

## WINCHESTER PARKING AUTHORITY

July 28, 2016

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

**MEMBERS ABSENT:** Mike Miller & David Dillard

**OTHERS PRESENT:** Samantha Anderson, Teresa Couch & Jennifer Bell

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### I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:34 a.m. at which time it was determined a quorum was not present. A quorum was determined present at 7:40 a.m. upon Manheimer arrival to the meeting.

### II. REVIEW OF JUNE 2016 MEETING MINUTES

The minutes were submitted by Chairman Helm at which time a quorum was not present. The Authority was unable to approve the June meeting minutes however, it was noted that the minutes appeared to be satisfactory.

### III. EXECUTIVE DIRECTOR'S REPORT FOR JUNE 2016 & SUMMARY OF FY 2016

Anderson reported the following:

- The maintenance work plan for Loudoun Autopark is ongoing and will continue throughout the spring and summer months. The new part time maintenance technician has begun to paint the railings inside the stairwells. Work scheduled as outlined in Dr. Cleland's assessment includes painting of the parking lines on the second level, painting of the three stairwells and lintels and painting of the entrance and exit roll down gates.
- Timeclocks in the Braddock Autopark storage room have now been locked due to an incident occurring during the Rockin' Independence Eve event whereas the timeclocks were found to be adjusted. Bell noted that the hand dryers in the restrooms possibly caused a fuse to be tripped and the fuse panel is located in the same storage room as the timeclocks. Bell added that the incident appeared to be accidental however acknowledged that the timeclocks should have never been altered.
- The outside wall packs at Braddock Autopark on the Indian Alley side encountered a short in the wiring and has been repaired. The in lane paystation at the garage experienced a problem with accepting coinage for payment. The coins were becoming jammed in the coin slot due to a piece of plastic used as an inner lining for the coin chute. This plastic piece has been permanently wired in place to repair the problem.

- Actively inquiring with vendors about converting window in main office into a pass through window for security purposes. This will allow for the main office door to remain locked during operating hours and customers would be assisted through the window thus eliminating the need for customer access into the main office.
- WPA received a complaint that one of the bushes on the Cork Lot is intruding on a private parking pad and complainant has requested that it be trimmed. Anderson noted that the side of the bush encroaching on the private parking pad will need to be pruned back into its woody tissue which may result in either the needles not growing back or death of the bush. If the bush is lost, the empty space it would leave behind is large enough for vehicles to pass thru and drive onto the pad and down Indian Alley unless parking blocks or posts are installed. Helm stated that the Authority should invest in properly maintaining the bush.
- The part time maintenance technician started employment with WPA on July 15, 2016. He was scheduled to work during Friday Night Live and received additional training and began painting on Saturday. The scheduled work hours for the new employee are to be Friday's from 6 p.m. to 2 a.m., Saturday's from 12 noon to 12 midnight and a varying schedule for Sunday.
- Completed update of parking meter map and have submitted information to the GIS coordinator. The map will illustrate how many meters are installed within the City, how many meters are digital and mechanical and the street locations. Helm inquired if loading zone and handicap space locations should be included on the map which could prove to be useful information for public consumption. Bell agreed that adding the additional information would be very helpful to the public, especially truck drivers, etc.
- Budgeted items that have been purchased include a new leaf blower and spare receipt printer. Funds have also been allocated for the hiring of a part time employee (maintenance technician) and the purchase and installation of a safety pass through window for the main office. Monies were allocated this fiscal year for the EMV chip equipment and installation however; Whitaker Parking Systems has informed WPA that the prototype will not be available for another year. Anderson asked the Authority to consider reallocating the \$35,000 this fiscal year from the EMV chip retrofit to the purchase of a new truck which was originally budgeted for FY 2020. Anderson suggested that monies be allocated for the EMV chip retrofit on the following fiscal year when the prototype is scheduled to be ready.
- Anderson participated in a television interview conducted at GW Autopark by a TV station originating from Charlottesville, VA. The topic of the interview was information on WPA's management of its parking resources in particular the parking garages. Helm added that parking management in Charlottesville, VA is very different and very interesting in comparison to how WPA manages its parking resources. Helm noted that Charlottesville has implemented a new ordinance that allows for private entities to control parking

such as use of meter bags however, the city would like to retain its subsidies which creates a very delicate situation.

Anderson addressed the reallocation of funds from the EMV chip upgrade to the purchase of a new truck by noting that once the EMV chip retrofit is available, larger cities will be receiving it ahead of other smaller localities. Helm noted that he has already seen the EMV chip technology used in some places. Anderson stated that problems have arisen with the chip technology such as very slow processing times.

Manheimer asked Anderson if the truck WPA currently has is still in working condition. Anderson replied that the truck is still in operating condition however, it has aged and is showing signs of deterioration. Helm added that the truck is quite rusted and staff is questionable that the truck can continue to be kept in operating condition for very much longer. Burke asked if allocated funds were used to purchase a new truck could the Authority budget enough funds for the EMV chip technology at a later time. Anderson replied that she believed funds could be budgeted for the following fiscal year to purchase the chip retrofit.

Helm stated that as costs increase for the EMV chip technology, the Authority may not proceed with purchasing the chip retrofit. Manheimer stated that he was under the impression that the chip technology was required to be purchased this fiscal year. Helm explained that the City asked WPA to equip its paystations with the chip technology and this was debated however; the EMV chip technology is not required for maintaining PCI compliance therefore the Authority does not have to obtain it. Anderson stated that she would purchase the new truck under a state contract in order to get the best possible price available. Anderson added that it would not be possible for the Authority to budget for the next fiscal year the purchase of both items. Burke stated that she approved the purchase of a new truck with Helm adding that he felt WPA needed a new truck more than it needed EMV chip readers at this time.

Anderson explained to the Authority that within her submission of the executive summary of FY 2016 she has bolded the items she believed to be of importance for their review. Anderson did verbally highlight the following:

- In July 2015 WPA approved to support and recommended the modified option 1 proposal for the Indian Alley and Cork Lot modifications project and did not support option 3 modified.
- In July 2015 WPA approved to install bus parking prohibited signage on Cork and Palace Lots with a \$25 fine.
- In August 2015 WPA submitted Rockin' Independence Eve position summary.
- In August 2015 the RFQ for the digital meter purchase bids were due on Friday August 21, 2016. The lowest bid received was from Duncan Parking for \$16,500.

#### IV. REVENUE REPORT FOR JUNE 2016 & FOURTH QUARTER 2016

The grand revenue total for June 2016 was \$105,723, an increase of \$16,221 or 18% in comparison to June 2015. Total hourly revenue for June 2016 was \$28,145, an increase of \$4,379 or 18% in comparison to June 2015. Rent revenue for June 2016 was \$41,264, an increase of \$1,293 or 3% in comparison to June 2015. Total meter and fine revenue for June 2016 was \$36,270, an increase of \$11,890 or 49% in comparison to June 2015. There was no miscellaneous revenue to report for June 2016. Validation coupon revenue for June 2016 was \$44. Total hourly parking tickets for June 2016 was 16,094 displaying an increase of 1,301 tickets in comparison to the previous month. At the end of June 2016, there were 968 spaces or 69% total utilization of spaces being rented at all four parking garages with a total of 432 spaces available for rent. Of the 432 spaces available for rent, 262 spaces were located on the roof and 170 spaces were located undercover. At the end of June 2016, the total revenue for FY 2016 was \$1,152,579 or 3% in comparison to the previous fiscal year.

The total revenue for the fourth quarter of 2016 was \$310,692, a decrease of \$1,123 or 0% in comparison to the fourth quarter of 2015. Total meter and fine revenue for the fourth quarter of 2016 was \$76,335, an increase of \$3,120 or 4% in comparison to the fourth quarter of 2015. Total hourly revenue for the fourth quarter of 2016 was \$93,285, a decrease of \$1,794 or -2% in comparison to the fourth quarter of 2015. Total rent revenue for the fourth quarter of 2016 was \$133,307, a decrease of \$3,144 or -2% in comparison to the fourth quarter of 2015. Miscellaneous revenue for the fourth quarter of 2016 was \$752, a decrease of \$348 or -32% in comparison to the fourth quarter of 2015. Total validation coupon revenue for the fourth quarter of 2016 was \$1,013, a decrease of \$967 or -49% in comparison to the fourth quarter of 2015.

Helm stated there was a substantial increase in revenues for June 2016. Helm added that the year-end summary of a 3% increase compared to last year has seen revenues fall short approximately 5% overall even with capital expenses being deferred, however, the budget still remains satisfactory. Helm noted that meter fine revenues for June 2016 decreased by 18% however hourly revenues for the month increased by the same percentage. Anderson commented that she did not have a specific explanation as to why the increase in June revenues occurred but speculated that the blizzard did impact previous revenue numbers. Anderson added that Braddock Autopark does very well with generating hourly revenues and WPA is very close to a satisfying balanced budget however improvements still need to be achieved.

Manheimer asked when meter rates were increased to which Anderson replied approximately 1 year ago. Helm added that extended meter enforcement hours accompanied the meter rate increases. Helm noted that minor revenue increases did occur with on street meter collections. Burke stated that revenues fell short by \$20,000 in reaching the \$50,000 goal that was anticipated. Anderson noted that revenues should have reached \$50,000 under revenue comparisons and reiterated the necessity to reach the \$50,000 mark even if it requires possibly implementing

another rate increase. Helm commented that WPA is indeed teetering on the edge of its projected budgeted goals.

## **V. OLD BUSINESS**

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

Anderson informed the Authority that overall operations within the garages went very well for the event. Anderson noted that 1,247 vehicles used the garages during the event with Braddock Autopark filling to capacity and GW and Court Square Autoparks filling to approximately the 3<sup>rd</sup> level. Anderson reported that the Virginia Defense Force received approximately 200 inquiries from the public at the two locations they were stationed (GW and CS) asking about roof access inside the garages during the event; however the experience was overall a decent one. The Virginia Defense Force expressed to Anderson that they would like to continue to assist with monitoring the garages in the future during this event. Anderson did express concerns for roof management at Braddock Autopark due to programs being held at the Taylor Pavilion which resulted in additional stress for monitoring that garage. Anderson added that Braddock Autopark will need to be better managed if the Taylor Pavilion continues to be utilized for events during Rockin' Independence Eve and there may even be a need to install locks on the roof doors for management purposes.

Helm noted that he would be pleased to see WPA continue a working relationship with the Virginia Defense Force. Helm added that he was not certain that WPA should invest in adding locks to the roof doors at Braddock Autopark since the locks cannot prevent the public from reaching the roof by using ramp access to the other levels. Anderson reported that the only other problem encountered during the event was difficulty with vehicles exiting Court Square Autopark in a timely fashion. Burke inquired as to how this could have become a problem since police were directing traffic. Anderson replied despite the efforts made by police to direct traffic, backups did occur with exiting the garage with Bell adding that pedestrians attributed to the cause for the slow exiting from Court Square Autopark.

## **VI. NEW BUSINESS**

### **1. Discovery Museum Request**

Anderson explained the request from the Discovery Museum to rent the Cork Lot for their major fundraising event called the Carnival scheduled for September 17, 2016 from 5:00 p.m. to 11:00 p.m. The museum requested the use of the lot for offering VIP parking to its sponsors and for the staging of a dunk tank and additional high strike machine. Anderson informed the Authority that she asked the museum how it planned to manage VIP parking on the lot to which the museum replied that it would use ticket purchases. The museum indicated that they would remove the dunk tank and high strike machine immediately after the event. Anderson noted that if the request is approved, WPA would have to close the lot off for public use early in the morning of the event. Bell added that the Celebracion' event is occurring on the same date and the public will want access into the lot for parking further reiterating the need for an early lot closure.

Helm asked for clarification that the request being made was for the entire lot to which Anderson replied yes. Anderson further added that the event will occur on a Saturday which will complicate the lot closure process due to high parking demands for this lot on the weekends versus during weekdays and signage will need to be placed in advance to inform the public of the pending lot closure. Manheimer noted that this would be solid revenue collection since parking on the lot is free on the weekends. Helm reminded the Authority that it charges a \$50 flat fee for lot rentals which could easily in turn be spent on obtaining additional signage for the pending lot closure for this event. Manheimer stated in that sense it would then not be feasible to approve the request. Anderson added that the museum has expressed a desire to hold additional events therefore the Authority should expect to receive more requests in the future.

Manheimer expressed that he did not fully support granting this request for rental of the entire lot but would consider approving a section of the lot such as 3 or 4 spaces for the staging of the dunk tank and high strike machine due to possibly setting a precedent for similar requests in the future. Burke stated that businesses and events is what attract the public to visit downtown therefore the Authority should want to be supportive of these types of requests for commerce purposes. Helm agreed with Burke but added that surrounding businesses pay sales taxes that the museum is exempt from therefore the Authority should take a sensitive approach when requests are submitted for a lot that has a high demand for parking due to the existence of other surrounding businesses and the impact a lot closure would have on their customers. Manheimer noted that the surrounding businesses need lot access for their customers as well and WPA would only be receiving \$50 for the huge inconvenience that the lot closure would cause. Burke added that having two major events occurring at the same time will only exasperate the parking problem. Bell stated that she believed that both these events and subsequent potential parking dilemmas will work out fine however a balance should be obtained when two events are scheduled to occur on the same day.

Helm suggested that the Authority approve the request this one time and observe how well it works out and give prior notice to the surrounding businesses that will be affected by the lot closure. Bell offered to reach out to the surrounding businesses and explain the situation and will request that they report back afterwards if any problems arose for their businesses due to the lot closure for this event. Helm suggested that the Authority could offer the Palace and Hable Lot to the museum for their VIP parking instead of approving the request for Cork Lot which is always in high demand for parking citing that commerce should be encouraged and not hindered. Burke stated that this would be an excellent compromise for this situation.

Helm suggested that the Authority approve the request keeping consistent with the current lot rental and fee structures and reevaluate afterwards. Burke asked if the Authority should consider increasing the rental fees for the lots for this event such as \$100 for Cork Lot and \$50 each for Palace and Hable Lots. Manheimer disagreed with request approval explaining that he believed it would not be acceptable to close a lot that the general public needs access to just so the lot can be used for a private gala. Manheimer added that he would be in favor of offering a portion of the lot for use by the museum but felt it would be unfair to allow the museum to have control of

and be selective of who may park on the lot during the busiest day for parking demands during the week. Burke asked Manheimer if he would approve of allowing the museum to rent a portion of the Cork Lot and offer the Palace and Hable Lots for their VIP parking to which Manheimer replied that he would be satisfied with that arrangement if only Hable Lot was used for the VIP parking.

Helm suggested that WPA ask the museum exactly how many spaces they would actually need to accommodate their needs. Bell stated that she thought the museum wanted to rent the entire lot but they do not necessarily need the entire lot. Bell added that she also did not believe that the museum would want to use the Hable Lot for their VIP parking due to liability issues. Burke asked if Cork Lot would still need to be closed off to public access to which Anderson replied yes. Manheimer suggested that the Cork Lot not be closed at all, instead just inform the museum that parking would be on a first come first serve basis and will operate under normal parking conditions. Anderson asked for clarification that VIP parking would not be allowed on the Cork Lot however a few spaces could be used for the staging of the dunk tank and high strike machine. Helm clarified by stating that the museum is told that they will have to seek elsewhere for the VIP parking because the Authority wishes to preserve public parking access on Cork Lot and suggested that Anderson be granted approval to negotiate a rental agreement with the museum in accordance with granting approval of this request.

On motion duly made by Manheimer and seconded by Burke, the Authority approved for Anderson to use her sole discretion and negotiate a rental agreement with the Discovery Museum for use of the Cork Lot for their Carnival Fundraiser Event scheduled for September 17, 2016 from 5:00 p.m. to 11:00 p.m. for a flat fee of \$50.

## **VII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:18 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday August 25, 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: \_\_\_\_\_