

WINCHESTER PARKING AUTHORITY

March 27, 2014

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

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Douglas Hewett, Mark Bates & Aaron Blow

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:29 a.m. at which time it was determined a quorum was present.

II. REVIEW OF FEBRUARY 2014 MEETING MINUTES

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

At this time, Chairman Helm requested that the meeting agenda be amended to address the following requests made by the Sheriff Department, Mark Bates from Community Events and Promotions LLC, and State of the Art Tattooing listed under New Business.

III. NEW BUSINESS

1. Mark Bates, Community Events and Promotions LLC Request

Bates presented to the Authority a list of three events scheduled to be held downtown is which Community Events and Promotions LLC would like to request the use of Hable Lot on the following dates: June 6 – 7, 2014 for the Hop Blossom Craft Beer Festival, July 11 – 13, 2014 for the Boundless Bazaar Craft Event, and July 26, 2014 for the Inside & Out Home and Design Expo. Bates stated that last year the Authority approved the request for use of Hable Lot during the Hop Blossom Craft Beer Festival which assisted in the events overall success. Bates noted that alcoholic beverages would not be served from the lot during any of the events listed. The lot would be used as a staging area for deliveries, placement of food truck, tables and chairs to feed volunteers, placement of an ice chest, staging and parking area for exhibiting artists and exhibitors, and for the placement of a large tent for exhibitors.

Helm stated that the dates listed in the request for the events were periods in which metered parking was not enforced or fees collected however WPA would be responsible for barricades, meters bags, etc. Helm questioned Bates as to how critical the use of the lot would be for the events because of concerns for appearances of closing a lot that may not be fully utilized resulting in the Authority having to justify why the lot was initially closed for public use. Bates replied that the lot was very beneficial to the beer festival event with the housing of vendors and

beer trucks and assured the Authority that the lot would be utilized for all the events requested.

On motion duly made by Burke and seconded by Rives, the Authority approved the request from Mark Bates for the use of Hable Lot for the following events and dates:

- Hop Blossom Craft Beer Festival scheduled for Friday, June 6 and Saturday, June 7, 2014.
- Boundless Bazaar Craft Event scheduled for Friday, July 11, Saturday July 12, and Sunday, July 13, 2014.
- Inside & Out Home and Design Expo scheduled for Saturday, July 26, 2014.

The standard lot lease agreement with general requirements of lease to be prepared by Anderson, shall apply for a fee of \$50 per day for a total of \$300.

Helm addressed the second part of the request from Bates for permission to affix an advertisement of events banner onto Court Square Autopark. Bates explained to the Authority that there are not any viable locations in the general area to display a banner to advertise the upcoming events except for the parking garage. The advertising banner would assist in increasing the attendance and success of the events.

Helm stated that it has not been the practice of the Authority to participate in the advertising of events due to possible legal ramifications that could occur because of banner content as well as issues that may occur with sanctioning advertisement for an off – site event. Manheimer suggested if the Authority wanted to entertain such requests then the Authority should establish criteria to address additional advertisement requests made in the future.

The Authority denied the request from Bates to affix an advertisement banner onto Court Square Autopark for his upcoming events.

2. State of the Art Tattooing Request

Blow addressed the Authority with his request for use of a portion of Cork Lot for the parking of motorcycles on August 23, 2014 from 3 pm to 8pm. Blow explained to the Authority that the motorcycles would be participating in a poker run fundraiser for multiple charities and the cycles would need a secure and safe area to park. Blow stated that there would be a person stationed on the lot in order to provide security and ensure that spaces on the lot would be used on an only as needed basis. Helm noted that the lot services surrounding businesses and is heavily used; however, the event was indeed a worthy cause. Helm asked Blow if it would be possible to use only a portion of the lot instead of the lot in its entirety. Blow assured the Authority that up to 3 cycles can be parked in one space therefore it would be agreeable to use signage to block only the spaces that would be needed accordingly. Helm suggested that since the lot would be available for public parking, that event organizers should only section off what will be needed and signage should be placed early in the day of the event. Blow added that signage could be used with scheduled times in order to inform the public.

Helm questioned the Authority on charging fees for this request. Rives stated that this was a charitable purpose with Miller adding that it would be difficult to charge a fee when the lot would remain open for public use and only a portion of the lot would be closed for a short period of time. Helm suggested that Blow meet with Anderson to discuss an agreement for this request and any expectations thereof.

On motion duly made by Miller and seconded by Rives, the Authority approved the request from Blow for use of a portion of the Cork Lot for the parking of motorcycles participating in a charitable event scheduled for Saturday August 23, 2014 from 3pm to 8pm. Anderson is to negotiate an agreement with Blow concerning any expectations and or stipulations between the two parties with no fees to be collected for use of the lot.

IV. REVENUE REPORT FOR FEBRUARY 2014

Rives reported that the grand revenue total for February 2014 was \$70,529, a decrease of \$7,309 or -9% in comparison to February 2013. Total hourly revenue for February 2014 was \$14,570, an increase of \$2,459 or 20% in comparison to February 2013. Rent revenue for February 2014 was \$37,425, a decrease of \$7,100 or -16% in comparison to February 2013. Total meter and fine revenue for February 2014 was \$17,951, a decrease of \$2,368 or -12% in comparison to February 2013. There was no miscellaneous revenue to report for February 2014. Validation coupon revenue for February 2014 was \$583, a decrease of \$300 in comparison to February 2013. Total hourly parking tickets for February 2014 was reported at 8,993 showing an increase of 600 tickets in comparison to the previous month. At the end of February 2014, there were 972 spaces or 69% of total utilization of spaces being rented at all four parking garages with a total of 429 spaces available for rent. Of the 429 spaces available for rent, 324 spaces were located on the roof and 105 spaces were located undercover. At the end of February 2014, the total revenue reported for FY 2014 thus far was \$681,681 or 7% in comparison to the previous year.

Rives noted that the revenue report reflected fluctuations due to the timing of receiving large user accounts quarterly, bi annual, or annual rental payments. Hourly revenue for February 2014 reflected increases due to poor weather conditions during the month which in turn generated increased usage of the garages. Rives stated that revenue totals for FY 2014 remained at 7% despite the fact that February 2014 proved to be a difficult month for generating revenues. Rives added that Loudoun Autopark continues to operate at the lowest occupancy level of 62% in comparison to the other three garages.

V. EXECUTIVE DIRECTOR'S REPORT FOR FEBRUARY 2014

Anderson reported the following:

- SABF reserved tickets are scheduled to go on sale April 1, 2014.
- Anderson attended a budget meeting on March 4, 2014.
- The rerouting of camera feeds from all of the garages to WPA main office in the GW Autopark has been completed. The internet package with Comcast

was upgraded in order to support receiving the additional camera feeds from the other garage locations.

- The Parking Committee held a meeting on March 11, 2014. The committee discussed capacity analysis, survey development of proposed management ideas, and discussed the development of a garage management scenario that will span the course of 5 years.
- At the City Employee Recognition Breakfast, Couch was recognized for 15 years of service and Anderson was recognized for 10 years of service.
- Anderson has actively been working towards a resolution involving two abandoned vehicles that are located in Loudoun and Court Square Autoparks. One of the vehicles belongs to a local business owner and the other belongs to an individual who resides out of the area.
- The following maintenance items have been completed:
 - Repaired junction box for four lights on the ground floor at Braddock Autopark where water has been infiltrating the area.
 - Repaired light that fell off ceiling at Braddock Autopark.
 - Repaired broken drain pipes on the fourth level at Court Square Autopark.
 - Spruced up the flower beds at Court Square Autopark in preparation for landscaping.
- The following maintenance items that are currently in progress:
 - The painting of fire lines at Loudoun Autopark.
 - The repair of parking blocks at Court Square Autopark.
- Upcoming maintenance items are as follows:
 - Preparing to install SABF signs and flags.
 - Stair repairs at Braddock Autopark.
 - Clean drain at Loudoun Autopark, Baker St. side.
 - Repair coin validator and cables is the walk up paystation at Braddock Autopark.

