

WINCHESTER PARKING AUTHORITY
August 27, 2015

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

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

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 JULY 2015 MEETING MINUTES

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

III. REVENUE REPORT FOR JULY 2015

Miller reported that the grand revenue total for July 2015 was \$118,290, an increase of \$27,473 or 30% in comparison to July 2014. Total hourly revenue for July 2015 was \$25,083, an increase of \$2,901 or 13% in comparison to July 2014. Rent revenue for July 2015 was \$63,082, an increase of \$20,755 or 49% in comparison to July 2014. Total meter and fine revenue for July 2015 was \$29,775, an increase of \$5,104 or 21% in comparison to July 2014. There was no miscellaneous revenue to report for July 2015. Validation coupon revenue for July 2015 was \$350, a decrease of \$958 in comparison to July 2014. Total hourly parking tickets for July 2015 was 14,175 showing an increase of 203 tickets in comparison to the previous month. At the end of July 2015, there were 934 spaces or 67% total utilization of spaces being rented at all four parking garages with a total of 466 spaces available for rent. Of the 466 spaces available for rent, 255 spaces were located on the roof and 211 spaces were located undercover. At the end of July 2015, the total revenue for the beginning of FY 2016 was \$118,290 or 30% in comparison to the previous fiscal year.

Miller noted that the monthly rent revenue total showed a significant increase. Helm explained that this was due to the receipt of prepaid rents from user accounts. Anderson added that the increase of rent revenue was normal activity for this time of year due to receiving quarterly and yearly payments from account holders. Anderson reminded the Authority that the implementation of rate increases is now beginning to be reflected in the reports. Manheimer noted that revenues had shown increases in many of the categories for July 2015. Freeman added that the number of events being held downtown has increased therefore; this would help to explain increases in the hourly revenues.

IV. EXECUTIVE DIRECTOR'S REPORT FOR JULY 2015

Anderson reported the following:

- As part of the maintenance work plan, painting of the walls in stairwells at Loudoun Autopark have been completed. Painting of the handrails in the stairwells has begun. Other maintenance items scheduled for completion are painting rust inhibitor on the steel pans in stairwells, replacement of flooring in the elevator, painting of parking lines on the second level, and painting of lintels. The goal is to be finished with all scheduled maintenance items at Loudoun Autopark before winter begins.
- Maintenance items being addressed at GW Autopark are caulk repairs, repairs to a light on the fifth level due to water infiltration, and repairs to a small bollard light located at the Kent St. pedestrian walkway due to vandalism. The globe on the light was broken during the Hop Blossom weekend. Repairs to the light are pending due to receiving a replacement part that had to be special ordered.
- Baseboard heaters in the Court Square Autopark communications room will need to be replaced by the end of October before colder weather arrives. The heaters are very old and not producing enough heat to protect the water pipes from freezing during the winter months. A surveillance camera has been moved to the Court Square Autopark Boscawen St. basement stairwell and chains have been installed due to individuals continually using this area as a restroom.
- Continuing to work towards the implementation of the lot full program and count monitoring system at Braddock Autopark. Have developed signage and a sticker to be used on the card reader as well as the ticket dispenser to inform monthly parkers of the lot full program. The system is currently being tested during certain events and peak periods before it is officially launched. Once the system is ready for use, WPA will ask the City to assist with marketing the new system in order to inform users of this change and what can be expected.
- The RFQ for the digital meter purchase bids were due on Friday August 21, 2015. The lowest bid received was from Duncan Parking for \$16,500. Installation is scheduled to begin around January 2016.
- Equipment for the build 19 upgrade has been ordered. Installation of the upgrade should occur within the next several months. This upgrade will assist with successfully launching the credit card on file payment option for monthly parkers. WPA will inform the Authority when the build 19 upgrade begins as credit card availability will be offline for approximately one week as the upgrade is implemented.
- The three month trial period for the reconfiguration of Cork Lot has begun. The Cork Street entrance to the lot and the adjacent portion of Indian Alley has been closed. WPA staff has not received any feedback thus far regarding the changes to the lot.

- No Bus Parking signage has been installed on the Cork and Palace Lots. The signage does provide notice of a \$25 fine.
- The George Washington Hotel repaved and restriped their parking lot on Sunday August 16, 2015. This resulted in the Cameron St. entrance and exit at the GW Autopark having to be closed. The entrance and exit were reopened at noon on the following Monday in order to allow time for the lot to cure.

V. OLD BUSINESS

1. Global Parking Discussion Update – Parking Meter Discussion

Burke informed the Authority that the parking committee held a meeting on Tuesday August 25, 2015 to discuss areas within the City Code where additional meters could be installed. Burke stated that the committee agreed with installing additional meters in areas that were outlined in the City ordinances. The committee did not favor installing meters in residential areas such as the area at Clifford and Cameron Street. The general consensus of the committee was not to place meters in front of residences, instead use a type of permit parking that residences could obtain. Burke added that residential parking permits are currently managed and issued by the police department and they retain all revenues acquired. The committee believed that residential permit parking would be a good solution to the question of metered parking in residential areas and would eliminate involvement by WPA. Helm suggested that the Authority members conduct an onsite visit in the next month of the areas in question before making any decisions on the matter.

Burke stated that the committee addressed three areas that are not included in the current City Code that meters could be installed however; this would require approval from Council. The committee recommended the following not outlined in City Code:

- Install meters further down North Cameron Street
- Install meters at North Kent St. on business side outlined in City Code. Due to concerns for residential parking on the opposite side of the street not outlined in City Code, recommended developing a hybrid system for residential use on nights and weekends. Codes would need to be checked in order to develop the hybrid system.
- Install meters on Baker Street directly behind Loudoun Autopark next to the Health Department.

The Authority also questioned residential parking in the areas of Wolfe St and Washington St. It was believed that many residents have access to parking in back of their buildings. If this is the case then the committee favored installation of meters in that area, however, if this is not, then the committee did not favor metered parking in residential areas.

Helm questioned the intent of metering the Wolfe St. and Washington St. residential areas for revenue generation purposes only. Burke stated that the committee also

questioned this under the premise of installing meters only because WPA can do so. Anderson added that WPA has received calls indicating that available parking is an issue in these areas. Helm noted that focus needs to be placed on street side resources if it is valuable enough to encourage parking turnover, such as the Baker St. area. Resources available for long term parking would be the use of the garages. Helm added that if any concerns were expressed in any of the areas in question, the Authority should address it and pay attention to the specific areas and determine if they are valuable enough to enforce turnover parking.

Miller noted that many people are parking in these areas to avoid paying therefore placing meters in these areas could encourage garage use. Manheimer expressed that the availability of having free parking just one block up from these areas would not necessarily encourage use of garages or metered parking especially for those who are adamant about not paying for parking. Helm asked that a list of the three areas that would require a code change for metered parking is provided for the Authority to reevaluate. Helm added that according to current city ordinance additional metering of residential areas would require resident approval and he would not object to pursuing this if it is to encourage turnover availability. Burke stated that if the Authority should decide to place additional meters in any of the areas in question, the Authority would visit those that would be affected by said decision. Manheimer requested that Anderson provide additional information to the Authority about the specific areas in question.

Burke noted that the committee also suggested that the Authority should consider providing areas for employees who work downtown to park at for a reduced rate. The committee also suggested that a need exists for a bus parking zone to be created around the Kurtz Building area for a specific time period such as 6 am to 6 pm whereas the space can be used by others after hours. Helm stated that ordinances be checked in order to evaluate adding additional bus parking at that and other possible locations.

2. WPA Storage Room Update

Helm informed the Authority that WPA is working toward the consolidation of storage room use by other departments by asking for relocation to the Braddock Autopark effective in January 2016. Helm reminded the Authority that the reason for this was due to security and monitoring concerns as storage room doors in garage locations being used have been left unlock and unattended. Freeman requested that a meeting be scheduled to further discuss the problems concerning the use of the storage rooms by other departments and why the rooms were being left open. Helm expressed that this has been a continuing problem and the Authority has grown weary of continual monitoring. Helm agreed to a meeting to further discuss this matter.

VI. NEW BUSINESS

1. Rockin Independence Eve WPA Position Summary

Helm stated that the WPA has had issues with attendees of the Rockin Independence Eve event using the roofs of GW and Court Square Autoparks for their viewing of the fireworks display. Due to safety concerns and potential damage to the structural integrity of the garages it was determined under the advisement of the Authority's engineering consultant, to not allow large crowds to assemble on the roofs of the parking garages. The Sheriff's Explorer Program has assisted the Authority with the parking management of the garages during this event and determined that after working the event this year, it has become too contentious for them to continue to do so in the future. Helm noted that the Authority has summarized its position on this matter by acknowledging that it will take a significant uniformed presence in the garages to enforce roof closures and the Authority would have to monetarily compensate to provide such a service. The Authority cannot demand the police department to assist with this and the hiring of private security would be too expensive for the WPA to absorb the costs involved. The Authority understands that it can proactively discourage the use of the roofs in the garages; however, it would take a professional uniformed presence to enforce this difficult situation. Therefore the Authority would recommend that the fireworks display for this event be relocated back to the Jim Barnett Park.

Bell asked if the Sheriff reported having encountered this problem at all four of the garages or just specifically the GW and Court Square Autoparks. Helm replied that the problems occurred at primarily the GW and Court Square Autoparks however, all four of the garages would need to be monitored during this event. Bell asked if it would be possible to use volunteers to assist with the roof closure enforcement. Helm replied that yes it was possible to use volunteers however unless they were uniformed officers, the situation would have the potential to get out of control as it did with the Sheriff's Explorer Program. Manheimer noted that the sheriff was not in uniform at the time. Miller stated that at least two uniformed officers would need to be stationed at each garage with Bell adding that officers would need to be stationed at the stairwells and on the roofs. Miller inquired if it would be possible to ask the police department for their assistance. Freeman replied that the police department would not have enough available staff during this event to honor the request for assistance.

Freeman asked if the WPA allowed parking on the roofs of the garages for this event to which Anderson replied yes. Freeman stated that allowing parking on the roofs would contribute to this problem and it would be necessary to barricade the roofs in order to curtail their use. Anderson explained that the public complained that they paid to park in order to view the fireworks from the roof. Helm added that this also poses a valid safety concern with Dillard adding that children could accidentally fall from the roof while viewing the fireworks and that would be tragic. Miller reiterated that in order to curtail the need to use the roof, the roofs would need to be closed off to the public. Bell added that there is a need for more communication of where the viewing areas are located for the fireworks display. Helm stated that the Authority would explore private security and other staffing options for the garages during this event.

2. Celebracion Request

Anderson explained to the Authority the request from David Smith for use of the Hable Lot on September 26, 2015 from 9 am to 6 pm for the parking of volunteers and vendors participating in the Celebracion Event. Burke asked if the Authority usually charged a \$50 fee for this event to which Anderson replied yes.

On motion duly made by Manheimer and seconded by Miller, the Authority approved the request by Celebracion and David Smith for use of the Hable Lot on September 26, 2015 from 9 am to 6 pm to park volunteers and vendors participating in the event for a \$50 flat fee.

VII. 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 September 24, 2015 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:

A handwritten signature in cursive script that reads "Teresa Couch". The signature is written in black ink and is positioned over a horizontal line.