

WINCHESTER PARKING AUTHORITY
October 24, 2013

MEMBERS PRESENT: Dick Helm, Kim Burke, Jeffery Rives, Mike Miller & Howard Manheimer

OTHERS PRESENT: Samantha Anderson, Teresa Couch & Dale Iman

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 SEPTEMBER 2013 MEETING MINUTES

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

III. REVENUE REPORT FOR SEPTEMBER 2013 (Quarterly)

Rives reported that the grand revenue total for September 2013 was \$71,098, a decrease of \$15,770 or -18% in comparison to September 2012. Total hourly revenue for September 2013 was \$17,078, an increase of \$290 or 2% in comparison to September 2012. Rent revenue for September 2013 was \$30,537, a decrease of \$16,954 or -36% in comparison to September 2012. Rives noted that the monthly rent fluctuation is due to the Indian Alley Project that was in progress during September 2012. This resulted in increases of monthly rentals during that time period. Currently, monthly rental numbers are continuing to hold steady. Total meter and fine revenue for September 2013 was \$22,920, an increase of \$1,601 or 8% in comparison to September 2012. Rives noted that meter and fine revenues have begun to increase after a period of decline. There was no miscellaneous revenue to report for September 2013. Validation coupon revenue for September 2013 was \$563, a decrease of \$707 in comparison to September 2012. Total hourly parking tickets for September 2013 was reported at 9,856 showing a decrease of 2,704 tickets in comparison to the previous month. At the end of September 2013, there were 969 spaces or 69% of total utilization of spaces being rented at all four parking garages with a total of 435 spaces available for rent. Of the 435 spaces available for rent, 315 spaces were located on the roof and 120 spaces were located undercover. Court Square Autopark showed the best performance at increasing monthly parking rentals. At the end of September 2013, the total revenue reported for FY 2014 thus far was \$262,377 or 3% in comparison to the previous year.

Rives reported that the total revenue for the first quarter of 2013 was \$262,377, an increase of \$8,201 or 3% in comparison to the first quarter of 2012. Total meter and fine revenue for the first quarter of 2013 was \$73,420, an increase of \$9,445 or 15% in comparison to the first quarter of 2012. Total hourly revenue for the first quarter of 2013 was \$54,950, an increase of \$7,247 or 15% in comparison to the first quarter of 2012. Total rent revenue for the first quarter of 2013 was \$132,572, a decrease of

\$2,143 or -2% in comparison to the first quarter of 2012. Total miscellaneous revenue for the first quarter of 2013 was \$154, a decrease of \$185 or -55% in comparison to the first quarter of 2012. Total validation coupon revenue for the first quarter of 2013 was \$1,281, a decrease of \$6,163 or -83% in comparison to the first quarter of 2012. Rives focused attention to the meter and fine revenues collectively increased by 15% for the first quarter while monthly rent revenue decreased by 2% for the first quarter.

Helm inquired if the vacancies at Court Square Autopark were roof spaces only. Anderson replied that there were only a few undercover spaces left for rent at Court Square Autopark and noted that these available spaces are compact sized. Burke and Rives added that the number of monthly rentals will probably continue to fluctuate as more residential apartments continue to become available. Anderson agreed noting that the demand for undercover parking will continue to increase as a result of increased residential living in the downtown area. Helm stated that the Authority will continue to monitor overall revenue and space rentals for the garages.

IV. EXECUTIVE DIRECTOR'S REPORT FOR SEPTEMBER 2013

Anderson reported the following:

Braddock Maintenance Update:

- Completed painting of the pedestrian gate access at Indian Alley.
- Installation of new emergency exit signs.
- Completed the majority of maintenance items as outlined on the maintenance workplan, however, repairing the door frames and painting of the lintels on the second floor are still on the schedule for completion.

GW Autopark Maintenance:

- Garage is beginning to experience deterioration of roof joints. The roof joint failures will need to be addressed soon.
- Cameras are beginning to fail due to age and sun damage. According to Bosch, the average life spans of the cameras are 4 to 5 years. Currently, in process of acquiring new cameras for the garage as needed.
- Shockey's will conduct brick repair work on the 6th level due to water infiltration. Repairs will be scheduled before cold weather begins. Shockey's will have to use a lift to access the brick that need repair. Will coordinate with Frederick County a scheduled time for repairs since the lift will be located on their lot and block access out of their drive thru lane.
- The dehumidifier motors in both elevator rooms will need to be replaced before summer. One of the air conditioning units in the office requires a new motor replacement also.
- Recently, replaced drive in the elevator closest to hotel. The expense for this was covered under maintenance contract with Elevator Solutions. Elevator Solutions did inform Anderson that when the maintenance contract expires, they will ask that this type of repair not be included in the contract. The life span for drives in these types of elevators is short and the average cost of a drive is approximately \$3,000 to \$5,000. Miller questioned if the elevator

drives were installed properly. Anderson noted that the type of elevators installed in the GW Autopark were environmentally friendly. Anderson added that Kone did the original installation of the elevators. Helm was displeased with the average life span of the drive. Iman inquired if monies have been allotted in the budget for this type of repair. Anderson replied yes the costs have been anticipated. Rives asked Anderson if the warranty would cover any of the costs of drive replacement to which Anderson replied that she would have to investigate further into the warranty agreement.

Loudoun Maintenance:

- The bushes surrounding the garage have been trimmed.
- Repaired water leak in old bathroom area.
- Currently investigating the replacement of the elevator flooring as the current tile are cracked and worn.

Court Square Maintenance:

- Removed juniper bush located on corner of Boscawen and Kent Street. The bush was old and had vines/weeds growing throughout it and needed removal.

Other:

- Currently, preparing for upcoming bond meeting on October 31, 2013 with Mary Blowe, Finance Director with City of Winchester and representatives from Syncora Guarantee. Staff addressed and answered 17 questions pertaining to the GW Autopark bond and operations.
- Attended a one day city retreat on October 11, 2013.
- In preparation of the coming winter months a new Hotshot chemical spreader and a pallet of magic salt were purchased. Currently, testing the performance of existing snow blowers and will conduct maintenance of equipment as needed.
- Per request from Dario Savarese, staff provided and cleaned a storage room at Braddock Autopark to store A-Frame signs.
- The Inspections Department has contacted WPA requesting that it be able to store two bicycles that it recently received at Court Square Autopark. WPA agreed to accommodate this request.

Events:

- Strolling Bridal Show - October 6, 2013
- OctoBeer Fest - October 18 – 19, 2013
- Spooktacular - October 26, 2013

Helm added as a footnote that the Bond Council should be informed of any metered or lot space number changes that may occur involving the Discovery Museum requests for parking access, traffic pattern changes in the Cork Lot and bus loading zones. Iman stated that no changes should occur in the number of parking spaces because the City is willing to relocate any lost spaces to other areas within the city.

V. OLD BUSINESS

1. Global Parking Discussion Update

Burke informed the Authority that during the last Old Town Parking Committee meeting, members conducted a site tour of Braddock and GW Autoparks. Committee members viewed the paystations and signage while Anderson explained the daily operations, special features of the paystations, and how to use the facilities. Members viewed the hourly and monthly floors and attention was given to the disadvantages of having only one exit at Braddock Autopark. Burke also informed the Authority that she and Anderson met with Amy Simmons, Marketing Director for the City of Winchester, about various marketing ideas for parking promotions. Specific ideas the committee is currently exploring at this time are as follows:

- Creating a type of coupon book that can be offered to customers who may either rent a space at or hourly park at one of the garages. After researching this idea it was determined that it would not be feasible for the WPA to implement this concept.
- WPA may want to consider offering a limited time discounted rate to customers who rent a space. For example, when a customer chooses to rent a space, the first two months would be at a reduced price.
- Add a type of information card with parking ticket violations that would encourage the individual who receives the parking ticket to use the garages for their parking needs. Helm noted that this would be a good idea to pursue since meter enforcement is consistent.

Burke noted that the option of operating garages by capacity in order to use the garages to their fullest potential has been explained to the committee. Some committee members now believe that capacity operations would be the most efficient way to manage the garages.

Miller suggested that the committee may want to consider expanding upon the idea of information cards being placed with parking violation tickets. WPA could either offer the individual the option of forgoing the payment of the fine by renting a space in one of the garages or use the meter fine payment as a credit towards the first month's rent of a space. Burke stated that this was a very good idea and the committee would look into these suggestions.

