

WINCHESTER PARKING AUTHORITY
March 26, 2015

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

OTHERS PRESENT: Samantha Anderson, Teresa Couch & Eden Freeman

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:31 a.m. at which time it was determined a quorum was present.

II. REVIEW OF FEBRUARY 2015 MEETING MINUTES

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

III. REVENUE REPORT FOR FEBRUARY 2015

Anderson reported that the grand revenue total for February 2015 was \$81,194, an increase of \$10,665 or 15% in comparison to February 2014. Total hourly revenue for February 2015 was \$15,504, an increase of \$934 or 6% in comparison to February 2014. Rent revenue for February 2015 was \$45,434, an increase of \$8,009 or 21% in comparison to February 2014. Total meter and fine revenue for February 2015 was \$19,701, an increase of \$1,750 or 10% in comparison to February 2014. There was no miscellaneous revenue to report for February 2015. Validation coupon revenue for February 2015 was \$555, a decrease of \$28. Total hourly parking tickets for February 2015 was 9,127 showing a decrease of 1,226 tickets in comparison to the previous month. At the end of February 2015, there were 926 spaces or 66% of total utilization of spaces being rented at all four parking garages with a total of 474 spaces available for rent. Of the 474 spaces available for rent, 264 spaces were located on the roof and 210 spaces were located undercover. At the end of February 2015, the total revenue for FY 2015 thus far was \$733,387 or 8% in comparison to the previous year.

Burke indicated that she had read in the minutes from February 2015 that a large user group had cancelled their spaces and inquired as to when that occurred. Anderson replied that the large user account cancelled their spaces at Loudoun and Braddock Autoparks at the end of January 2015; however, the account holder still retains their surface spaces on the Braddock Lot. Helm noted that the account holder was not entirely a cooperative tenant with their parking inside of the garages. The users of the spaces consistently ignored specific requests and instructions given by WPA concerning the use of the garages, especially at Loudoun Autopark.

Helm gave a brief background on the chosen location of Loudoun Autopark and how the construction of this garage became the first debt service acquired by the Authority. Helm stated that the roof level of this garage requires a specific type of membrane material which requires additional attention with regards to maintenance. Helm added that Loudoun Autopark has never fully been embraced by the public for use. The Authority has not understood exactly why Loudoun Autopark lacks in demand for parking and has made previous attempts to entice usage of this garage. Dillard inquired if the bank located across from the garage uses Loudoun Autopark for its parking needs. Dillard added that there was plenty of residential housing in the vicinity of Loudoun Autopark which should have helped to increase use of the garage. Helm replied that the bank employees do rent spaces in the garage and agreed that residential housing is plentiful in that area, however, this does not appear to have impacted increased use of the garage.

IV. EXECUTIVE DIRECTOR'S REPORT FOR FEBRUARY 2015

Anderson reported the following:

- Preparations are being made to begin Loudoun Autopark maintenance projects. The maintenance work plan was submitted as part of a previous strategic plan with Loudoun Autopark being the last garage in the plan to address.
- Reserved Apple Blossom Event parking tickets will go on sale April 1 – 30, 2015. Tickets are \$15 each for both Friday and Saturday of the festival weekend and will be accepted at Loudoun, Court Square and GW Autoparks.
- WPA 1995 Dodge truck lost its reverse capability and had to be repaired. The rebuilt transmission cost was \$1,800. WPA was very thankful of the goodwill gesture from Parks and Recreation who plowed the parking lots during the last snowstorm and allowed for WPA to borrow one of their pickup trucks while the Dodge was out of service.
- Whitaker Parking Systems was on site at Loudoun Autopark to address issues with continued equipment malfunctions occurring at the Baker St. entrance (were previously on site in February but problems continued). Ticket machine was not issuing tickets to hourly customers and the card reader was not recognizing monthly parker access cards. In addition, the entrance gate on Fairfax Lane would go to the up position at times and remain in the up position for a period of time. The entrance and exit gates at Baker St. only had to remain in the up position manually until the issues were resolved. WPA has replaced the count monitoring board on Fairfax Lane and has replaced several hardware pieces at the Baker St entrance and exit also in order to resolve these issues. Whitaker is trying to determine if the loops are having an issue. WPA and Whitaker are continuing to monitor and perform tests on the system.

- Attended meeting with Treasurer's Office regarding upcoming changes with Visa / MC on March 12, 2015. Chips are currently being installed on credit cards as an advanced security measure against identity theft and fraud. WPA will only implement the PCI compliance regulation changes next fiscal year at an estimated cost of \$35,000 but will have to address the impending phase out of magnetic strips to computerized chip on credit cards in the near future.
- Two license plate cameras (one at Court Square, the other at GW) have been installed. An additional surveillance camera has been installed at Court Square for viewing of the office area due to vandalism that occurred last summer.
- Two meter heads have been removed on Boscawen St. for Grace Lutheran Church on March 16, 2015 due to their roof renovation project beginning earlier than previously expected. The dumpster has been placed in the metered spaces and huge pallets with roofing materials are occupying the loading zone.
- CWI plans to be on site in the next few weeks to close out construction project. Some outstanding repair work still needs to be conducted at the garages. Helm noted that WPA has followed maintenance guidelines for Loudoun Autopark in accordance to the advisement of the contractor. When possible, WPA will do maintenance items in house as a cost saving measure.
- WPA's Meter Enforcement Officer, Richard Webber, received his 10 year anniversary service award from the City on March 17, 2015. Helm expressed gratitude for Webber's dedicated service and complimented his exemplary customer service abilities.

