

WINCHESTER PARKING AUTHORITY
March 24, 2016

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

MEMBERS ABSENT: Howard Manheimer

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Tyler Schenck & Jennifer Bell

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:32 a.m. at which time it was determined a quorum was present.

II. REVIEW OF FEBRUARY 2016 MEETING MINUTES

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

III. EXECUTIVE DIRECTOR'S REPORT FOR FEBRUARY 2016

Anderson reported the following:

- The maintenance work plan at Loudoun Autopark will continue into the spring and summer months. Items include painting of parking lines on the second floor, painting of the three stairwells and lintels, and painting of the roll down gates as outlined within Dr. Cleland's assessment.
- The filterra located outside of the GW Autopark has been serviced and subsequent paperwork was submitted by the March 1, 2016 deadline. A Knox Box was purchased and installed at GW Autopark for storage of essential keys for use by the Fire and Rescue Dept. and Police Dept. in the event of an emergency. The maintenance work plan outline for GW Autopark is scheduled to begin after the completion of the Loudoun Autopark maintenance work plan. Part of GW Autopark's maintenance work plan includes line painting on all of the parking levels.
- Debris removal from the landscaping at Court Square Autopark has been completed and staff is currently in the process of mulching the landscaped areas.
- The permanent modification to Indian Alley between Clifford St. and Cork St. was on the Council's agenda for their March 22, 2016 scheduled meeting. Perry Eisenach was the presenter to Council on the subject matter. Council approved making the modifications permanent and a public hearing has been scheduled for April 26, 2016.

- Meeting has been scheduled with Mary Blowe, CFO, and VML VACO on March 24, 2016 to discuss possible bond refunding for GW Autopark.
- The digital meter purchase and installation has been completed. The new digital meters are programmed with the rate of \$0.75 per hour. One additional meter has been installed on Clifford St. as part of parking improvements being addressed in that area. The result has created an additional metered space on the corner of S. Loudoun St. and Clifford St.
- The meter expansion areas have been line painted and core drilling with meter post installations have begun. Businesses that have been affected with the new meter installations are inquiring about renting parking spaces in the garages.
- The Va. Defense Force has been secured to assist with parking operations inside the garages for the Rockin Independence Eve event. The Defense Force has requested that in return for their services, they would like to be granted permission to use Hable Lot during SABF as a staging area for their equipment, operations and act as a command post for the south sector. Included in the command post will be golf carts for transportation and 1 canopy weighted with sand. In addition, the Defense Force would like for WPA to supply two johnny blues (one for the Defense Force and the other designated for public use) on the lot so that they can have someone stationed to observe during the entire weekend including overnight watches. The Defense Force informed WPA that it could not obtain the johnny blues themselves due to lack of a mechanism for purchasing.

Miller asked if the Defense Force would be expected to pay a fee for leasing the lot to which Anderson replied no due to volunteering their services in the garages during the Rockin Independence Eve event. Burke agreed adding that the Defense Force has a history of donating their services for various circumstances. Miller noted that it would be difficult for the Authority to justify expenditures being deducted from its budget for the rental of johnny blues as it would violate the Authority's charter. Helm stated that the Authority should not take issue with granting permission for use of the lot however, WPA should not be expected to provide johnny blues as part of an agreement. Helm suggested that the Defense Force should address the purchase of johnny blues with SABF. Anderson asked if the Authority would like to charge the Defense Force a fee for using the lot during the festival adding that they may request use of the Palace Lot as well. Helm instructed Anderson to provide the Defense Force the same agreement that is used with Our Health during their annual community yard sale event which is to charge a fee for use of the lot and waive the fee in exchange for their being responsible for cleanup of the lot after use.

Dillard asked if any information was available in reference to accident prevention concerning the modifications that have been made at Indian Alley between Clifford St. and Cork St. Anderson replied that she was not aware of any official information with regards to accidents being prevented due to the modifications however in her opinion, the modifications has helped the area become safer for traffic flow.

IV. REVENUE REPORT FOR FEBRUARY 2016

Miller reported the grand revenue total for February 2016 was \$97,152, an increase of \$15,958 or 20% in comparison to February 2015. Total hourly revenue for February 2016 was \$22,560, an increase of \$7,056 or 46% in comparison to February 2015. Rent revenue for February 2016 was \$56,772, an increase of \$11,338 or 25% in comparison to February 2015. Total meter and fine revenue for February 2016 was \$17,470, a decrease of \$2,231 or -11% in comparison to February 2015. There was no miscellaneous revenue to report for February 2016. Validation coupon revenue for February 2016 was \$350. Total hourly parking tickets for February 2016 was 8701 showing a decrease of 2845 tickets in comparison to the previous month. At the end of February 2016, there were 967 spaces or 69% total utilization of spaces being rented at all four parking garages with a total of 433 spaces available for rent. Of the 433 spaces available for rent, 253 spaces were located on the roof and 180 spaces were located undercover. At the end of February 2016, the total revenue for FY 2016 thus far was \$753,911 or 3% in comparison to the previous fiscal year.

V. OLD BUSINESS

1. Braddock Autopark Management during SABF Weekend Discussion

Anderson informed the Authority that she has been unable to successfully secure another entity willing to operate Braddock Autopark during the festival. Anderson noted that every entity she was able to contact which included Grace Lutheran Church and the Boy Scouts have all respectfully declined. Anderson added that with all other avenues being exhausted at this time; the Authority may wish to consider the following alternatives:

1. Closure of Braddock Autopark during the festival weekend.
2. Conducting operations at Braddock Autopark exactly as the other garages are operated during the festival weekend.
3. Operate Braddock Autopark on a first come, first serve basis only during the festival weekend.
4. Operate Braddock Autopark during the festival weekend at an increased price.

Helm reminded the Authority that WPA has a continuing conflict with selling advanced tickets that allow access into Braddock Autopark during the festival while the customers encounter extreme difficulties with gaining access into that particular garage with their reserved ticket purchase. Miller stated that the reserved tickets should be honored at any of the four garages. Helm noted that this has been done in the past and continues to be the standard practice. Honoring the tickets at any of the four garages does not alleviate grievances of customers who purchased a ticket preferring to park at Braddock Autopark only to find that they could not gain access

into the garage. Helm recommended that operations at Braddock Autopark during the festival should be conducted as simplistic as possible.

Burke asked if WPA has encountered problems with not having enough available spaces in Braddock Autopark to honor the pre-sale tickets. Anderson explained that all the garages hold spaces aside equivocal to the number of reserved tickets that were sold. Burke asked the Authority if it should consider increasing the price for parking at Braddock Autopark during the festival due to its location on the parade route and overall extensive issues surrounding operations at that particular garage. Helm stated that he believed this could be perceived as price gouging adding that it would not be the right thing to do since customers encounter many difficulties with gaining access into the garage. Dillard asked Anderson how monthly parkers were managed at Braddock Autopark during the festival. Anderson explained that monthly parkers from Braddock Autopark are offered parking at any of the other garages as an alternative however; all monthly parkers at all of the garages are not allowed to use access card entry on Saturday of the festival. Anderson added that monthly parkers who wish to park in the garages on Saturday are required to pay the \$15 fee.

On motion duly made Miller and seconded by Dillard, the Authority approved to grant Anderson sole authority with all decisions concerning parking management during SABF. The Authority insisted that Anderson conduct all operations as simplistically as possible.

VI. NEW BUSINESS

1. Old Town Winchester Request for Autopark Lot

Anderson explained to the Authority the request from Old Town Winchester for use of the Autopark Lot for its 2016 Farmer's Market season. The request states that OTW would be willing to be responsible for the setting up and removal of barricades during the time needed each weekend as well as posting of notice signage several days prior to each Saturday that the lot is needed. Anderson stated that this request was approved last year with the terms being that the standard \$50 fee for leasing of the lot was applied but waived by the Authority providing that OTW provided management and cleanup of the lot during each use.

Miller asked when the Farmer's Markets are scheduled to occur. Anderson replied that the Farmer's Market is scheduled for every Saturday from May 14, 2016 through September 2016. Burke noted that this should not present any problems because metered parking is free on Saturday's.

On motion duly made by Miller and seconded by Burke, the Authority approved the request from OTW for use of the Autopark Lot during its 2016 Farmer's Market season based upon the same guidelines and requirements that applied last year.

2. Resolution Schedule of Regular Meetings

Anderson presented to the Authority the resolution schedule of regular meetings for their review and approval. Anderson noted that the months of November and December have been combined into one scheduled meeting.

On motion duly made by Burke and seconded by Dillard, the Authority approved to adopt the resolution schedule of regular meetings for FY 2017.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:55 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday April 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: _____