2. Request by Mr. Donovan, Marine Corps War Memorial Flag Detail, Inc. Update

Helm explained to the Authority that Anderson gave Donovan a copy of the memorandum of understanding agreement that explained policies and stipulations for the flying of the American flag at GW Autopark for his review. Donovan stated that after review, the \$1,000,000 insurance coverage that would be required per City policy to fly the flag was too excessive. Helm suggested that the City may be willing to negotiate with the insurance clause. Iman stated that he was aware of the insurance clause and even though he would agree that the amount of coverage required is a little excessive, the City would not be in favor of forgoing the policy standard. Iman

noted that the City would be willing to consider any input the Authority may have on this issue.

Iman asked the Authority if Donovan provided any information explaining how the flag would be hung. Anderson stated that Donovan did provide details on how the flag has been mounted at other locations and explained how the flag would be mounted at GW Autopark. Anderson added that Donovan also assured the Authority that members of Marine or Korean War veterans would be present for the entire duration that the flag would be flown. Iman stated that he did not see that information within the agreement and requested it be shown to him. Miller stated that it would be appropriate to wait until a federal holiday such as Veteran's Day to fly the flag if a resolution to this issue is established. Helm requested that it be specifically acknowledged in the minutes that the Authority will actively explore all options available in order to honor the previously approved request by Donovan to fly a memorial American flag from the GW Autopark on approved specific dates and approved holidays.

3. Discovery Museum Aerial Map

Anderson presented to the Authority a map illustrating the location in question pertaining to the Discovery Museum requests for a diverted traffic pattern thru Cork Lot from Indian Alley and the current bus loading zone on Cork Street. Helm stated that the map illustrates the basic concept of what changes the Discovery Museum is proposing concerning parking in that area and disagreed with it being a well thought out concept while believing that the decision of relocation of the bus loading zone be left to others and not to the Authority. Iman noted that he will speak with Sally Coates, Director of the Tourism Board, about the amount of usage in the bus loading zone located on Cork Street.

Miller stated that it was in his opinion that it would not be advisable to have traffic from Indian Alley moving thru the Cork Lot due to safety issues. Iman stated that his main concern also is the request to change the traffic pattern from Indian Alley to run thru the Cork Lot. Helm added that altering the Cork Lot in this way would eliminate the use of that lot for events such as the Shenandoah Apple Blossom Festival. Miller added that other surrounding businesses in this area would have concerns with traffic flow and need access to adequate parking. Anderson noted that Couch did research statistics on accidents that occur in parking lots and found that according to the Department of Transportation, National Traffic Highway Safety Administration approximately 20% of vehicle accidents that occur on parking lots involve children.

Much discussion ensued concerning ideas for rerouting traffic in the area of the Cork Lot. Iman informed the Authority that Council will have to make the final decisions concerning this issue. Helm stated that the Authority would wait for Council's decisions and would be willing to assist Council if it deemed necessary.

VI. NEW BUSINESS

1. FY 2013 Budget Summary

Anderson updated the Authority on its current budget and provided the Authority worksheets on revenue performance and expenditure details from last fiscal year. Anderson noted that the depreciation of GW Autopark, the deleted purchase of digital meters, and the completion of Court Square maintenance items has helped to improve the situation. Anderson consulted with Mary Blowe, Finance Director for the City of Winchester, concerning the budget numbers and Blowe verified that the Authority's fiscal health is on target and doing well. Helm recommended that if possible the Authority should establish ways to budget money for overall maintenance costs.

2. Rate Increase Discussion

Anderson in referencing the projections worksheet reminded the Authority that it did not implement a monthly rental rate increase in July 2013. Anderson informed the Authority that the Bond Council is very concerned about rate increases not being implemented on a scheduled basis. Iman added that the Bond Council will need assurances that the Authority has a definitive plan and strategy for remaining in compliance. Anderson asked the Authority if it has made any decisions concerning the implementation of rate increases in the near future.

Helm asked the Authority for its thoughts on whether it should begin the process of rate increases or continue to delay. Miller stated that the Authority has delayed the last two scheduled rate increases and recommended that it is now time to proceed with the increases as scheduled. Rives reminded the Authority that the reason it delayed rate increases was due to the various downtown construction projects (Indian Alley and pedestrian mall) that were in progress at that time and the Authority's need to remain in good standing with public opinion. Miller agreed that public opinion of the Authority should always be of concern. Miller asked Anderson if she could provide a percentage if any of rental losses that may have occurred. Anderson replied that while WPA did suffer a few rental losses, overall monthly rentals are steadily increasing.

Miller inquired as to whether or not rate increases have to be implemented in \$5 increments. Anderson replied that it does not however; this particular percentage formula is easier to calculate and track. Miller asked when the latest meter rate increases went into effect to which Anderson replied that it went into effect in July 2013, however, enforcement did not begin until August 2013. Miller concluded that the timing of issuing rate increases is very important and perhaps as a marketing tool, the Authority could develop a way to encourage individuals to commit to long term space rental agreements instead of the month to month agreements that are currently in place.

Helm stated that perhaps the Authority could wait and see how the additional revenues from the meter rate increases and the apparent increases in the number of monthly rentals impact overall revenue totals. Helm added that Council is willing to work with the Authority on its budget situation since the City assisted with the bond

issuance of GW Autopark. Iman added that the current surge in availability of downtown apartment rental units has improved the monthly rental numbers in the garages. Burke stated that the Authority currently has remained within its projections therefore it may want to wait to implement increases until July 2014. Helm asked Anderson how much time would be needed before making a rate increase decision and actual implementation. Anderson replied that she would require at least two months in order to notify the public before the proposed rate increase would go into effect. Helm stated that the Authority continue to watch the budget numbers and defer any rate increase decisions until January 2014. Helm requested that the rate increase discussion be added back on the agenda for the upcoming January 2014 meeting.

3. Blue Ridge Design – Design and Construction Phases

Anderson informed the Authority that WPA is now ready to move forward with the next phase of garage renovation improvements which are task orders #4 and #5. Anderson stated that Blue Ridge Design is preparing to begin task order #4 which is construction and contract documents. Blue Ridge plans to begin the documents on November 8, 2013 and expects to be fully completed by January 31, 2014. Engineering fees for this task order #4 is expected not to exceed \$39,970. The construction phase or task order #5 engineering fees are estimated to not exceed \$28,480. Anderson added that Perry Eisenach, Utilities Director for the City of Winchester, has offered his assistance in the attempt to keep overall costs down for these projects including assisting with construction document preparation and providing an onsite inspector available once construction begins. Anderson noted that the Authority budgeted \$40,000 for these task orders.

Iman inquired if the cost to repair the deteriorating joints at the GW Autopark was incorporated in any of this. Anderson replied that it was not because that particular repair work can be done in house by the WPA maintenance staff.

On motion duly made by Burke and seconded by Miller, the Authority approved to proceed with task order number 4 and task order number 5 from Blue Ridge Design as total engineering fees are to not exceed the total cost of \$68,450.

4. SABF Requests

Anderson submitted the request from the Shenandoah Apple Blossom Festival to lease Cork Lot, Palace Lot, Hable Lot, 2 spaces on Braddock Lot, and the Autopark Lot for its use during the Festival. Anderson informed SABF that it would have to lease Braddock Autopark in order to have access to the Autopark Lot based upon the previous year. SABF agreed to do so. Vendor parking became an issue for SABF last year and Anderson discussed the problem with John Rosenberger, Executive Director of the SABF. Anderson informed Rosenberger that SABF would have to accommodate vendor parking on the lots that it will be leasing from WPA.

Anderson reminded the Authority that according to the lease agreement from last year, it charged SABF approximately \$5,000 that did not include the use of the Palace and Hable Lots. At this time, SABF is not sure if it wants to lease these

specific lots even though the lots are listed in the request. Helm was pleased that SABF was comfortable with using the same lease agreement from last year.

The Authority agreed to proceed with the SABF request based upon last year's lease agreement and to keep the lease rates the same with no increases to be implemented.

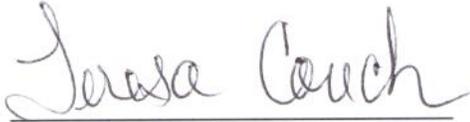
VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:42 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday December 5, 2013 at 7:30 a.m. in Council Chambers.

Respectfully submitted,

Teresa Couch
Secretary

Minutes Approved:

A handwritten signature in cursive script that reads "Teresa Couch". The signature is written in black ink and is positioned to the right of the printed name "Teresa Couch" and the "Minutes Approved:" label. The signature is written over a horizontal line.