

WINCHESTER PARKING AUTHORITY
June 25, 2015

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

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Eden Freeman, Perry Eisenach, Jennifer Bell & Derek Gomes

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:28 a.m. at which time it was determined a quorum was present.

II. REVIEW OF APRIL 2015 MEETING MINUTES

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

III. REVENUE REPORT FOR APRIL & MAY 2015

Miller reported that the grand revenue total for April 2015 was \$102,161, an increase of \$10,199 or 11% in comparison to April 2014. Total hourly revenue for April 2015 was \$22,348, an increase of \$3,575 or 19% in comparison to April 2014. Rent revenue for April 2015 was \$52,233, an increase of \$3,223 or 7% in comparison to April 2014. Total meter and fine revenue for April 2015 was \$26,905, an increase of \$3,288 or 14% in comparison to April 2014. There was no miscellaneous revenue to report for April 2015. Validation coupon revenue for April 2015 was \$675, an increase of \$226. Total hourly parking tickets for April 2015 was 14,729 showing an increase of 2,270 tickets in comparison to the previous month. At the end of April 2015, there were 924 spaces or 66% of total utilization of spaces being rented at all four parking garages with a total of 476 spaces available for rent. The breakdown of available spaces for rent by garage are as follows: Loudoun Autopark having 170 spaces, Braddock Autopark having 86 spaces, Court Square Autopark having 105 spaces and GW Autopark having 115 spaces. Of the 476 spaces available for rent, 266 spaces were located on the roof and 210 spaces were located undercover. At the end of April 2015, the total revenue for FY 2015 thus far was \$914,709 or 8% in comparison to the previous year.

Miller reported that the grand revenue total for May 2015 was \$120,152, an increase of \$7,917 or 7% in comparison to May 2014. Total hourly revenue for May 2015 was \$52,955, an increase of \$4,434 or 9% in comparison to May 2014. Rent revenue for May 2015 was \$44,247, an increase of \$10,578 or 31% in comparison to May 2014. Total meter and fine revenue for May 2015 was \$21,930, a decrease of \$5,060 or -19% in comparison to May 2014. There was no miscellaneous revenue to report for May 2015. Validation coupon revenue for May 2015 was \$1,020, a decrease of \$1,706. Total hourly parking tickets for May 2015 was 14,555 showing a decrease of 174 tickets in comparison to the previous month. At the end of May 2015, there were 917 spaces or 66% of total utilization of spaces being rented at all four parking

garages with a total of 483 spaces available for rent. The breakdown of available spaces for rent by garage are as follows: Loudoun Autopark having 172 spaces, Braddock Autopark having 83 spaces, Court Square Autopark having 110 spaces and GW Autopark having 118 spaces. Of the 483 spaces available for rent, 265 spaces were located on the roof and 218 spaces were located undercover. At the end of May 2015, the total revenue for FY 2015 thus far was \$1,034,861 or 8% in comparison to the previous year.

Helm questioned as to why off street rentals seemed to have spiked higher than usual. Anderson replied that lot rentals are combined in some areas of the report with off street lot meters. Anderson added that the revenue totals in question are also reflecting additional revenues from the Shenandoah Apple Blossom Festival's reserved ticket revenue.

IV. EXECUTIVE DIRECTOR'S REPORT FOR APRIL & MAY 2015

Anderson reported the following:

- Continuing maintenance work at Loudoun Autopark such as painting walls, stairwells, etc. in accordance to the maintenance work plan.
- Upper mechanism for ticket dispenser at Braddock Autopark failed. Upper mechanism was replaced with a spare which also failed. The mechanism was replaced with an upper mechanism that was removed from a ticket dispenser from Loudoun Autopark. The spare was sent to Whitaker Parking Systems for repair. The original mechanism from Braddock Autopark was repaired on site and installed back into the Loudoun AP ticket dispenser.
- CWI was back on site at Court Square Autopark to conduct warranty repairs. Caulking was replaced once again on the roof level due to water infiltration and leakage.
- Increase in vandalism has occurred at GW Autopark in which two pedestrian lighted bollards were damaged over the Hop Blossom Festival weekend. Light bollards are in the process of being repaired. Video of the incident has been captured and provided to Police who are working on the case. Police have increased patrols of the garages.
- During the winter months, a few of the landscaping plants at Court Square Autopark succumbed to the cold and will need to be replaced. Also, the restroom at the garage began to experience water leaks and was repaired.
- Reserved tickets for SABF sold out. A total of 264 reserved tickets were sold. Rates remained the same as previous year (\$15 for Friday or Saturday). Parking lots were leased during the festival weekend by SABF. Cleanliness issues with the lot after the festival have been addressed.
- Continuing to work on the Braddock Autopark lot full and count monitoring system. The system when implemented will keep a running count of the number of cars entering and exiting the garage. When the garage does not

have any empty available spaces for transient parking, the lot full sign will engage and transient parkers will not be allowed to enter the garage until spaces become available. This will not affect monthly renters as their spaces will continually be held open and available to them for parking. Whitaker Parking Systems is currently working on software settings and macros for the lot full sign and count monitoring system.

- o WPA is working with the Police to obtain a bicycle for the Meter Enforcement Officer to use while he is on patrol. We are researching available bicycle safety training classes.
- o The Sheriff Explorer Program will be working the lanes during the Rockin Independence Eve celebration on July 3, 2015. A flat fee of \$5 per vehicle will be collected for garage parking. The Sheriff Department will also be enforcing our rooftop closures during the event.

V. OLD BUSINESS

1. Global Parking Discussion Update

Burke informed the Authority that its FY 2016 budget has been modified to include the purchase of 100 digital meters that will be used to upgrade existing mechanical meters currently installed on the street. Helm reiterated that the purchase of the digital meters will be designated as part of the capital maintenance portion of the FY 2016 budget.

Anderson submitted a list of proposed areas downtown where additional meters if installed, could generate additional revenues for WPA. Anderson added that additional meter installations on the streets would have to obtain Council's approval. Helm asked if the proposed recommended areas listed were recommended by the parking committee. Burke stated that the parking committee did recommend extending meters down N. Cameron St. as a means for WPA to capture additional revenues however; it did not explore further into other potential areas where installations could provide beneficial. Helm advised that the parking committee should meet to evaluate other potential areas for meter installations such as submitted by Anderson and obtain their recommendation and feedback before the Authority approaches Council on this matter.

2. Budget Update Request FY 2016

Helm asked Freeman (City Manager) if the City's budget has been approved by Council. Freeman stated that yes the budget was approved however; the Authority's request for additional funding was not included in the approved budget. Anderson provided a brief explanation and monetary breakdown of the proposed WPA budget for FY 2016. Additional budget items included the following:

- \$35,000 for Build 19 license upgrade, IBK board upgrade, Application server, and SQL version upgrade. This item was necessary in order for WPA to remain in PCI compliance with Federal laws concerning the acceptance of credit/debit card transactions.

- \$60,000 for capital maintenance fund. This would be used for repairs and professional services needed to maintain the garages in accordance with the Continue Revitalization of Old Town Comprehensive Parking Strategy plan recommended by Council.
- \$20,000 for the purchase of updated parking equipment for street and lot parking. This would also be included as part of the Continue Revitalization of Old Town Comprehensive Parking Strategy plan.
- Proposed additional items listed on the budget justification worksheet for the FY 2016 budget totaled \$115,000.

Anderson included the revenue projections worksheet for analysis. Helm noted that the fund balance would improve if capital improvements could be curtailed. Anderson added that the fund balance is projected to be at approximately \$317,000 at the end of this year. Helm stated that WPA was operating very close to the edge of keeping the fund balance cushion at \$200,000 as requested by Council.

On motion duly made by Miller and seconded by Dillard, the Authority approved to proceed with the FY 2016 Budget submitted by Anderson.

VI. NEW BUSINESS

1. Grace Lutheran Church Request

Grace Lutheran Church submitted a request for designating the 5 parking meters located in front of their church on Boscawen St. as no parking permitted spaces between the hours of 8:00 AM to 12:30 PM during their vacation bible school which is scheduled for the week of July 6 – 10, 2015. The church had requested the use of the 5 spaces for safely loading and unloading children and volunteers attending the vacation bible school.

Helm asked if the construction project occurring at the church had concluded to which Anderson replied that the construction should end by June 26, 2015. Helm reminded the Authority that this request would put those particular meters out of commission on a street that has a very high demand for parking. Helm stated that this request has been granted in the past and had been managed very well by the church staff. Helm added that safety concerns for attendees of the bible school do exist. Dillard expressed that the church does place traffic cones where deemed necessary and does a fine job with management of the area during this time.

On motion duly made by Burke and seconded by Miller, the Authority approved the request from Grace Lutheran Church to place no parking bags on the 5 meters located in front of the building on Boscawen St. during the week of July 6 – 10, 2015 between the hours of 8:00 AM to 12:30 PM for the loading and unloading of children and volunteers who attend their vacation bible school.

2. Proposed Modifications near Indian Alley & Cork Lot Discussion

Helm explained to the Authority that the City has asked for its opinion on a proposal being submitted to Council concerning the possible changing of traffic patterns at the intersection of Cork St. and Indian Alley which may affect operations of the Cork Lot. Eisenach, the City Public Services Director, supplied packets explaining the five proposal options to the Authority for their review. Eisenach stated in the packet that the Planning Commission has recommended to Council that option 3 be implemented which would result in Cork Lot becoming a thoroughfare for traffic using Indian Alley. Helm reminded the Authority that it had previously discussed this approximately two years ago when the Discovery Museum purchased the property next to the Cork Lot. At that time the Discovery Museum indicated its intention to suggest that the traffic pattern from Indian Alley be diverted thru the Cork Lot instead of beside their building as a safety measure for citizens and children who are visiting the museum. Helm reminded the Authority that it had expressed concerns for the safety of its customers with children who are parked in a lot that would be open to thru traffic from Indian Alley.

Dillard commented that the concept of routing Indian Alley traffic thru the Cork Lot seemed somewhat strange; however, it did appear to be the easiest option for the City to implement. Dillard added that this option does pose concerns with children's and pedestrian's safety that are using the lot for parking and specifically the children's safety should be of the utmost concern. Helm noted that the public would not be used to watching for children when parking or driving thru the lot since it has not had to for many years.

Manheimer asked if the Cork St. entrance to the lot would remain to which Helm replied yes. Manheimer brought attention to a possible right of way problem that may occur if vehicles are entering the lot from Indian Alley while simultaneously entering the lot from Cork St. for parking. Manheimer stated that the City may want to consider barricading off the Cork St. entrance and only use Loudoun St. entrance and exit for vehicle access to and thru the lot. Helm noted barricading off the Cork St. entrance to the lot would adversely affect the use of the lot. Dillard added that the lot currently has a two way traffic pattern, however, removing certain bushes on the lot that may obstruct views or hamper vehicle maneuvering capabilities would be necessary. Helm added that it appears to not be the intention to close off Indian Alley to traffic flow. Eisenach noted that one of the proposals did include closing off about 10 ft. of Indian Alley to traffic flow.

Burke asked the Authority how it felt about the option of Indian Alley being open to a two way traffic flow. Helm stated that this option was discounted because surrounding property owners were overall not agreeable to this idea. Eisenach added that some property owners were agreeable and some were not. Eisenach informed the Authority that a traffic study was conducted on use of that portion of Indian Alley and it found that approximately 40 cars use the alley on a daily basis. This would indicate a very low amount of traffic flow going thru Cork Lot if option 3 is implemented.

Helm stated that option 4 would seem to be a satisfactory choice however; if that option were to occur, who would be expected to take care of the residual effects. Option 4 would have the sidewalk extended in front of the alley and Cork Lot entrance farthest north. Eisenach stated that the extended section of sidewalk would remain as asphalt and be maintained as part of the alley. Bell added that way finding or map signage would be a nice addition to the extended sidewalk however it is not part of the plan. Helm suggested that green space would be more attractive than asphalt and traffic patterns should be adequately marked if this option is implemented. Eisenach informed the Authority that if option 3 is approved by Council, the area between the lot and alley will be asphalted.

Burke and Miller expressed approval of option 1 which would have Indian Alley converted into a two way traffic pattern even though it would inconvenience the 40 vehicles who use that section of the alley per day. Helm agreed that option 1 could prove to be beneficial to the Authority operationally because it may allow for an additional two parking spaces on the Cork Lot. Eisenach stated that the addition of two spaces to the lot could be checked into if option 1 is chosen. Helm stated that if option 3 is chosen, then the residual effects of having traffic flow thru Cork Lot would need to be addressed. Helm expressed that the Authority is very sensitive to not having the section of Indian Alley that is closed to accommodate option 3 converted into a children's activity area next to a busy parking lot that it is in charge of managing. Freeman assured the Authority that this scenario can be avoided.

Helm stated that it will be the Authority's position to recommend that option 1 as its first choice for implementation, option 4 as its second choice, and option 3 as its last choice. Helm noted that the Authority will summarize its opinion and submit it to Council.

3. Buses Parking On Cork Lot Discussion

Helm informed the Authority that buses are continuing to park on Cork Lot occupying several parking spaces without paying for all of the meters being used. Bus parking is provided on Cork St. Eisenach noted that many strong opinions do exist as to where bus parking is to be located with the consensus being that it is to remain on the street. Helm explained that after the buses drop off their passengers, the buses are parking in the Cork Lot occupying as many as 10 spaces at a time. Helm recognized that accommodations will need to be made for buses parking in downtown and the Authority should focus on how it can either change or acquire the additional parking deemed necessary.

Helm suggested that WPA should actively commence to issuing parking violations to buses who park in the Cork Lot. Miller inquired if a bus occupied 10 parking spaces would it then be given 10 separate parking violations to which Helm replied yes. Helm added that the Discovery Museum has been actively giving out printed instructions that direct the buses to park at the city yard after unloading passengers and informing the drivers that lot parking is prohibited, however, it seems this is being ignored by the drivers. Manheimer questioned that if WPA begins to issue parking violations to buses parking in the lot, would that not give the impression that

the lot can be used for bus parking if money is dispensed into the metered spaces that the bus is occupying. Helm stated that the primary problem stems from school buses parking in the lot and not charter buses which would indicate that the issue is consistent with non-professional bus drivers.

Burke questioned how long bus parking has been a problem on Cork Lot to which Anderson replied since the Discovery Museum has been opened; however incidents are becoming more frequent. Burke suggested that the Authority may want to consider asking Council to pass an ordinance for lot parking violations directed toward buses with an increase in the fine amount for said violations. Helm asked the Authority if it would like to consider providing bus parking on the nearby Palace Lot. Eisenach advised that the Palace Lot appeared to be too narrow to accommodate bus parking however; that option can be researched further. Anderson noted that the Palace Lot is very active because of its location directly behind the splash pad, therefore, questioned where the vehicles that use this lot would be relocated. Bell added that adequate bus parking will need to be addressed because more tour buses are coming into downtown and more tour buses will be encouraged to do so in the future. Manheimer asked if Wolfe St. could be considered as an option for bus parking to which Miller replied that this street is a residential area. Miller stated that the current policy of parking buses at the City Yard is the best option at this time.

Helm stated that WPA does not have the resources or viable options for parking buses at this time. Helm asked that Anderson obtain a legal opinion on fines and enforcement options concerning bus parking. Helm suggested that the parking committee discuss this issue further at their scheduled meeting.

4. Parking Meter Discussion

Helm reminded the Authority that it has budgeted to purchase 100 digital meters and will need to decide where these meters are to be located in order to achieve the maximum revenue potential. Helm stated that according to the information provided by Anderson and the Meter Enforcement Officer, it would appear that parking is an issue on Piccadilly St. and Fairfax Lane around the Laurel Center. Anderson advised that the placement of additional meters on the west side of the city will need Council approval. Helm noted that parking meters will have to be located on both sides of the street in order to curb demand for free parking on one side of the street only. Helm added that portions of N. Cameron St. and Baker St. that does not have meters installed have seen an increase in parking. Anderson explained that the area in question on Baker St. is located directly behind Loudoun Autopark.

Helm asked the Authority if it would want to consider installing meters in the above mentioned areas. Anderson informed the Authority that additional housing and materials to attach new posts will have to be purchased in order to meter these areas. Dillard asked what the cost would be to install the meters to which Anderson replied that it will cost approximately \$250 per meter however, a more accurate figure can be provided by the next meeting. Dillard asked if monies were budgeted to cover the installation costs in addition to the purchase of the meters to which Anderson replied no however; additional revenue potential does exist if the meters

can be installed. Helm asked that this discussion be referred to the parking committee for further analysis. Helm suggested that the committee consult with business owners and stakeholders within the areas being considered for meter installation as well as obtaining any additional language and economic information.

5. First Night Winchester Request

Helm informed the Authority that after having a brief conversation with First Night Winchester concerning their desire to launch a fireworks display from the roof of Court Square Autopark for New Year's Eve; First Night Winchester has decided to withdraw their request.

6. WPA Storage Room Inventory

Helm informed the Authority that currently 3 to 4 entities are occupying space within the storage areas located in all four of the parking garages for their own storage purposes. As requested by the Authority last meeting, Anderson compiled a list of all inventoried items occupying the storage rooms within all four garages. Helm added that WPA is encountering problems with storage room doors being left unlocked and unattended and items being reported misplaced or possibly stolen. Anderson noted that WPA parking equipment is also located within these storage rooms as well and risks becoming damaged or stolen. Helm suggested that a discussion be started with the entities currently using the storage rooms throughout the garages and perhaps offer one central location for their storage needs being the Braddock Autopark storage rooms. Helm added that any WPA parking equipment that must remain within the Braddock Autopark storage rooms such as time clocks etc. be adequately secured.

7. Apple Blossom 2015 Revenue

Anderson provided a breakdown of what WPA obtained in revenue during the Shenandoah Apple Blossom Festival. Anderson reported that overall numbers were very good and reflected an increase of \$1,592 over SABF 2014. The overall total revenue for SABF 2015 was \$39,900. Anderson reported that the rates charged for parking inside the garages and on the lots were the same as last year, a \$15 flat fee for garage parking for Friday or Saturday.

Helm asked if any operational issues were encountered to which Anderson replied that the cleaning of the parking lots after the event was not completed by SABF. Helm stated that additional language was added to the agreement that explained the expectations of returning the lots back to WPA clean and in its condition when originally rented. Helm noted the agreement states that if WPA has to clean up after the event, additional fees are to apply and SABF was subsequently charged for the cleanup of the lots and Braddock Autopark. Dillard informed the Authority that Braddock Autopark was left in quite a mess after the festival ended and did witness WPA staff member having to clean the aftermath. Helm informed the Authority that previously Anderson has attempted to graciously work these situations out amicably with everyone, however the Authority needs to uphold their regulation that states that lots and garages are to be cleaned up in a timely matter before returning operations back to WPA or additional fees will be applied.

8. WPA Regular Meeting Schedule Resolution

Helm informed the Authority that the submitted meeting schedule needs to be reviewed and adopted. Helm asked if there were any scheduling issues with the dates being submitted to which the Authority had no reply.

On motion duly made by Manheimer and seconded by Burke, the Authority approved to adopt the submitted meeting schedule resolution.

9. WPA Resolution Accepting a Gift

Dillard announced at the meeting his intention to donate a power washer to WPA therefore designating himself as the donator. Dillard stated that in order to avoid any actual or perceived conflict of interest or appearance of impropriety, he would abstain himself from any voting and discussion regarding the donation. Helm explained that Dillard would like to donate a power washer to WPA and the Authority would need to adopt the resolution to accept the gift.

On motion duly made by Burke and seconded by Miller, the Authority approved to adopt the resolution to accept the gift of a power washer from Dillard.

At this time Helm reminded the Authority that if at any time any member should feel that there may be a conflict with any discussions and may need to abstain, please bring the concern to the Authority's attention for their review. The Authority will not expect any explanations to be given by the member who may feel they need to abstain from any Authority discussions or decisions.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:34 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday July 23, 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: Teresa Couch