

**WINCHESTER PARKING AUTHORITY**  
**December 10, 2015**

**MEMBERS PRESENT:** Dick Helm, Kim Burke, Mike Miller, Howard Manheimer & David Dillard

**OTHERS PRESENT:** Samantha Anderson, Teresa Couch & Eden Freeman

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**I. CALL TO ORDER**

Chairman Helm called the meeting to order at 7:31 a.m. at which time it was determined a quorum was present.

**II. REVIEW OF OCTOBER 2015 MEETING MINUTES**

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

**III. REVENUE REPORT FOR OCTOBER 2015**

Miller reported that the grand revenue total for October 2015 was \$103,197, an increase of \$13,865 or 16% in comparison to October 2014. Total hourly revenue for October 2015 was \$20,995, a decrease of \$806 or -4% in comparison to October 2014. Rent revenue for October 2015 was \$57,516, an increase of \$16,384 or 40% in comparison to October 2014. Total meter and fine revenue for October 2015 was \$21,105, a decrease of \$5,000 or -19% in comparison to October 2014. There was no miscellaneous revenue to report for October 2015. Validation coupon revenue for October 2015 was \$3,581, an increase of \$3,287 in comparison to October 2014. Total hourly parking tickets for October 2015 was 14,663 showing an increase of 1,151 tickets in comparison to the previous month. At the end of October 2015, there were 957 spaces or 69% total utilization of spaces being rented at all four parking garages with a total of 443 spaces available for rent. Of the 443 spaces available for rent, 254 spaces were located on the roof and 189 spaces were located undercover. At the end of October 2015, the total revenue for FY 2016 thus far was \$413,943 or 10% in comparison to the previous fiscal year.

Helm noted that WPA is experiencing a strong year for revenue growth with the exception of the low revenue numbers that were reported for August 2015. Anderson added that it was pleasant to see the increases in the number of monthly rentals which were at 925 spaces at the end of August and has since increased to 957 spaces being rented at all four garages.

**IV. EXECUTIVE DIRECTOR'S REPORT FOR OCTOBER 2015**

Anderson reported the following:

- Loudoun Autopark maintenance update: Staff has completed painting of the walls inside of all stairwells, painting of the stairwell railing, application of rust inhibitor on the steel pan stairs which still need painted, and replaced the

elevator flooring. Beginning in the spring, staff has been scheduled to paint the parking lines on the second level and lintels.

- Repair work on the joints at GW Autopark is currently on going and the work is being conducted by staff in house as the schedule and weather permits. It is the goal to have most of the large leaks repaired before inclement weather occurs.
- Graffiti in the stairwell at Braddock Autopark has been covered with a coat of fresh paint. Graffiti has been appearing at a few of the garages recently; unfortunately the vandalism is occurring out of camera views at Braddock and Court Square Autoparks. WPA is actively working with the Police Department on this matter.
- Cork Lot update: Eisenach is planning to submit the Cork Lot modifications back to Council worksession in January 2016 in order to determine if Council would like the temporary changes made to the lot become permanent. If Council should elect to proceed, the improvements would be made in early spring as the weather allows.
- Staff has completed installation of all 16 parking meters as approved by the WPA that are included in the current metered zones within City Code. The area includes N. Kent St. between Piccadilly St. and Fairfax Lane, W. Piccadilly St. between Braddock St. and Washington St. and S. Loudoun St. between the Cork Lot and Clifford St. The turnover in these areas has improved and is going very well.
- WPA has received 61 of the 100 new digital meters that have been ordered from Duncan Technologies with the remaining 39 meters currently on backorder. WPA will begin installing the digital meters over the next few weeks as a list of the most utilized spaces has been developed. The mechanical meters being replaced charged a rate of \$.50 per hour for parking. When the digital meters are installed as replacements, the meter rate will increase to \$.75 per hour and the meters will be able accept dollar coins, quarters, dimes and nickels for payment.
- Anderson participated in an interview for WHAG station regarding the newly installed parking meters within the metered zone and in addition, discussed the upcoming ordinance to expand the metered zone on N. Cameron St. and Baker St. The expansion would include the area on N. Cameron St. between Baker St. and Clark St. and Baker St. between N. Cameron St. and N. Loudoun St.
- The “Elf Program” will begin during the holiday season. The parking meter “Elf Program” consists of volunteers who randomly add additional coinage to expired or almost expired meters of customers shopping downtown for the holidays. The program is managed and funded by Old Town Winchester.
- The Christmas Parade parking attendance in the garages for this year was 113 vehicles. Last year garnered an attendance of 339 vehicles who parked in the garages for the event.