Burke inquired as to when the computer chip will become the standard for credit card use and if credit card companies are currently using the chip. Anderson replied that the use of the magnetic strip is expected to continue to be accepted for another 5 years before becoming extinct. Currently, a few credit card companies are installing the chip into their cards resulting with the credit card having both processing options available.

Manheimer asked if the Apple Blossom reserved ticket rates have been changed. Anderson stated that the rates for this year are the same as last year's rates which was \$15 for both Friday and Saturday of the festival. The Authority approved the flat rate of \$15 (last year's rate) for reserved ticket purchases and festival parking in the garages during the Friday and Saturday of the festival.

V. OLD BUSINESS

1. Global Parking Discussion Update

Burke informed the Authority that Anderson has submitted the request to Council for funding assistance for the purchase of additional digital meters. These meters will allow for programming the parking fee to the maximum of \$.75 per hour as

previously approved by Council. Helm provided a brief history of the decision to purchase digital meters on behalf of Dillard which included:

- Parking study was conducted years ago which produced data that suggested on street parking close to the downtown shopping district should consistently remain readily available and accessible. Therefore, the duration of time allowed for parking in and around the downtown shopping district has been reduced in order to facilitate a high turnover rate of availability for parking.
- Mechanical meters are fast becoming obsolete which has created the need for replacement with digital meters. Digital meters allow for the programming of various rates and various coinage acceptances for payment that mechanical meters does not easily accommodate. WPA has been able to purchase a limited amount of digital meters which have been placed within the primary shopping district. It is the goal of WPA to eventually replace all of its mechanical meters with digital meters in the near future.
- The first orders of digital meters were placed in the primary shopping district and rates were set for the maximum approved by Council of \$0.75 per hour to encourage a high volume turnover rate and encourage people to utilize the garages.

Helm asked Anderson for an estimated timeframe for the purchasing of and installation of additional digital meters should request for funding be approved. Anderson replied that if the funding request is approved by Council, an RFP will need to be developed before purchasing of the meters can occur. Helm stated that the approximate timeframe for this should occur around December 2015. Dillard asked if the Authority contracts out this type of purchase. Helm replied that yes bids have to be submitted for this and the Authority is required to accept the contract that is least expensive for proper fiscal management purposes. Dillard stated that because of his previous work experiences, he understood this process and the necessity for the Authority to be astute with its budgeting decisions.

VI. NEW BUSINESS

1. Braddock Autopark Restroom Discussion

Helm informed the Authority that the City Manager has requested that the restrooms located within Braddock Autopark be reopened for public use during City conducted special events. Helm stated that Braddock Autopark was constructed in 1972 and was equipped with full functioning public restrooms at that time. The restrooms continued to be operational until the garage became a fully automated facility and garage attendants were subsequently eliminated. The Authority approved to close the restrooms at Braddock Autopark in 2011 due to continued misuse of restrooms, deteriorated conditions and concerns for overall public safety due to the absence of an attendant. The restrooms were converted into storage areas and have since become in disrepair. Helm added that the Authority has been asked many times to reopen these restrooms and has continued to decline such requests.

Helm informed the Authority that he has met with Freeman (City Manager), and with EDA concerning this request and is hopeful that an agreement can be reached that will be in compliance with the Authority's charter. Freeman explained to the Authority that Council is agreeable to the reopening of the restrooms at Braddock Autopark and will absorb the costs for repairs necessary in order to place the restrooms into an operational status. Freeman added that Facilities Maintenance will be responsible for maintaining the cleanliness of the restrooms and an attendant will be stationed there as a precautionary safety measure while the restrooms are open for use during City conducted special events. Dillard agreed that it was an excellent idea to have an attendant on site to monitor restroom use. Helm stated that the Authority is currently waiting for the City Attorney to develop a MOU for review. It will not be necessary for the Authority to vote until the official agreement has been submitted. Helm added that there should be no fiscal impact to the Authority, no operational impact to the Authority and that the Authority can revoke the agreement if the reopening of the restrooms affects the Authority's budget or operations in any manner or requires any WPA staff participation such as cleaning, etc. Miller noted that an agreement should be considered acceptable as long as all caveats are met and the reopening of the restrooms does not require any expenditure from the Authority.

The Authority determined it was not necessary to convene into an executive session. Helm updated the Authority on the following:

- A one year agreement has been reached for renewal of the lease agreement for the Hable Lot from Hable's Real Estate.
- A developer had expressed an interest in purchasing the Autopark Lot for building an apartment complex and was informed that the property was not for sale.
- Local church inquired if the Authority would like to consider overseeing the management of their parking lot. After meeting with the church to discuss an agreement the church rescinded their inquiry.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:04 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday April 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:

