

WINCHESTER PARKING AUTHORITY
April 24, 2014

MEMBERS PRESENT: Dick Helm & Howard Manheimer

MEMBERS ABSENT: Kim Burke, Jeffery Rives & Mike Miller

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Douglas Hewett,
Katherine Herrmann, Jennifer Bell & Vic Bradshaw

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:35 a.m. at which time it was determined a quorum was not present.

II. REVIEW OF MARCH 2014 MEETING MINUTES

There was no motion taken on the minutes due to not having a quorum present.

III. REVENUE REPORT FOR MARCH 2014 (Quarterly)

Anderson reported that the grand revenue total for March 2014 was \$73,162, an increase of \$975 or 1% in comparison to March 2013. Total hourly revenue for March 2014 was \$20,138, an increase of \$5,247 or 35% in comparison to March 2013. Rent revenue for March 2014 was \$32,031, a decrease of \$5,316 or -14% in comparison to March 2013. Total meter and fine revenue for March 2014 was \$19,180, an increase of \$64 or 0% in comparison to March 2013. Validation coupon revenue was \$1,813 for March 2014. There was no miscellaneous revenue to report for March 2014. Total hourly parking tickets for March 2014 was 11,408 showing an increase of 2,415 tickets in comparison to the previous month. At the end of March 2014, there were 971 spaces or 69% of total utilization of spaces being rented at all four parking garages with a total of 430 spaces available for rent. Of the 430 spaces available for rent, 322 spaces were located on the roof and 108 spaces were located undercover. At the end of March 2014, the total revenue for FY 2014 thus far was \$754,843 or 6% in comparison to the previous year.

The total revenue for the third quarter of 2014 was \$249,235, an increase of \$8,677 or 4% in comparison to the third quarter of 2013. Total meter and fine revenue for the third quarter of 2014 was \$56,086, an increase of \$34 or 0% in comparison to the third quarter of 2013. Total hourly revenue for the third quarter of 2014 was \$50,139, an increase of \$10,706 or 27% in comparison to the third quarter of 2013. Total rent revenue for the third quarter of 2014 was \$140,061, a decrease of \$1,290 or -1% in comparison to the third quarter of 2013. There was no miscellaneous revenue for the third quarter of 2014. Total validation coupon revenue for the third quarter of 2014 was \$2,949, an increase of \$175 or 6% in comparison to the third quarter of 2013.

Helm noted that even though meter fines have decreased, revenues are still continuing to be stable and consistent. Anderson updated the Authority on the current number of monthly rentals within the garages to a total of 964.

IV. EXECUTIVE DIRECTOR'S REPORT FOR MARCH 2014

Anderson reported the following:

- Working to obtain building permits for the upcoming garage renovations
- New page will be established on the city website that will provide the public with information and updates concerning the garage renovations project
- GIS map has been created to assist with directing the public to other parking locations during garage renovations
- WPA has currently sold 132 reserved parking tickets for the Apple Blossom Festival. The goal is to sell 200 tickets
- Staff has been preparing for the wine festival. SABF will be using the Palace and Hable Lots for vendor parking
- Staff has been preparing the lots for SABF. Cork Lot has had its bushes trimmed, asphalt chunks have been removed, and the lot has been cleaned of trash. Autopark Lot has had its bushes trimmed, charcoal removed, and weeds removed. Currently, working with Kee Construction on mulching the landscape of the Autopark Lot and with repairing the surrounding brick wall that has been damaged
- All garages and lots will be swept in preparation for the Apple Blossom Festival
- Anderson participated in the Insights tour on April 17, 2014 with Jennifer Bell and Tyler Schenck which included a walking tour of downtown. The group visited the GW Autopark where Anderson explained WPA operations. Each person in the group was given a complimentary validation coupon to use in one of the garages in the future
- Currently, working with Herrmann on legally proceeding with the removal of abandoned vehicles at Court Square and Loudoun Autoparks. Update will be provided at the next Authority meeting
- The next parking committee meeting is scheduled for Tuesday, June 10, 2014
- Fire extinguishers were stolen and discharged at Loudoun and GW Autoparks. Loudoun Autopark will need to have its 25 year upgrade of 15 extinguishers. Anderson will contact the Fire Marshall to inquire if it is possible to downgrade the number of extinguishers needed for Loudoun Autopark.

- Fire Protection Company has suggested that the fire extinguisher boxes in Loudoun Autopark should be replaced because of rust damage. Anderson consulted with the Fire Marshall who stated that the replacement of the boxes is not required but recommended. WPA will remove the boxes and install hooks to hang the extinguishers as a cost effective alternative except for the roof where it is exposed to the weather elements.

Helm asked Anderson if there was video footage of the vandalism to the fire extinguishers to which Anderson replied yes. The video footage has been submitted to the Police Department. Manheimer asked if any of the extinguishers were discharged onto vehicles parked inside the garages. Anderson replied that no vehicles were damaged by the incident; it appeared that the extinguishers were randomly discharged.

V. OLD BUSINESS

1. Global Parking Discussion Update

Anderson informed the Authority that Bell included the parking survey created by the parking committee into the OTDB newsletter. The results from the survey are currently being tabulated and a final report will be presented to the committee and to the Authority.

Anderson presented to the Authority a compilation of four projection worksheets that illustrates the outcome of four possible revenue generating scenarios recommended by the parking committee. Anderson noted that the worksheets will be presented to the parking committee at their next meeting for review and a full report will be given to the Authority at the next scheduled meeting.

Helm noted that according to the worksheets, revenue generating ideas concerning the meters only consists of having another day added to enforcement which is Saturday. Helm added that the scenarios recommended by the committee provided great input; however, Council does not expect the Authority to be constrained by the projections worksheet alone. Helm suggested that the committee focus its efforts on other areas of parking management and operations and not to the budget. Helm stated that the Authority is responsible for managing the budget; therefore, the committee does not need to apply its efforts in that particular area of management.

Anderson informed the Authority that she and Burke are actively speaking with various large user groups who utilize parking in the garages about capacity operations. Currently, ten user groups have been visited in order to explain how capacity operations function and to obtain feedback. An update will be given to the Authority at the next meeting.

2. Garage Renovation Update

Helm asked Anderson if the renovation project was progressing on schedule. Anderson replied yes and that GIS maps are being created to assist the public with directions to other parking garages throughout the renovation process. Anderson

noted that the renovation work should begin in June 2014 and continue thru the end of August 2014. Anderson stated that the public is being made aware of the renovation project and how it will affect the use of the garages during those months. Also, as Burke and Anderson visit the various large user groups within the garages we provide an update about the renovation work inside the garages as well.

VI. NEW BUSINESS

1. Full Circle Marketing Request for Hable Lot

Full Circle Marketing submitted a request to the Authority for use of the first four parking spaces closest to the pedestrian mall on Hable Lot for events scheduled for May 17, June 20, July 3, July 18, August 15, September 5 - 6, and October 17- 18, 2014. Bell noted that the priority for use of the spaces on the lot at this time is for the Kidfest event. Bell informed the Authority that a request for these spaces was approved last year and it worked very well for the children. Bell added that local artists will be setting up tables in that area during the event.

Helm asked if the four spaces included in the request were located on one or both sides of the lot. Bell replied by stating that the four spaces are located on just one side of the lot. Helm asked Anderson if WPA would be able to manage the request if approved to which Anderson replied yes. Manheimer advised the Authority that the event would take place before the Authority's next meeting and a vote cannot be taken at this time without a quorum present. Hewett stated that it may be possible for the Police Department to administratively honor this request without a vote from the Authority. Helm advised Anderson to extend the previous agreement that was approved last year for this request until it can be addressed at the Authority's next meeting.

At this time, Helm asked if there were any additional thoughts before ending the discussion. Hewett stated that the Handley Library requested they speak to the Authority about concerns that have arisen for lack of available parking for their employees on Fairfax Lane. Helm stated that the Handley Library's concerns were not a matter that pertains to the Authority; rather it was a matter that pertains to the Police Department.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday May 22, 2014 at 7:30 a.m. in Council Chambers.

Respectfully submitted,

Teresa Couch
Secretary

Minutes Approved:

