

WINCHESTER PARKING AUTHORITY
January 28, 2016

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

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Jennifer Bell & Eden Freeman

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 DECEMBER 2015 MEETING MINUTES

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

III. EXECUTIVE DIRECTOR'S REPORT FOR NOVEMBER AND DECEMBER 2015

Anderson reported the following:

- WPA is continuing to actively work on various maintenance items at the garages:
 - Trench drains at Loudoun Autopark Baker St have been replaced.
 - Continuing work on roof joint repairs at GW Autopark.
 - Braddock Autopark's walk-up paystation malfunctioned due to the factory default expiration date set for January 1, 2016. The expiration has been expanded until 2099.
 - Much time was spent on preparations for Snowstorm Jonas.
 - Vehicles were parked on the roof of Braddock Autopark during the storm and were snowed in. WPA staff had to use a snow blower to clear a path for the vehicles to be moved. Snow still remains on the roof levels of the garages. There has been no noticeable water infiltration from snow melting at GW Autopark indicating that joint repairs completed in the garage thus far have been successful.
- WPA received 100 new digital meters however; the coin slots were not large enough to accept one dollar coins. Civic Smart was contacted and will be sending replacement coin slots which are expected to arrive in about 3 weeks. The parking rate for the new meters will be \$.75 per hour.

- A tune up was completed on the WPA sweeper however; the sweeper is aged and WPA will need to consider upgrading in the near future.
- U joint on the front end of the WPA truck broke and currently the truck is out of service for repairs. The Authority will need to budget in the future for the purchase of a newer truck.
- WPA is still working with Whitaker Parking Systems to complete the Build 19 upgrade to its computer systems.
- EMV Chip Card replacement continues to be an ongoing budgeted item.

IV. REVENUE REPORT FOR NOVEMBER, DECEMBER, SECOND QUARTER 2015

The grand revenue total for November 2015 was \$76,858, a decrease of \$18,724 or -20% in comparison to November 2014. Total hourly revenue for November 2015 was \$16,565, an increase of \$1,275 or 8% in comparison to November 2014. Rent revenue for November 2015 was \$39,163, a decrease of \$22,911 or -37% in comparison to November 2014. Total meter and fine revenue for November 2015 was \$18,680, an increase of \$2,125 or 13% in comparison to November 2014. Miscellaneous revenue for November 2015 was \$2,000 due to First Night Winchester Sponsorship fees for garages having been collected. Validation coupon revenue for November 2015 was \$450, a decrease of \$213 in comparison to November 2014. Total hourly parking tickets for November 2015 was 8,541 showing a decrease of 6,122 tickets in comparison to the previous month. At the end of November 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. The breakdown of available spaces for rent by garage were Loudoun Autopark at 158 spaces, Braddock Autopark at 64 spaces, Court Square Autopark at 104 spaces and GW Autopark at 117 spaces. At the end of November 2015, the total revenue for FY 2016 thus far was \$490,801 or 4% in comparison to the previous fiscal year.

The grand revenue total for December 2015 was \$87,310, an increase of \$20,728 or 31% in comparison to December 2014. Total hourly revenue for December 2015 was \$21,386, an increase of \$6,004 or 39% in comparison to December 2014. Rent revenue for December 2015 was \$42,076, an increase of \$6,826 or 19% in comparison to December 2014. Total meter and fine revenue for December 2015 was \$23,660, an increase of \$8,250 or 54% in comparison to December 2014. There was no miscellaneous revenue to report for December 2015. Validation coupon revenue for December 2015 was \$188, a decrease of \$352 in comparison to December 2014. Total hourly parking tickets for December 2015 was 11,960 showing an increase of 3,419 tickets in comparison to the previous month. At the end of December 2015, there were 952 spaces or 68% total utilization of spaces being rented at all four parking garages with a total of 448 spaces available for rent. Of the 448 spaces available for rent, 253 spaces were located on the roof and 195 spaces were located undercover. The breakdown of available spaces for rent by

garage were Loudoun Autopark at 156 spaces, Braddock Autopark at 64 spaces, Court Square Autopark at 109 spaces and GW Autopark at 119 spaces. At the end of December 2015, the total revenue for FY 2016 thus far was \$578,111 or 7% in comparison to the previous fiscal year.

