

**WINCHESTER PARKING AUTHORITY**  
**September 25, 2014**

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

**MEMBERS ABSENT:** Mike Miller

**OTHERS PRESENT:** Samantha Anderson, Teresa Couch, Eden Freeman, Jennifer Bell, Katherine Herrmann, Derek Gomes, Ben McClellan, and Kathleen Myers

---

**I. CALL TO ORDER**

Chairman Helm called the meeting to order at 7:33 a.m. at which time it was determined a quorum was present.

**II. REVIEW OF AUGUST 2014 MEETING MINUTES**

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

**III. EXECUTIVE DIRECTOR'S REPORT FOR JULY & AUGUST 2014**

Anderson reported to the Authority the following:

- August 15: Friday Night Live utilized Hable Lot
- September 5: Downtown Tailgate – barricaded 4 spaces on Hable lot
- September 20: Main Street Ag Day utilized Hable and Palace lots
- September 27: Celebracion utilizing Hables lot
- Completed trimming bushes on Cork Lot, Autopark lot and CS AP
- In the process of painting Braddock stairwells
- Will begin painting Loudoun stairwells next
- Installed new time clock on 4<sup>th</sup> floor at CS AP
- Replaced photocell at Braddock due to the wall pack lights on Indian Alley staying on 24/7
- Installed fire protection signs at each garage as requested by Fire Dept.
- Cleaned Loudoun drain at Baker using a bladder
- Cleaned up outside landscaping and removed weeds at Loudoun

At this time, Chairman Helm requested that the meeting agenda be amended to address the requests from 110 W. Boscawen Street and the Winchester Exchange Club.

#### **IV. 110 W. BOSCAWEN STREET REQUEST**

McClellan explained to the Authority that he recently purchased property previously owned by Jim Lockard. McClellan stated that it was his understanding that Lockard had acquired a lease agreement with the Authority for use of one parking space located behind said property on the Braddock Lot. McClellan asked the Authority to extend the same lease agreement previously obtained by Lockard for use of the same space on Braddock Lot.

Helm explained that the previous lease agreement was granted to Lockard due to construction purposes at that time. Helm stated that it was his understanding that there was possibly an interest in using this space as a right of way for a parking pad located on the property of 110 West Boscawen Street. Helm stated that the Authority would not be comfortable in granting such a request for a lease agreement to include a right of way without proper guidance from the City Planning Department.

Manheimer asked McClellan to clarify if it was his intention to use the space for parking purposes or as a right of way to the rear of said property. McClellan explained that Shenandoah University students renting apartments at the location were using the parking pad for their vehicles, therefore, at this time he would be asking for the space to use for his parking needs. McClellan added that he was unsure how he would be using said property in the future.

Helm explained that the Authority is reluctant in granting lease agreements for lot spaces; however, it has done so in the past. Helm expressed that the Authority would have no concerns with leasing the space if the space would be used for parking purposes only however; there are concerns if the space is to be used as an access point of entry into the rear of said property. McClellan asked the Authority if he should consult with the City Planning Department concerning the matter to which Helm replied yes that would be the Authority's recommendation at this time. Helm requested that the Authority table any decision on this request until further notice.

#### **V. WINCHESTER EXCHANGE CLUB REQUEST**

Helm explained to the Authority the request from the Winchester Exchange Club for use of the Hable Lot on October 3 – 4, 2014 to host the Annual Chili Cookoff and BBQ Competition. Helm asked Myers if the Exchange Club has had an opportunity to review the WPA standard lease agreements used for granting these types of requests. Myers responded that the Exchange Club has not been able to review said agreements but was currently working towards doing so. Manheimer asked Myers what other locations has the Exchange Club used in the past to host this type of event. Myers replied that Winchester Harley Davidson has been used as well as other various locations in the Winchester area.

On motion duly made by Burke and seconded by Manheimer, the Authority approved the request from the Winchester Exchange Club for use of the Hable Lot on October 3 - 4, 2014 to host their Annual Chili Cookoff and BBQ Competition event. The standard WPA lease agreement and fee is to apply for this request.

## VI. REVENUE REPORT FOR JULY & AUGUST 2014

Anderson reported that the grand revenue total for July 2014 was \$90,817, a decrease of \$7,976 or -8% in comparison to July 2013. Total hourly revenue for July 2014 was \$22,182, an increase of \$4,308 or 24% in comparison to July 2013. Rent revenue for July 2014 was \$42,327, a decrease of \$15,082 or -26% in comparison to July 2013. Total meter and fine revenue for July 2014 was \$24,671, an increase of \$1,161 or 5% in comparison to July 2013. Miscellaneous revenue for July 2014 was \$329 due to replacement charges collected for a broken gate arm at Braddock Autopark. Validation coupon revenue for July 2014 was \$1,308. Total hourly parking tickets for July 2014 was 14,053 showing an increase of 2331 tickets in comparison to the previous month. At the end of July 2014, there were 950 spaces or 68% of total utilization of spaces being rented at all four parking garages with a total of 451 spaces available for rent. Of the 451 spaces available for rent, 324 spaces were located on the roof and 127 spaces were located undercover. At the end of July 2014, the total revenue for FY 2015 thus far was \$90,817 or -8% in comparison to the previous year.

Anderson reported that the grand revenue total for August 2014 was \$94,211, an increase of \$1,725 or 2% in comparison to August 2013. Total hourly revenue for August 2014 was \$12,199, a decrease of \$7,799 or -39% in comparison to August 2013. Rent revenue for August 2014 was \$49,264, an increase of \$4,638 or 10% in comparison to August 2013. Total meter and fine revenue for August 2014 was \$32,485, an increase of \$5,495 or 20% in comparison to August 2013. There was no miscellaneous revenue to report for August 2014. Validation coupon revenue for August 2014 was \$263, a decrease of \$455 in comparison to August 2013. Total hourly parking tickets for August 2014 was 9,196 showing a decrease of 4,857 tickets in comparison to the previous month. At the end of August 2014, there were 933 spaces or 66% of total utilization of spaces being rented at all four parking garages with a total of 468 spaces available for rent. Of the 468 spaces available for rent, 327 spaces were located on the roof and 141 spaces were located undercover. At the end of August 2014, the total revenue for FY 2015 thus far was \$185,028 or -3% in comparison to the previous year. Anderson noted that hourly revenues for Braddock Autopark were high during the months of July and August.

Helm commented that July's revenue report did not fare as well as August's report. Anderson noted that July has always been an inconsistent revenue month primarily due to receiving quarterly rental payments on a sporadic basis. Anderson added that July also seems to be a month where there is a tendency for retirees to cancel their monthly space rentals. Anderson concluded by stating that revenues should return to a normal level during September.

## VII. OLD BUSINESS

### 1. Global Parking Discussion Update

Burke reported to the Authority that double sided signage to be installed at the Cork Lot is a work in progress. The signage will promote the public lots available on Indian Alley. Burke and Anderson encouraged the Authority to begin discussions on items that Council has requested the Authority to address. The priority items Council expressed interest in consisted of rate increases for meter fines, Saturday meter enforcement, updating remaining mechanical meters to digital meter heads, and the implementation of Pay by Cell payment system for metered parking. Anderson added that one of the focus points for Council was to reexamine meter enforcement operations.

Burke noted that the Authority would need to research the expenses involved with the implementation of the priority items requested by Council and incorporate those expenses into the Authority's budget. Burke added that any increases considered involving meter fines or enforcement hours would need to be presented and approved by Council. Helm expressed concerns with increasing rates for meter fines so soon after increasing meter rates in the primary district. Helm suggested that the Authority ask the parking committee to reconvene to further discuss these items. Helm added that the committee should reach out to stakeholders for their thoughts on increasing meter fine rates and hours of enforcement. Helm also noted that the Authority should evaluate an increase of meter enforcement hours to assist in offsetting additional expenses incurred with the implementation of the priority items listed by Council.

Burke stated that the committee can reconvene to analyze this situation and reminded the Authority that the committee had previously supported the ideas of increasing meter fine rates and enforcement hours. The committee however did not offer an implementation timeline due to viewing the increases in fines and enforcement hours as a recommended revenue generating tool for which the Authority could use at its convenience. Burke noted that the committee will ask for feedback from the stakeholders concerning revenue generating ideas it recommended. She added that it will take time to implement any of the previously suggested ideas perhaps as much as up to one year or longer. Burke stated that the Pay by Cell payment system for meters is not a costly item to implement. Anderson noted that the Pay by Cell system itself requires credit card processing fees however additional signage for the street would need to be installed to inform the public of the availability of the Pay by Cell application. Anderson recommended that if the Authority desires to offer the Pay by Cell application to the public, it should be included with any considered increases in meter fine rates and increased meter enforcement hours. Burke asked that Anderson research the priority items and report back to the Authority when the information is compiled for review. Helm concluded by stating that the committee be reassembled to further discuss these items.

## **2. Garage Renovation Update**

Anderson informed the Authority that Braddock Autopark reopened for use on September 1, 2014 as scheduled. Construction has begun at Loudoun Autopark and is scheduled to take approximately two months to complete. Anderson added that the membrane covering on the roof level of the garage will have to be completely removed. This work is included in the renovation process. Helm inquired as to whether monthly parkers will need to be relocated to any of the other garages during the construction process. Anderson replied that it is possible that a few monthly parkers may need to be relocated to another garage during the process but it is not likely to occur. The construction company will be working on the garage during weekends, therefore, monthly parker relocations are not anticipated at this time.

Anderson notified the Authority that one change order for construction has occurred for Court Square Autopark thus far, however, everything else concerning the construction process is going as planned.

## **3. Garage Management – Hybrid System Update**

Helm asked Anderson for an update as to how well the hybrid system at Braddock Autopark was functioning. Anderson stated that at this time 37 customers have reservations in the blue block business zone, 5 customers have reservations in the red block 24/7 zone, and 82 customers have chosen the non-reserved monthly parking option for a total of 124 monthly parkers. Anderson added that a few previous monthly parkers at Braddock Autopark have opted to relocate to other garages for roof parking and a few have cancelled their spaces however; the rental activity has stayed consistent. Anderson informed the Authority that overall feedback from rental customers at Braddock Autopark has been positive since the changeover to the hybrid system has occurred.

Manheimer asked if there has been an increase in hourly parking since Braddock Autopark converted over to the hybrid system of operation. Anderson replied that the volume of hourly parking use has remained consistent. Parking at Braddock Autopark during large events has been working very well and hourly customers have appeared to be following the signage and stencils properly. Anderson noted that a few spaces in the blue business zone and 1 space in the red 24/7 zone remain available for rent.

## **4. City Council Presentation**

The Authority determined this topic was adequately addressed within the global parking discussion update.

## **5. Budget Summary**

Anderson presented a budget summary report for fiscal year 2014 to the Authority. Included in the report was a summary of WPA revenues and expenditures. Anderson reported that WPA had a total expenditure of \$1,160,775 and a total

realized revenue of \$1,042,511 for fiscal year 2014. Highlights of expenses included the following:

- Bond payments = \$581,938
- Salaries & fringes = \$334,908
- Electrical services = \$82,107
- Telecommunications = \$10,620
- Engineering costs = \$44,083
- Property insurance = \$16,276

Highlights of realized revenue included the following:

- Autopark rent revenues = \$479,470
- Autopark fees = \$220,842
- Meter revenues = \$186,400
- Fines and forfeitures = \$86,574
- Apple Blossom revenues = \$27,998
- Lot rentals = \$30,823
- Validation coupon sales = \$9,263

Anderson reported to the Authority that as of the end of fiscal year 2014, the WPA fund balance was \$317,220. Anderson noted that revenues fell short when compared to previous projections. Anderson explained that expenditures were approximately \$10,000 to \$15,000 over estimated projections due to maintenance and construction costs. Anderson concluded by stating that the WPA overall budget while running very close in revenues and expenses, has continued to remain on target. Helm reminded the Authority that Council requested that WPA adhere to not allowing the fund balance to fall below \$200,000. Helm recommended that the Authority continue to increase revenues as scheduled in order to comply with Council and bond expectations. Anderson added that the current projections worksheet does illustrate regularly scheduled rate increases.

At this time Helm asked for a motion for the Authority to convene into an executive session.

## **VIII. NEW BUSINESS**

### **1. Executive Session**

Upon Motion duly made by Burke and seconded by Manheimer, 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

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 September 25, 2014, 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).

Upon Motion duly made by Burke and seconded by Manheimer, NOW THEREFORE, BE IT RESOLVED that the Winchester Parking Authority does hereby reconvene in an "open meeting" at its meeting held on September 25, 2014; 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
Manheimer	Aye
Miller	Absent

## VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:11 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday October 23, 2014 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  
Secretary

Minutes Approved:

