

WINCHESTER PARKING AUTHORITY
September 24, 2015

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

MEMBERS ABSENT: 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 7:32 a.m. at which time it was determined a quorum was present.

II. REVIEW OF AUGUST 2015 MEETING MINUTES

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

III. REVENUE REPORT FOR AUGUST 2015

Miller reported that the grand revenue total for August 2015 was \$86,594, a decrease of \$7,617 or -8% in comparison to August 2014. Total hourly revenue for August 2015 was \$22,518, an increase of \$10,319 or 85% in comparison to August 2014. Rent revenue for August 2015 was \$40,276, a decrease of \$8,988 or -18% in comparison to August 2014. Total meter and fine revenue for August 2015 was \$23,700, a decrease of \$8,785 or -27% in comparison to August 2014. There was no miscellaneous revenue to report for August 2015. Validation coupon revenue for August 2015 was \$100, a decrease of \$163 in comparison to August 2014. Total hourly parking tickets for August 2015 was 13,030 showing a decrease of 1,145 tickets in comparison to the previous month. At the end of August 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, 253 spaces were located on the roof and 213 spaces were located undercover. The breakdown of available spaces for rent by garage were Loudoun Autopark at 159 spaces, Braddock Autopark at 79 spaces, Court Square Autopark at 109 spaces and GW Autopark at 119 spaces. At the end of August 2015, the total revenue for FY 2016 thus far was \$204,884 or 11% in comparison to the previous fiscal year.

Anderson reminded the Authority that when examining the revenue comparisons to consider Braddock Autopark was closed for renovations at this time last year thus affecting the hourly revenue totals comparison. Burke added that overall revenues continue to remain positive with the exception of continued decreases in the meter fine revenues.

IV. EXECUTIVE DIRECTOR'S REPORT FOR AUGUST 2015

Anderson reported the following:

- Continuing painting of the stairwells, handrails and rust inhibitor applications at Loudoun Autopark. Currently, finishing up the painting in the last stairwell. Will soon begin replacing the flooring in the elevator in addition to repainting parking lines and lintels.
- Replaced heater in Braddock Autopark communications room with a newer heater taken from Court Square's floor storage room that was not being utilized. Repairs were completed in house by the maintenance staff.
- We continue repairing nine joints at the GW Autopark that have deteriorated. Deterioration has caused one of the lights on the fifth floor to stop working due to water infiltration. In addition, several fire lane signs located on the outside of the building needed replaced due to weather fading. All repairs and sign installations were completed in house by the maintenance staff.
- Preparing to install two new baseboard heaters in the Court Square Autopark communications room and restroom. The current heaters are very old and not producing enough heat to protect water pipes from freezing during the winter. Have moved a camera to the stairwell at Boscawen St. and installed a chain to curtail individuals from using the stairwell as a restroom.
- The sweeper utilized to clean the garages and parking lots needed maintenance and was out of service for several weeks. Work completed on the sweeper included the replacement of the water pump, radiator cap, radiator hoses and thermostat. All repairs were conducted in house. The sweeper is now functional again.
- WPA has completed the city processes and obtained a purchase order for the new digital meters. The purchase order has been sent to Duncan Industries. It will take approximately three months before the new meters arrive. Focus will be placed on the meters that will be installed in the high volume areas.
- The Build 19 equipment upgrade has been ordered. Whitaker Parking has stated that WPA is at least 3 months out for a scheduled install as they are still working on some issues they are having with the system.
- Downtown Tailgate event occurred on September 11 & 12, 2015 whereas the event utilized the first four spaces located on the Hable Lot. Event occurred without incident.
- The Frederick County Farm Bureau's Ag Day event occurred on September 19, 2015. The event utilized the Palace and Hable Lots without incident. The lot was properly cleaned after use.

- The Celebracion event is scheduled for September 26, 2015. The event will utilize the Hable Lot for their vendor parking.

V. OLD BUSINESS

1. Global Parking Discussion Update – Parking Meter Discussion

Anderson submitted a list of proposed areas where additional meters can be installed within meter zones established by City Code. Anderson also provided a list of areas not established in City Code for the Authority to review and discuss. Burke informed the Authority that she and Anderson either visited or attempted to contact individuals who would be affected within all the areas being considered for meter installation.

The Authority began the discussion with the areas that are within meter zones established by City Code. The areas are as follows:

- North side of Amherst St., one side of street only, 7 to 8 spaces available for metered parking.
- Clifford St. next to Cameron St., 15 spaces available for metered parking.
- South Loudoun St. between Cork Lot and Clifford St. (west side), 5 spaces available for metered parking.
- West Piccadilly St., 8 spaces available for metered parking.
- South Washington St., 14 spaces available for metered parking.
- North Kent St. business side only, 8 to 9 spaces available for metered parking.

Burke noted that the area of Amherst St. and Washington St. has many offices at that location with their own parking lots for their employees and customers therefore those occupants did not mind if additional parking meters were installed. Burke added that residents who live on this street however did not prefer to have meters installed in front of their homes. Helm questioned if it was necessary to manage parking resources within any residential areas adding that one business individual in this specific area did express that they would like to have a space reserved for them on the street. Miller observed that it seemed strange to have meters located on one side of this street only as it currently operates. Burke explained that this street has some areas where either large trees or driveways exist that cannot be blocked; therefore meters could not be installed on that side of the street. Miller stated that it was understandable for residents to not want meters in front of their houses however; it is a resource that has a need to be managed because individuals do park in these spaces for free who are not actual residents in the area. Miller added that if this area was initially set up for residential parking, this would need to be taken into consideration as well. Helm added that this area is somewhat problematic due to possible zoning issues.

Burke addressed the area of Clifford St. next to Cameron St. explaining that this is the area next to where Yount, Hide & Barbour is located. Burke noted that the business does have its own parking lot however this area has townhouses as well making it also a residential area. Burke suggested that meters could be installed at this location and monitored as a starting point before considering meter installations

in other residential areas. Miller noted that where ever meters may stop on a street, individuals will park beyond that point in order to avoid paying for parking then asked what street is located north of Clifford St. Anderson replied that is Cecil St. and it is not metered. Manheimer asked if WPA could issue residential permitted parking in this area. Helm replied that WPA does not have the ability or capacity to provide residential permit parking however; the police department does manage the permit parking program.

Burke addressed the area of South Loudoun St. between the Cork Lot and Clifford St. for review. Burke noted that this area is primarily a business section with all the businesses agreeable with meters being installed.

On motion duly made by Miller and seconded by Burke, the Authority approved the additional installation of meters on South Loudoun St. between the Cork Lot and Clifford St. (west side of street).

Burke next addressed the area of West Piccadilly St. on the opposite side of the library. Burke informed the Authority that there are two apartment buildings located in this area and the landlord expressed that he did not want meters installed in front of his apartment buildings. It was discovered after initially speaking with him that he does own a parking lot adjacent to these apartment buildings however he rents those spaces out to others subsequently leaving his own tenants without parking. Helm added that this area is a heavily used section of Piccadilly St. Miller noted that adding additional metered parking adjacent to the existing meters on that same side of the street made logical sense.

On motion duly made by Miller and seconded by Burke, the Authority approved the additional installation of meters on West Piccadilly St. on the opposite side of the library.

Burke next addressed the area of South Washington St. noting that this is strictly a residential area and questioned if there was a need for metered parking. Helm stated that this was a frequently used area for parking however it was not intentionally used by nonresidents. Helm added that there have not been any complaints received about available parking from the residents on this street. The Authority decided to forego a decision about adding metered parking to this street.

Burke addressed the final area under the meter zones established in City Code which was the North Kent St. business side section. Burke explained that the businesses were agreeable to meters being installed however it was requested that a loading zone be added to the portion of the street next to the railroad tracks and that a handicapped parking space be added as well. Manheimer asked for clarification that the area in question is to add meters to just the west side of the street only to which Burke replied yes that is the section that fell under the meter zones established in City Code. Miller asked what loading zones if any currently exists within this area to which Anderson replied that one loading zone exists on the corner in front of the building formally known as the Chopsticks Restaurant. Manheimer agreed that this particular area made the most logical sense for additional meter installations.

On motion duly made by Miller and seconded by Manheimer, the Authority approved the additional installations of meters on North Kent St. section known as the business side of the street. Helm added that WPA will confer with engineering about adding another loading zone and handicap space to this area. Helm also requested that the parking committee speak with residents on the opposite side on Kent St. about their parking concerns and the possible use of parking permits as an alternative to the meters.

The Authority began discussion on the areas to be addressed that did not fall under the meter zones established in City Code. The areas are as follows:

- North Cameron St. between Baker St and Clark St, 9 to 10 spaces available for metered parking.
- Baker St. between N. Loudoun St and N. Cameron St., 5 to 6 spaces available for metered parking.
- North Kent St. residential side between Piccadilly St and Fairfax Lane, 8 to 9 spaces available for metered parking.

Burke explained to the Authority that the area on North Cameron St. in front of the Laurel Center was very high utilization for parking noting that individual's park on the sidewalks or wherever they can find a place to fit their car adding that there is no curb placement within this area. Miller agreed that individuals who park in this area are not parking in an organized fashion. Anderson informed the Authority that she has attempted to contact the director at the Laurel Center and thus far has not received a response. Burke noted that the Baker St. area where the Lord Fairfax Health District is located, the Health Department was not agreeable to the addition of meters with the Our Health complex expressing concerns for the addition of meters being place in an area that is host to nonprofit organizations. Burke added that the area of North Kent St. residential side did not need to be further addressed due to concerns previously expressed about metered residential parking. Miller expressed that the areas of North Cameron St. and Baker St. parking situation poses stresses to parking being available to customers of Our Health and that this entire area is a valuable resource that should be managed. Miller added that individuals do have another alternative to street parking in this area because of the location of the Loudoun Autopark being in close proximity.

MacKnight inquired as to if a crosswalk was in place at the intersection of the N. Cameron St and Clark St and if there is not, it should be due to the high volume of pedestrian traffic within the entire area. MacKnight added that due to the demand for parking currently in this area it has the potential to become an even worsened situation due to the addition of a microbrewery in the future. Freeman expressed concerns with the addition of metered parking within the areas of North Cameron St., Baker St. and Clark St. due to parking in this area being used by individuals with financial disadvantages and cautioned the Authority to be prepared to confront the impending criticisms should they decide to recommend meters within these areas. Helm stated that the parking demands of this area will be difficult to administer with metered parking however it is the only option due to the area being a valuable parking resource. Burke added that individuals will just continue to move up the block from metered spaces for parking if they do not wish to pay as has always been

the situation. Helm asked Freeman if Council should be addressed for a response since this is such a sensitive area to consider for metered parking. Freeman replied that the Authority should first ask for a discussion with Council in reference to these areas and recommended the Authority to have the discussion at the next Council work session in October.

In summary the Authority decided on the following:

- Approved to install additional meters at the following locations within the meter zones established in City Code:
 - South Loudoun St. between the Cork Lot and Clifford St. (west side of street)
 - West Piccadilly St. between Braddock St. and Washington St. (south side of street)
 - North Kent St. between Piccadilly St. and Fairfax Lane, business side (west side of street)

- WPA will plan to bring forward to Council for discussion at their October work session the desire to expand the meter zones at the following locations:
 - Baker St. north side between N. Loudoun St. and Cameron St.
 - Cameron St. between Baker St. and Clark St.
 - North Kent St. east side (residential) from Piccadilly St. to Fairfax Lane

2. WPA Storage Room Update

Helm asked for an update concerning storage room usage in the garages. Anderson reported that the situation has improved and is going well. MacKnight stated that motion lights have been installed in the Braddock Autopark storage room and the City will intend to install a digital lock system at both Braddock and Court Square Autopark storage rooms with the City to pay for all the expenses of the lights and the locking system. Freeman added that she has received no complaints in regards to this arrangement and the City used monies from the general fund to pay for these upgrades.

3. Rockin Independence Eve Update

Anderson informed the Authority that she had researched options with regards to the management of the garages during the Rockin Independence Eve event and the ineffectiveness of keeping crowds off of the rooftops of Court Square and GW Autoparks. Anderson stated that she consulted with Landmark Elevator, contracted by the City, in reference to programming the elevators to stop at the level below the roof of the garages as a deterrent for keeping event attendees from the rooftops. Landmark Elevator said that the elevators at the Court Square and Loudoun Autoparks could be programmed with a permanent switch and the cost would be approximately \$600 for each elevator. The cost breakdown would be \$115 per hour and take approximately 5 hours to complete with Court Square and Loudoun Autoparks being the easiest to program. Since the GW Autopark has KONE elevators the cost would be more substantial. From discussions with Landmark the

cost would be several thousand per elevator and the GW Autopark has two elevators. Landmark Elevator recommended for a lower cost option that security be obtained for enforcement instead of the higher cost permanent option of installing a switch. Anderson also suggested that locks either need to be changed or added to doors entering the garage roofs so people cannot enter the roof but people can exit the roof per fire requirements.

Anderson stated that she explored security options with the Sheriff's Department and Golden Seal Security which was recommended by Capt. Watson of the City Police Department. Anderson reported that the Sheriff's Department can be utilized pending City approval and the cost would be \$35 to \$50 per officer per hour. The officers would be able to make arrests. Golden Seal Security would charge \$35 per security guard per hour for an approximate 3 hours of patrol and suggested that at least 16 personnel would be needed in addition to needing 4 officers available to make arrests if situation would warrant at Court Square and George Washington combined. Helm summarized that it would cost the Authority approximately \$12,000 to take this overall course of action. Helm added that this was too costly of an endeavor to pursue and suggested another option to be considered would be the closure of the garages during this event. Miller stated that garage closures would not be a very good idea to pursue due to the logistics of the situation.

Freeman suggested that other security options the Authority could take into consideration would be to explore the Police Department VIP program. Freeman added that this would need to be specifically asked for when speaking with the Police Department. MacKnight and Bell also recommended that the Authority inquire about the availability of using the National Guard or Virginia Defense Force as these entities are used during the Shenandoah Apple Blossom Festival. Bell added that the solicitation of sponsors could be an option to explore in order to assist with covering the exorbitant costs of management and security of the garages for this event. Helm asked that Anderson further investigate the options or availability of using the Sheriff's Department, Police Department VIP program, the National Guard and the Virginia Defense Force. Helm asked Anderson to compile a detail of complete overall costs necessary for garage management during this event and provide the information to Bell for exploring sponsorship solicitations.

VI. NEW BUSINESS

1. EMV Chip Discussion

Anderson informed the Authority that she had consulted with other parking entities in reference to their planned courses of action concerning the transition of acceptance of EMV chip technology for credit card transactions. All entities questioned made the determination that they are waiting before proceeding due to the huge expense required for the transition and it is not necessary in order to maintain PCI compliance. Amano and Whitaker Parking submitted letters to WPA concerning this issue. Amano indicated that the prototype required in order to accept the EMV chip technology is at least 4 months from being developed and will cost approximately \$35,000 to implement, \$4,500 per paystation. Amano is able to offer the OPUS paystation which is a European model and some localities may consider the purchase of this machine. The uncertainty of the OPUS product is that it is

developed for European currency and standards. Many parking entities believe that parking fees are too low to absorb the costs involved with transitioning to the EMV chip technology and expressed that they would rather risk the chance of accepting liability than to purchase new paystations or purchase a retrofit.

Freeman stated that this situation is a huge concern for the City. Freeman added that even though parking fees and possible consequent liability fees may be low, this would create very bad press for the City if credit card fraud or identity theft did occur. MacKnight added that this type of credit card theft did occur at the Alamo Drafthouse in Winchester years ago. Freeman also stated she was concerned if someone can obtain credit card information off the parking terminals and then use that information at other businesses and how does that impact us in terms of liability and fraud.

Freeman suggested that the Authority begin to apply pressure to Amano for a solution in this matter with perhaps having the company provide extra insurance for fraud protection at their expense. Miller noted that with the information provided, the Authority would not be ready for this transition by the October deadline imposed. Miller asked that if the technology is not ready for transitioning of the paystations, could the WPA insurance company provide a type of liability coverage for this situation. Helm stated that this would be a good avenue to pursue and that it may be possible for the insurance company to add a fraud rider clause that would address liability of theft and fraud. Helm asked that Anderson speak with the insurance company with regards to this issue. Anderson reminded the Authority that currently credit cards still maintain a mag stripe for transactions and will do so for another 5 years. Anderson added that it is currently not necessary for the paystations to have EMV chip reader technology in order to be PCI compliant.

2. Our Health Request

Helm explained to the Authority the request by Our Health for permission to utilize a portion of the ground level of Loudoun Autopark on September 26, 2015 from 8 a.m. to 1 p.m. for their yard sale fundraiser as a vendor table staging area in the event of inclement weather. Due to this event being a fundraiser for their nonprofit agencies, Our Health has requested that the space availability in the garage be considered as a donation if needed for this event without fees being attached. Helm explained that the Authority has granted this request before however, according to its charter, parking is to be provided for a fee.

Anderson noted that in the past, WPA has barricaded off the back section of the ground level at Loudoun Autopark for this event in case of inclement weather however there has not been a necessity to use it. Helm was in agreement to approve the request as has been done in the past as long as there are no vehicles using the area for parking and the area is used for its intent of moving operations inside the garage only if inclement weather is present.

On motion duly made by Burke and seconded by Miller, the Authority approved the request from Our Health for use of the back portion of the ground level at Loudoun Autopark on September 26, 2015 from 8 a.m. to 1 p.m. for staging of vendor tables during inclement weather for their yard sale fundraiser event. The area for use is to be barricaded off and a flat fee of \$50 will be applied only if the garage is needed.

The Authority will pay Our Health \$50 for cleanup of the area after the event if the garage is used.

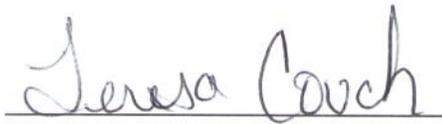
VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:40 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday October 22, 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
Office Assistant

Minutes Approved:

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