The total revenue for the second quarter of 2015 was \$267,365, an increase of \$15,869 or 6% in comparison to the second quarter of 2014. Total meter and fine revenue for the second quarter of 2015 was \$63,445, an increase of \$5,375 or 9% in comparison to the second quarter of 2014. Total hourly revenue for the second quarter of 2015 was \$58,946, an increase of \$6,473 or 12% in comparison to the second quarter of 2014. Total rent revenue for the second quarter of 2015 was \$138,755, an increase of \$299 or 0% in comparison to the second quarter of 2014. Total miscellaneous revenue for the second quarter of 2015 was \$2000, an increase of \$1,000 or 100% in comparison to the second quarter of 2014. Total validation coupon revenue for the second quarter of 2015 was \$4,219, an increase of \$2,722 or 182% in comparison to the second quarter of 2014.

Helm noted that the revenue trends have appeared to have shifted with noticeable shrinkages being reported for the months of November and December 2015. Helm added that despite this trend, WPA has still managed to maintain its number of monthly parkers at 7%. Anderson informed the Authority that upcoming revenue totals for January 2016 will be affected by free parking being offered during the recent blizzard. Manheimer added that revenue totals for January 2016 will also be affected due to limited on street metered parking being available during the snowstorm as well. Dillard noted that in his opinion, the City did an excellent job with snow removal after the storm. Anderson noted that monthly space rentals at the garages did increase in January 2016 due to the snowstorm with an approximate increase of 15 additional spaces being rented. Manheimer added that customers did not necessarily have to rent spaces in the garages since anyone could have parked inside under the state of emergency. Burke inquired as to why overall revenues appeared to decline for the month of November 2015. Anderson replied that the holidays could have been a contributing factor as well as revenues for November 2015 did carry over into December 2015. Anderson added that monthly rental revenues are now beginning to stabilize.

V. OLD BUSINESS

1. Parking Meter Zones Established Ordinance Update

Burke informed the Authority that she, Helm and Anderson attended the Council Meeting where the Authority awaited a response from Council concerning its request for expansion of the parking meter zones. Burke notified the Authority that Council did approve the change of the ordinance at their worksession for expansion of the metered zones. The ordinance change will go through several Council meetings before it is officially adopted by Council. Helm stated that the Authority has nothing else pending for Council action.

2. First Night Winchester Update

Anderson reported to the Authority that staffing provided thru the First Night Winchester Parking Sponsorship did a wonderful job with the management and monitoring of the garages during the New Year's Eve event. The FNW sponsorship which provided free parking for the event was very well received by the public. Anderson noted that organizers had two staff members designated to monitor the rooftops of GW and Court Square Autoparks, one person stationed at each location. Anderson added that she believed the Rockin Independence Event would need additional personnel for rooftop monitoring and enforcement. Helm concluded that the Authority should wait to see if organizers of the Rockin Independence Eve event attempt to pursue a sponsor and submit a sponsorship application to WPA for consideration. Helm added that if this does not occur, WPA will have the option to request additional assistance from the Va. Defense Force in monitoring the rooftops of the garages during the event.

3. Rockin Independence Eve Update

The Authority determined that this topic for discussion was adequately addressed under the First Night Winchester update.

VI. NEW BUSINESS

1. SABF 2016 Requests

Helm explained to the Authority that SABF submitted a request asking to lease the Cork Lot which includes access to the adjacent sidewalk for chair sales as they have done in previous years and permission to have access to the sidewalk in front of the Autopark lot for chair sales only during the Shenandoah Apple Blossom Festival. Helm noted that the request specifically stated SABF has no interest in renting any other lots, Braddock Autopark or the Autopark Lot for the festival this year. Helm stated that this unexpected loss of revenue from SABF will indeed pose problems with budgetary concerns. Burke agreed that this was a huge loss of revenue for the Authority. Helm added that WPA has attempted to find other sources to lease the lots vacated by SABF. In addition, Helm stated that if another source cannot be developed to lease the lots then WPA would have to attempt in some manner to rent the spaces out on its own accord.

Manheimer inquired if it would be possible for WPA to lease the Palace and Hable Lots to vendors who participate in the festival. Helm replied that SABF used these two lots for that very purpose in the past and unfortunately, WPA does not have access to contact participating vendors. Helm added that the Authority will explore what options it may have regarding use of the lots but must keep in mind that if WPA does rent out the lots, it would need to clean and monitor them as well. Anderson stated that one business has already contacted WPA and expressed interest in renting the Braddock Lot and Autopark Lot. Helm expressed concerns with allowing SABF access to requested sidewalks for chair rentals in front of lots that WPA may be leasing out itself or to other entities. Burke suggested that WPA could use the idea of tailgating in order to entice interest in leasing the lots as a whole or lot spaces individually. Burke asked how many spaces were located on the Autopark Lot to

which Anderson replied there are 13 spaces on the lot and WPA charged a fee of \$800 to lease that lot for the festival and \$2,000 for leasing of Braddock Autopark.

Anderson asked if the Authority wanted to set the rates for parking during the festival now or address at the next scheduled meeting. Anderson noted that consideration should be given as to how parking at Braddock Autopark is to be managed during the festival and what should be done with what was once considered premium parking spaces inside the garage. Anderson added that the Boy Scouts managed Braddock Autopark for SABF when they leased the garage for a management fee of \$1,500. The Boy Scouts has shown interest in managing the garage for WPA for the same management fee amount. Helm stated that due to the location of Braddock Autopark along the parade route, it will be difficult to manage the volume of people who may congregate on the roof to watch the parade. Helm added that a standard would need to be set on how Braddock Autopark will be managed during the festival due to prohibiting pedestrian access to rooftops of garages during events. Miller and Dillard agreed that there is the potential due to weather conditions or otherwise to have large volumes of people gathering inside Braddock Autopark to watch the parade. Helm suggested that if WPA was unsuccessful in reaching a lease agreement with the parties who expressed interest in renting the Braddock and Autopark Lots, perhaps it could rent the Autopark Lot spaces at a premium rate and the Braddock Autopark spaces at the standard rate during the festival.

Anderson asked if the rates for leasing the lots and reserved parking passes for the garages during the festival would remain the same as last year. Helm suggested that reserved parking rates for the garages and lot leasing rates should remain the same as last year. Helm added that WPA could rent weekend parking passes for Braddock Autopark to encourage vehicle removal from the street for the festival. Dillard noted that it is very difficult to exit the garage after the parade with Miller adding that customers have to arrive very early in order to gain entry into the garage to park before the street is closed for the parade. Anderson added that strict checkpoints have resulted in customers often being denied access to the garage. Miller added that WPA does not have enough staff to oversee the checkpoints. Helm stated that reserved parking rates for the festival at Loudoun, Court Square and GW Autoparks are to remain the same as last year, \$15 for Friday and \$15 for Saturday since these garages are not affected by the parade route. Helm added that the Authority would wait to see what may happen with the private sector before making any rate decisions for Braddock Autopark and leasing of lots. Anderson stated that she would continue to attempt contact with other entities for possible interest in leasing the lots and or Braddock Autopark during the festival.

2. Executive Session

Upon Motion duly made by Burke and seconded by Dillard, 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 Manheimer and seconded by Miller, 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 January 28, 2016, 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 January 28, 2016; 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 8:06 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday February 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: Teresa Couch