Helm asked Anderson if she was pleased with the ongoing discussions with First Night Winchester concerning their parking sponsorship application for the garages during the New Year's Eve event. Anderson replied that discussions were going well however concerns do exist with regards to street closures and how that may impact parking access ingress and egress from the garages during the event.

## **V. OLD BUSINESS**

### **1. Rockin Independence Eve Update**

Anderson provided an update on exploring available options for security needs at the garages during the Rockin Independence Eve and other events whereas the rooftops of the garages would need to be closed off to vehicular and pedestrian access. Anderson informed the Authority that after speaking with a Virginia Defense Force representative, they would be willing to provide 12 individuals to assist with security of the garages during this event for no fee with the understanding that the Va. Defense Force could in return, set up a command post within one of the garages during the Shenandoah Apple Blossom Festival. Anderson noted that the Va. Defense Force does not have the authority to arrest citizens but can observe and report to the Police Dept. Helm suggested to Anderson that she encourage the use of Braddock Autopark for the command post. Anderson replied that she has done so however the Va. Defense Force did not approve of that location due to difficulties entering and exiting the building during the parade and would prefer using Loudoun Autopark. Anderson added that the Va. Defense Force would need rooftop and electrical access for their command post. Burke noted that she felt this was a reasonable offer to consider. Miller added that if SABF should decide to rent Braddock Autopark again this coming year for the festival, the agreement would need to be amended to grant access to the Va. Defense Force. Anderson agreed but stated that she has not yet been contacted by SABF concerning their interest in renting Braddock Autopark again for the upcoming festival in 2016. Helm suggested that the Authority may want to have someone observe how well the parking sponsorship for First Night Winchester goes before making any security decisions for future events. Anderson replied that she would attempt to arrange an observer for the First Night Winchester event.

Anderson informed the Authority of the following additional estimated costs involved with securing the roofs of the garages during certain events. Programming of the elevators to stop before reaching roof levels will cost approximately \$5,453 and fencing to prohibit access to pedestrians and vehicles at the George Washington and Court Square roof levels will cost approximately \$3,175. Anderson noted that panic hardware for roof level access doors has already been purchased and installed at a cost of \$1,344 at George Washington and Court Square locations. Anderson added that the panic locks were very much needed and will be used for all events when necessary. Helm stated that the fencing would be a very efficient way to enforce crowd control and vehicular parking. Miller asked if the estimated cost for the fencing was a one-time fee to which Anderson replied yes and the fencing would be owned by WPA to be used whenever deemed necessary. Dillard asked if the fencing would be anchored down and does WPA have room for storage to which Anderson replied yes.

Burke inquired as to the average life span of the elevators within the garages and questioned if it would be worth investing the costs of programming elevators to assist with prohibiting roof access to the public. Anderson replied the average life span of the elevators is approximately 15 years. Miller asked what the estimated cost was of hiring the Sheriff Department to assist with security to which Anderson replied approximately \$420 per event. Anderson added that she inquired about the availability and costs associated with hiring private security and found that this option would cost approximately \$3,255 per event.

Helm made the recommendation that WPA observe how successful the sponsorship program with First Night Winchester does before considering investing in any additional security measures. Manheimer added that the two events where such extensive security measures would be needed may not always be hosted within the downtown area therefore it may not be necessary for the Authority to make such a costly investment in security measures. Burke added that the Va. Defense Force may prove to be a helpful entity to WPA in providing security for future events therefore if their services are acquired the Authority may want to consider a donation for services as rendered. Anderson informed the Authority that she will provide an update and report on how well the current security measures functioned during the First Night Winchester event at the next scheduled meeting.

## **VI. NEW BUSINESS**

### **1. Northern Virginia Daily Request**

Helm informed the Authority that the Northern Va. Daily installed yellow free publication boxes within all of the garages with the exception of GW Autopark without obtaining permission. Anderson added that the boxes were installed while she was out of the office and that the boxes contain the business association newspaper. Manheimer asked if the boxes were anchored down inside the garages to which Anderson replied that the boxes were very heavy and may contain rocks inside of them to keep them in place. Burke stated that the newspaper was a good way to provide information to visitors of the area and felt it was important to support the local businesses.

Helm questioned if the Northern Va. Daily or others were generating any income from the distribution of the publication since much advertising was prevalent within the newspaper. Helm inquired if the boxes were located in just the parking garages only. Freeman stated that these boxes have been seen inside area businesses and expressed concerns with allowing these boxes to remain inside the garages. Freeman added that other newspaper publications may want to install boxes inside the garages if this precedent is set. Helm noted that at one time the City was littered with newspaper boxes throughout downtown and the City worked tirelessly to have them removed. Miller stated that whoever was printing the publication would be collecting revenues for the advertising space. Manheimer added that if the Authority would allow for these boxes to remain, the Authority would have to be neutral and allow for any and all boxes to be stationed accordingly which would not be advisable. Burke noted that perhaps the businesses should distribute the paper and suggested that the boxes be removed from the garages. Helm suggested that absent

permission from the Authority; Anderson offer the bulletin boards located in the garages to the Daily for posting their schedules however the boxes must be removed. The Authority granted permission to Anderson and she agreed to notify the Northern Va. Daily to remove all of their boxes from the garages.

## **2. FY 2017 Budget Discussion**

Anderson reviewed WPA budget request items with the Authority. Anderson highlighted the necessity for a teller window to be installed at the main office for added security purposes and the request for hiring an additional part time person to assist with manpower specifically on the weekends. Anderson explained that WPA has experienced problems with disruptive customers inside the office and has since developed safety concerns. Manheimer asked if the office door currently remained locked during the day to which Anderson replied no. Currently, customers need to enter the office to complete application forms and to pay their rental payments, etc. Anderson added that she has visited other locations that utilize teller windows for providing customer service. Helm stated that there are enough significant amounts of cash residing inside of the office to warrant the need for the additional security and agreed to the installation of the teller window in the main office.

Anderson informed the Authority that the submitted projections worksheet did reflect the potential revenues anticipated from the additional meters being installed within the established meter zone. The projections also included the additional meters being considered outside of the current metered zones that still must be approved by Council. The WPA plans to prepare an ordinance for Council to consider. Anderson also added that all the budget request items were incorporated in the expenses except for the purchase of fencing and programming of elevators that was previously mentioned under Old Business item #1. Anderson concluded by informing the Authority that WPA will need to replace the current pick- up truck and sweeper in the very near future.

On motion duly made by Miller and seconded by Burke, the Authority approved the FY 2017 Budget submission by Anderson.

## **3. Certificate of Compliance**

Anderson asked the Authority for approval of the Certificate of Compliance that is submitted to the bond company each year. Anderson informed the Authority that the bond company does call WPA frequently expressing concerns however; WPA is doing what is required to be in compliance with the bond.

On motion duly made by Burke and seconded by Manheimer, the Authority approved the Certificate of Compliance.

#### **4. Parking Meter Zones Established Ordinance**

Anderson submitted to the Authority for their review, the actual ordinance that will be submitted to Council on January 26, 2016 concerning the request for expansion of the established metered zones. Anderson informed the Authority that a public hearing will be held on February 23, 2016 concerning the second hearing and then Council will review it again. Anderson noted that if the ordinance is approved it would be in spring of 2016 as it takes several months to go through the council process. Helm asked Anderson if this ordinance reflected the sentiments of Council concerning additional metered parking on Kent St. to which Anderson replied yes that Kent St has been omitted. Helm asked Freeman if Council was satisfied with their discussion with the Authority to which Freeman replied yes.

#### **5. Executive Session**

Upon Motion duly made by Burke and seconded by Miller, the Authority unanimously approved to convene in executive session pursuant to 2.2-3711 (A) (3) of the Code of Virginia for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiations of the Authority.

#### **Return to Open Meeting**

Upon Motion duly made by Miller and seconded by Manheimer, at the conclusion of the executive session concerning the discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy, 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 December 10, 2015, 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 December 10, 2015; 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:

<u>Roll Call</u>	<u>Vote</u>
Helm	Aye
Burke	Aye
Miller	Aye
Manheimer	Aye
Dillard	Aye

## **VII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:37 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday January 28, 2016 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: \_\_\_\_\_