

WINCHESTER PARKING AUTHORITY
March 28, 2013

MEMBERS PRESENT: Dick Helm, Kim Burke, Jeffery Rives

MEMBERS ABSENT: Mike Miller

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Dale Iman, Jennifer Bell, Mark Bates & Lynn Averett

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:30 a.m. at which time it was determined a quorum was present.

II. REVIEW OF FEBRUARY 2013 MEETING MINUTES

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

III. REVENUE REPORT FOR FEBRUARY 2013

Rives reported that the grand revenue total for February 2013 was \$77,838, an increase of \$922 or 1% in comparison to February 2012. Total hourly revenue for February 2013 was \$12,111, an increase of \$1,229 or 11% in comparison to February 2012. Rent revenue for February 2013 was \$44,525, an increase of \$3,358 or 8% in comparison to February 2012. Total meter and fine revenue for February 2013 was \$20,319, a decrease of \$2,103 or -9% in comparison to February 2012. Validation coupon revenue was \$883 for February 2013. There was no miscellaneous revenue to report for February 2013. Total hourly parking tickets for February 2013 was reported at 5,091 showing a decrease of 1,266 tickets in comparison to the previous month. At the end of February 2013, there were 930 spaces or 66% of total utilization of spaces being rented at all four parking garages with a total of 474 spaces available for rent. Of the 474 spaces available for rent, 335 spaces were located on the roof and 139 spaces were located undercover. At the end of February 2013, the total revenue for FY 2013 thus far was reported at \$638,006 or 7% in comparison to the previous year.

Rives stated that according to the report for February 2013, Loudoun Autopark had the most space rental vacancies located on the roof in comparison to the other three garages. Rives noted that roof spaces at all the garages have the highest availability and suggested that the Authority may want to continue to focus their attention on ways of getting these spaces rented. Rives also noted that the meter and fine revenues continue to show a decline, however, February 2013 did not reflect as much of a decline as in previous months.

Burke asked Anderson if the \$5 roof rental discount offered by the Authority during the mall construction period was able to produce any additional renters to which Anderson replied that the discount program produced very few renters. Helm questioned if the Authority was continuing to hold their number of spaces rented at approximately 930 to which Anderson replied yes and that a few additional spaces have been gained recently.

Helm noted that meter and fine revenues did not decrease as much in February 2013 as it had in previous months and questioned if the Authority had changed its operations in some way to cause this to occur. Anderson replied that nothing had been changed with meter enforcement operations, however, it did appear that the android phone and the metered ticket violation software that the parking enforcement officer uses seems to be working very well. Helm asked Anderson if the hourly usage in the garages were showing any increases to which Anderson replied yes. Anderson also noted that validation coupon sales were doing very well.

IV. EXECUTIVE DIRECTOR'S REPORT FOR FEBRUARY 2013

Anderson informed the Authority of the following:

- Apple Blossom reserved tickets are scheduled to go on sale April 1, 2013.
- Anderson attended a webinar to learn more about Park Mobile. This service would allow customers to pay for their metered parking via cell phone.
- Anderson reported the following maintenance items had been scheduled or completed for Court Square Autopark: arborist has pruned trees surrounding garage, landscaping is scheduled for completion by Apple Blossom, brick wall repairs is scheduled the week of April 8, 2013, painting inside the garage continues as weather permits, and two individuals have been obtained from the Community Inmate Workforce Program for assistance in the painting and other various maintenance items for the garage.

Helm asked Anderson if the Authority has had any response from the EDA concerning the damages to the Autopark Lot in which the WPA would forgo additional charges in extending the use of the lot if the EDA would pay all expenses related to repair the brick wall at Court Square Autopark to which Anderson replied no. Helm asked Iman if it would be possible to schedule a meeting collectively between the two of them with Deskins to discuss reaching a resolution. Iman stated that he had spoken with Deskins and that it was under the assumption that the construction company was in charge of arranging for the use of the lot, therefore, the company would be responsible for any damages that may have occurred. Helm stated that the Authority never had any communications what so ever with the construction company when the lot was leased for phase one of the Taylor Hotel construction project noting that it was the EDA who leased and paid for the lot for the company to utilize. Iman stated that Deskins was under the impression that the contractor was solely responsible for the use of the lot. Helm stated that there should never have been any confusion as to who would be responsible in this matter. Helm noted that the Authority may have to list this item as a bad debt in the line item program. Helm instructed Anderson to proceed as planned with the repair work on the brick wall at Court Square Autopark.

V. OLD BUSINESS

1. Update on Sheriff parking lease agreement

Helm informed the Authority that an agreement has been reached with the City Sheriff for reduced rate roof parking at the Court Square Autopark for staff and law enforcement vehicles. The lease agreement has been signed by both parties.

2. Update on SABF lease agreement

Helm informed the Authority that the lease agreement has been completed for SABF to lease Braddock Autopark and adjoining Autopark Lot for use during the Festival. The lease agreement has been signed by both parties.

VI. NEW BUSINESS

1. Hop Blossom Craft Beer Festival Request

Bates explained to the Authority the request for use of the Hable Lot during the Hop Blossom Craft Beer Festival event scheduled for June 8. Bates stated that the lot will be used for the following specific items:

- Staging a refrigerated truck that will store beer kegs being used for the event.
- Delivery area for ice that may include a refrigerated unit for storage of ice bags.
- Placement of a volunteer rest area for volunteers of the event to rest and eat which would include a food truck and 7 tables with 56 chairs.
- Placement of 1 to 3 portable toilets.

Bates noted that the length of time for use of the lot being requested is for 6 a.m. to 8 p.m. on Saturday June 8, 2013.

Helm asked the Authority for their thoughts or concerns with the request, adding that he had a concern with the event and the lot being covered under an ABC license for the sale of alcohol. Bates addressed the concern by stating that the lot is outside of the event where alcohol is being served, therefore, there will be no issues with ABC licensing.

The Authority stated that it was very impressed with the detailed request that had been submitted. On motion duly made by Burke and seconded by Rives, the Authority approved the request for use of the Hable Lot during the Hop Blossom Craft Beer Festival for the standard flat charge of \$50.

2. Inclement weather policy discussion

Helm explained to the Authority that in the past when garages were staffed by personnel stationed in booths, that garage gates were put up to allow for free parking during inclement weather events as a courtesy. Helm stated that since garage automation permitted the removal of personnel staff stationed at garages, the Authority had decided to let the automation equipment run at normal operations unless there is a declared state of emergency.

Anderson explained to the Authority that numerous phone calls were received as to why the garages were not open for free parking during certain inclement weather events. In addition to these phone calls, other calls with complaints and inquiries were received concerning when the gates go back down after free parking was established and citizens who after entering the garages when the gates were up, had to pay to exit because the gates were put back down for normal operations before they had a chance to leave. Anderson stated that a standard policy guideline for the Authority to follow during inclement weather events needs to be established.

Rives asked the question of who exactly makes the judgment calls for inclement weather events. Iman stated that the City goes by snow plans and he was with the understanding that when streets needed to be cleared of snow the garages were open for free parking. Helm noted that the Authority had previously determined that when Snow Plan C was in effect that would be the only time that the garages would be open for free parking unless there was a state of emergency declared. Iman asked for clarification on the snow plans to which Anderson replied that it was her understanding that Snow Plan B is when Snow Emergency Routes are to be plowed (no person is able to park or abandon a vehicle on any snow emergency route until said routes are designated clear) and Snow Plan C is when snow removal operations are warranted.

Burke asked when lots would be closed during inclement weather events to which Iman replied that lots are closed during snow plan C in order for the City to remove the snow off the streets and pile it onto the lots. Burke asked the Authority if it should offer citizens a place to park when they are required to move off of the streets. Helm responded by stating that the Authority already offers this service: remaining open 24 hours a day, seven days a week.

Iman stated that if the garages were open for free parking effective during snow plan B, it would be a great assistance to the Police Department. Helm stated that usually Snow Plan B is under effect and only lasts about one day with Anderson suggesting that perhaps one garage could be used and designated for free parking during times of inclement weather. Helm stated that garages should only be open for free parking when a snow plan is actually in effect. Averett stated that there should be definite distinctions and stipulations made between the garages and lots with Rives adding that until a policy has been reviewed and decided upon, the Authority may want to consider putting the gates up until there is consensus.

Iman suggested that Anderson schedule a meeting with Tom Denney in Public Works to discuss the City's current inclement weather policy and to assist in devising a workable plan for the Authority.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday April 25, 2013 at 7:30 a.m. in Council Chambers.

Respectfully submitted,

Teresa Couch
Secretary

Minutes Approved:

