the flexibility as to how many vehicles a monthly parker can bring into a garage.

IV. REVENUE / BUDGET REPORT FOR MAY 2019 – FY 2020 BUDGET OVERVIEW

The grand revenue total for May 2019 was \$139,701, an increase of \$8,240 or 6% in comparison to May 2018. Total hourly revenue for May 2019 was \$57,502, a decrease of \$6,661 or -10% in comparison to May 2018. Hourly revenue reported included WineFest cash sales, SABF cash sales and SABF reserved ticket sale revenues in the total amount of \$25,815. Rent revenue for May 2019 was \$44,144, an increase of \$3,053 or 7% in comparison to May 2018. Total meters, fines and Parkmobile revenues for May 2019 was \$38,014, an increase of \$12,722 or 50% in comparison to May 2018. Miscellaneous revenue for May 2019 was \$41 due to meter bag fees that were charged. There was no validation coupon revenue for May 2019. Total hourly parking tickets for May 2019 was 17,205 displaying an increase of 4,611 tickets in comparison to the previous month. At the end of May 2019, there

were 1,112 spaces or 79% total utilization of spaces being rented at all four parking garages with a total of 300 spaces available for rent. Of the 300 spaces available for rent, 160 spaces were located on the roof and 140 spaces were located undercover. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 127 spaces, Braddock Autopark equaled 4 spaces, Court Square Autopark equaled 84 spaces and GW Autopark equaled 85 spaces. It was noted that effective on June 1, 2019 all garages would be managed with capacity operations therefore, the designation between roof spaces and undercover spaces reported will not be applicable. At the end of May 2019 the total revenue for FY 2019 was \$1,393,000 or 17% in comparison to the previous fiscal year. The total number of Parkmobile transactions for May 2019 totaled 3,004, a decrease of 336 transactions from the previous month.

Helm noted that revenue numbers continue to trend upward and added that the annual fiscal year summary to date had increased to nearly 20%. Helm stated that only one month remains for fiscal year 2019. Helm added that overall revenues are close to being evenly distributed thru out the report however; meter enforcement revenues seem to be the reason for the upward trend.

MacKnight reported that the FY 2019 budget has continued to operate at a normal status and added that equipment maintenance remained normal as well with no additional items to report. MacKnight stated that WPA has continued to operate within normal budget expectations and in addition, has managed to retain a small amount of surplus revenue. MacKnight added that WPA is in progress of creating the Request for Proposal (RFP) for the approved parking equipment upgrade and has continued to move forward with the subsequent loan process.

V. OLD BUSINESS

1. Capacity Parking Update

MacKnight reported that effective June 1, 2019, the remaining 2 parking garages converted to capacity operations. MacKnight noted that 30 days have almost elapsed since implementation and thus far, no issues or complaints have occurred.

VI. NEW BUSINESS

1. Shenandoah Apple Blossom Festival (SABF) 2019 Report

MacKnight reported that the total amount of collected revenues for SABF 2019 was \$39,505, an increase of \$3,135 in comparison to SABF total collected revenues for 2018. MacKnight noted that garage operations was successful during the events and were without incident. MacKnight added weather conditions was not always favorable during the WineFest and SABF events. MacKnight noted that he was impressed and satisfied with revenues reported despite the adverse weather conditions that occurred during the events. MacKnight informed the Authority that during the city SABF wrap-up meeting, he addressed the problem with SABF Headquarters issued passes being expected to be accepted in the garages during the festival weekend.

Other items for discussion was not addressed.

VII. ADJOURNMENT

Manheimer and Armstrong informed the Authority that they would not be in attendance at the next Winchester Parking Authority meeting scheduled for July 25, 2019. Helm recommended that the July 25, 2019 meeting be cancelled and continue forward with the meeting that has been scheduled for August 22, 2019.

On motion duly made by Manheimer and seconded by Armstrong, the Authority agreed to the cancellation of the WPA meeting scheduled for July 25, 2019 and to resume meetings on August 22, 2019.

There being no further business, the meeting was adjourned at 7:58 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday August 22, 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:

