

## WINCHESTER PARKING AUTHORITY

May 26, 2016

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

**MEMBERS ABSENT:** Mike Miller

**OTHERS PRESENT:** Samantha Anderson, Teresa Couch, Eden Freeman, Jennifer Bell, Debi Driver & SVEC representatives Jake Swartz and Tracy Johnson

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### 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 APRIL 2016 MEETING MINUTES

The minutes were submitted by Chairman Helm. Anderson noted that an inaccuracy was found which stated the hourly parking ticket total reflected a decrease when it should have stated an increase. Helm asked for a motion to amend the minutes to state that the hourly parking ticket total showed an increase for the month of April 2016.

On motion duly made by Burke and seconded by Dillard, the Authority approved to amend the April 2016 meeting minutes to reflect an increase in the hourly parking ticket total for the month.

### III. EXECUTIVE DIRECTOR'S REPORT FOR APRIL 2016

Anderson reported the following:

- The Build 19 software upgrade was completed the week of May 17 - 20, 2016 by Whitaker Parking Systems. The Authority approved to budget the \$35,000 necessary to complete this task this fiscal year. The credit card payment acceptance feature was offline at all the paystations in all four garages for approximately 1 ½ days. The entire procedure went very well. It is hopeful that the necessary upgrade will allow WPA to launch the credit card on file feature for monthly parkers and implement the lot full sign program.
- Routine maintenance work and landscape clean-up has been completed on the parking lots. Four spaces were barricaded on the Hable Lot for KidzFest on May 13, 2016. Bushes were trimmed at the Autopark Lot on May 17, 2016.
- Cork Lot update: Permanent modifications to Indian Alley between Clifford St. and Cork St. are currently taking place this week. Meter posts and digital meter heads have been prepared for installation when the modifications have been completed.

- A dead tree has been removed on the Kent St. side of GW Autopark. Bushes have been trimmed in front of the fire connection located at GW Autopark as well.
- The pay sign that was vandalized at Braddock Autopark has been reinstalled. The sign was located on the bars at the pedestrian gate and it is used to encourage customers to utilize the walk up paystation before driving to the in lane paystation. Water issues at Braddock Autopark such as pooling and leakage still continues and will need to be addressed.
- Maintenance work plan for Loudoun Autopark is still in an active status. Work is scheduled to continue throughout the spring and summer months. Painting of parking lines on 2<sup>nd</sup> level of garage, painting of stairwells and lintels and painting of the roll down gates is being conducted as outlined in Dr. Cleland's assessment. Once the maintenance work plan for Loudoun Autopark is completed, WPA will begin a similar maintenance work plan for GW Autopark.
- Per request from a monthly parker, a mirror has been installed at the basement level in the Cameron St. stairwell in Court Square Autopark. The mirror provides sight outside of stairwell when exiting into the basement.
- Due to many changes that have occurred in the location of and addition of parking meters, WPA staff is currently updating the meter location map. Once updated, the data will be sent to GIS for compilation and reprinting of the meter map that WPA and the Police Department utilizes for meter complaints and locations.

#### **IV. REVENUE REPORT FOR APRIL 2016**

Helm reported the grand revenue total for April 2016 was \$104,854, an increase of \$2,693 or 3% in comparison to April 2015. Total hourly revenue for April 2016 was \$28,799, an increase of \$6,451 or 29% in comparison to April 2015. Rent revenue for April 2016 was \$48,166, a decrease of \$4,067 or -8% in comparison to April 2015. Total meter and fine revenue for April 2016 was \$26,585, a decrease of \$320 or -1% in comparison to April 2015. Miscellaneous revenue for April 2016 was \$752 due to GW Autopark gate arm restitutions. Validation coupon revenue for April 2016 was \$552. Total hourly parking tickets for April 2016 was 14,034 displaying a decrease of 1,051 tickets in comparison to the previous month. At the end of April 2016, there were 959 spaces or 69% total utilization of spaces being rented at all four parking garages with a total of 441 spaces available for rent. Of the 441 spaces available for rent, 266 spaces were located on the roof and 175 spaces were located undercover. At the end of April 2016, the total revenue for FY 2016 thus far was \$946,741 or 4% in comparison to the previous fiscal year.

Helm commented on how many undercover spaces within the garages are being utilized at this time. Anderson confirmed that most of the undercover spaces currently being occupied in relationship to other rented undercover spaces within all garages are located at Loudoun Autopark. Anderson noted that hourly parking overall has increased. Manheimer questioned as to how did the number of parking

tickets increase when revenues have declined. Anderson explained that the reporting of hourly parking ticket totals represent the number of tickets that are being pulled from dispensers inside the garages for parking, not the number of parking violations that have been written.

## **V. OLD BUSINESS**

### **1. Frederick County Sheriff Parking - Bulk Lease Discussion**

Anderson informed the Authority that since its last meeting, the Frederick County Sheriff's Department has notified WPA staff that it has obtained alternative parking elsewhere therefore; it will no longer be necessary to pursue a lease agreement with WPA for garage parking. Helm asked if it was disclosed where the Sheriff's Department obtained its parking arrangement to which Anderson replied that no further information or explanation was provided.

### **2. Tour Bus Parking Discussion**

Helm stated that the Authority had been tasked to discuss and provide a consolidated opinion as to where best to establish a permanent bus parking location in downtown. Anderson informed the Authority that WPA was asked to examine the area of East and West Fairfax Lane as possible site locations. Anderson noted that the area of E. Fairfax Lane directly across from the parking garage has not been actually tested due to the necessity of changing the center street double lines in order to accommodate the parking of a tour bus. Anderson added that the area of West Fairfax Lane has been tested and it was determined that the trees aligning the street are too low (trees belong to a private business) and scrape the roofs of the buses as well as line of sight problems the parked tour bus creates for vehicles who turn from N. Indian Alley onto W. Fairfax Lane. Anderson stated that Philpot St. was eliminated as a possible site location due to not having enough of a turn radius for buses from Cork St.

Helm asked if there was a necessity to provide multiple spaces for bus parking to which Anderson replied yes, the number of tour buses visiting downtown is steadily increasing therefore one to two more designated parking spaces will become necessary. Helm stated that he still believed Boscawen St. to be the best location downtown for tour bus parking. Anderson replied that Boscawen St. would be a good location for the loading and unloading of passengers on the bus, but that the bus would then need to be redirected to permanently park at another designated location.

Helm asked if the Authority would need to take action to which Anderson replied yes because the tour bus parking committee would like to present to Council a permanent tour bus parking position. Helm noted that he felt the Authority has already given its opinion and provided their suggestion for solving the tour bus parking dilemma. Freeman explained that the consolidated opinion provided by the Authority would be used as advisory information given to Council and not as an action item to be presented.

At the last WPA meeting, Freeman asked Anderson to meet with Justin Hall in Public Works to review the options. Anderson stated that Justin Hall (Public Works) and I preferred the E. Fairfax Lane location for permanent tour bus parking. Anderson added that this option would need to move over the street's center line to accommodate for bus parking. Anderson added that she and Justin Hall believed the W. Fairfax Lane location proved to be too difficult for consideration due to the trees being too low and normal traffic congestion on the busy street. Helm noted that public parking spaces need to be provided in that area and did not see a necessity for having two blocks dedicated strictly for tour bus parking. Manheimer asked if the location of Piccadilly St. area was considered for bus parking to which Anderson replied that the area would be too difficult to utilize due to it being heavily used by the public.

Helm instructed Anderson to surmise the Authority's consolidated opinion to state the following: It is the Authority's opinion that Boscawen St. would be the best location for the establishment of a tour bus parking zone however it does acknowledge that Boscawen St. will only be considered for use as a temporary bus parking area for the loading and unloading of passengers. The Authority's opinion is that E. Fairfax Lane would be the next choice for establishing a permanent tour bus parking location, with W. Fairfax Lane being the last choice due to the possible increased need for public parking in that area and the subsequent difficulties of sight distance issues and low hanging trees.

## **VI. NEW BUSINESS**

### **1. One Source Request**

Helm explained to the Authority the request from One Source to lease the Braddock and Autopark Lots during the Shenandoah Apple Blossom Festival weekend in 2017 as it did this year under the same arrangement and terms. Helm asked Driver if the arrangement worked well for them this year to which Driver replied yes it worked very well. Driver commented that this year, One Source did not allow themselves enough time to adequately prepare and advertise for the event therefore that is why it has submitted the request this soon. Anderson noted that this time, the request has included that the adjacent sidewalks to both of the lots be included for the same fees as this year. Burke asked if WPA would be charging an extra fee for the sidewalk use to which Anderson replied that it would not charge a separate fee for sidewalk use, the fee will be included in the overall rate to be determined. Helm expressed concerns with allowing tents or anything that would potentially obstruct views for parkers inside the Braddock Autopark during the festival weekend.

On motion duly made by Dillard and seconded by Burke, the Authority granted Anderson permission to negotiate and secure an agreement with One Source for the leasing of Braddock Lot and Autopark Lot during SABF to include the use of the adjacent sidewalks to each lot.

### **2. Shenandoah Valley Electric Cooperative (SVEC) Request**

Helm informed the Authority that SVEC is in the process of making changes to its lines at their N. Kent St. feeder. SVEC is requesting that in order to complete the reconstruction and remove aged poles, a junction cabinet enclosure ( dimensions are 30"x30"x60") will need to be placed on a section of sidewalk and landscape strip at GW Autopark. Anderson stated that this construction will take approximately 1 week to complete and subsequent power outage will occur on a Sunday which will affect GW Autopark, Frederick County Building and Oakcrest Realty. In addition Anderson noted that part of the sidewalk will need to be excavated. Helm stated that the Authority does own the property where the junction cabinet enclosure will be placed and that a landscaping bush will be lost due to the reconstruction.

Burke asked the SVEC representatives if the company will replant a bush to obscure the enclosure from view. Johnson replied that in order for that to occur, there has to be 10 ft. of clearance in the front of and 2 ft. of clearance on each side of the enclosure and unfortunately there will not be enough space to do this. Helm asked Anderson if she had consulted with the City Attorney about any legality concerning this to which Anderson replied that she has not yet done so. Anderson stated that she planned to do so in June 2016. Swartz verified that reconstruction work is scheduled to begin in July 2016. Freeman noted that Frederick County has been informed about the SVEC reconstruction work.

Johnson informed the Authority that a signed document does exist between WPA and Frederick County drafted when GW Autopark was constructed that granted easement access to service the parking garage. Helm noted that the agreement Johnson speaks of does allow for utility easements however the Authority should still consult with the City Attorney concerning this matter. Freeman agreed with Helm that it would be wise for the Authority to present this matter to the City Attorney and if everything proves satisfactory, an amendment may need to be added to the easement agreement. Anderson stated that she will bring this matter to the attention of the City Attorney and report additional information at the next scheduled WPA meeting.

### **3. SABF Revenue 2016**

Anderson informed the Authority that SABF revenues for 2016 were down from the previous year by \$2,400. Anderson added that even though revenues for this year were down, turnout for the festival was good and surprising due to the weather conditions being somewhat cold and rainy. Anderson noted that parking in all of the four garages was satisfactory however Loudoun Autopark did experience a 1 hour delay due to difficulties with the public advancing past the checkpoints; Braddock Autopark also suffered from a similar dilemma as well. Helm asked Anderson how successful the lot agreements were with Anderson confirming that the agreements reached for this year's festival worked very well. Helm asked Anderson for her analysis of how well the garage parking sales were compared to last year. Anderson replied that reserved tickets sold out very quickly, day of parking sales at all the garages remained steady throughout and Braddock Autopark still had its usual issues with the public gaining access thru the checkpoints in order to park inside the garage.

Helm noted that SABF leased Braddock Autopark the previous year and WPA collected approximately the same amount of revenue operating it this year as SABF did last year. Helm added that it would not be too early to speak with Grace Lutheran Church or other entities that may be interested in leasing Braddock Autopark for the festival next year. Anderson stated that the church has expressed some interest with leasing the garage and including chairs as part of purchasing parking for the event. Dillard noted this was a good marketing idea. Helm noted that chair rentals would be a problem for the church since One Source has obtained the sidewalks in their lot lease. Anderson explained that the church would want to set up chairs in front of the church and include a parking space as a package. Helm stated that the Authority would need to examine what options are available with the management of the Cork Lot during the festival next year.

#### **4. Rockin' Independence Eve Discussion**

Burke informed the Authority that she has been actively attempting to secure a sponsorship for the garages during the Rockin' Independence Eve Event. Burke noted she has reached out to the following thus far and is awaiting their responses: Union Bank, Summit Community Bank, Howard Manheimer, and Art Major. Manheimer asked Burke if she has attempted to contact Winchester Brew Works to see if any interest could be found there. Burke replied that she had not reached out to that business since it has just opened and may not have the capital to allocate towards the sponsorship. Burke added that she is willing to reach out to Winchester Brew Works if someone could provide her with contact information. Helm then provided Burke with contact information for Winchester Brew Works.

Burke asked if anyone had other ideas for obtaining a sponsorship for the garages. Bell suggested that car dealerships such as Malloy Ford may be interested in something like this because the sponsorship could be used to advertise their vehicles. Burke noted that she would pursue contacting area car dealerships to see if they may be interested. Anderson added that she has spoken with the Virginia Defense Force and together have prepared a plan for security for all the parking garages during the event. Anderson stated further that a total of 12 members of the defense force will be stationed amongst the two parking garages in order to secure the rooftops during the event.

Helm asked Anderson if the Hop Blossom Festival event coordinators contacted her about leasing Hable Lot for their event this year to which Anderson replied that she has not been contacted by them as of yet. Helm noted that Hop Blossom used the front part of Hable Lot for dumpsters during the event last year. Anderson stated that merchants were upset about the dumpster's location on the lot last year and that there seemed to not be enough activity in their opinion on the lot during the event to warrant its closure. Helm noted that the event is scheduled for June to which Bell added that Hop Blossom Festival event is scheduled for June 18<sup>th</sup>, 2016.

On motion made by Manheimer and seconded by Dillard, the Authority granted Anderson permission to negotiate an agreement with Hop Blossom Festival for leasing Hable Lot for their event to include cleanup of lot afterwards and request to relocate the dumpster to a more suitable location on the lot for a flat fee of \$50.

## VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:07 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday June 23, 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: \_\_\_\_\_