Rives questioned how it is determined when vehicles are classified as abandoned. Anderson stated that one of the vehicles has been parked in an hourly space with a flat tire and has not moved, and the other vehicle is parked in an open monthly rental space and has not moved for over 6 months. Miller asked if WPA has a policy in place to address possible abandoned vehicle issues to which Anderson replied that it does not. Currently WPA consults with police department for advisement on these matters. Burke noted that according to the DMV website in the state of Virginia, a vehicle can be considered abandoned after 48 hours if left unattended on public property.

Miller asked if WPA will attempt to charge owners of possible abandoned vehicles inside the garages to which Anderson replied that yes the attempt will be made to calculate the parking charges and then contact the individual to collect the fees. Manheimer asked how much the parking fee would be for a vehicle that was parked in the garage for 45 days. Anderson replied that the daily maximum fee is \$10 per day. Helm added that an individual who leaves their vehicle in the garages for multiple days can also press the lost ticket option on the paystation and only have to pay a \$10 flat fee upon exiting. Anderson informed the Authority that WPA has notified the business owner who has a vehicle parked indefinitely on the ground floor of Loudoun Autopark of the daily parking fees and is currently documenting the charges that are being accrued. Hewett stated that if the Authority should decide to implement enforcement policies pertaining to this issue, it would need to place proper signage about time limits for parking and towing policies for removal of vehicles to inform the public of its procedures. Helm suggested that the Authority continue to monitor the situation at hand before making any decisions on implementing any policies. Anderson stated that she is currently meeting with Katherine Herrmann from the City Attorney's office on the legalities pertaining to the abandoned vehicle issue.

VI. OLD BUSINESS

1. Global Parking Discussion Update

Burke updated the Authority on what the parking committee discussed at its last meeting. Topics included garage operations, financials, rate increases, and Saturday meter enforcement. Burke noted that the survey questions on parking were compiled and would appear in the OTDB newsletter and Anderson would have survey handouts available in the main office. Miller reminded that any decisions concerning the operations of meters would have to be introduced to Council for their consideration and approval.

Burke stated that Anderson and she spoke with the following businesses that rent 5 or more spaces about their opinions on capacity operations in the garages:

- Direct Title Solutions – was very excited and approved of the idea
- Buchbauer & McGuire – was able to meet with McGuire, he expressed that the company would desire to have their specific spaces reserved during normal working hours only
- William Truban – spoke with over the phone, expressed a strong interest in keeping the current management practice of specific reserved spaces
- Unimin – did not want to schedule a meeting, was interested in communicating via email correspondence only

Burke added that when explained in detail the overall consensus thus far was that capacity operations would be acceptable if it assisted in keeping the rental rates from increasing frequently. Helm recommended that all correspondence with stakeholders and the public should be carefully documented in detail for future reference. Burke noted that revenue projections and the budgeting of revenues for maintenance issues would be addressed at the next scheduled committee meeting.

2. Garage Renovation Update

Anderson informed the Authority that the RFP for garage renovations were completed and ready for review. Anderson provided to the Authority a print out that highlighted key points of the document only. Anderson noted that the pre - mandatory bid meeting for the renovation work would be in April 2014 with the actual bids due in May 2014. Anderson stated that she has contacted the courthouse about the upcoming scheduled repairs for Court Square Autopark and recommended that jurors attending court be directed to the GW Autopark for their parking during this time. Large user groups who rent spaces at Braddock Autopark were also notified and informed of the impending renovation work and possible garage closure. Many of these users were pleased that the repairs were being addressed. Anderson added that the RFP does allow the contractors working on Braddock Autopark to exercise their discretion when deciding on keeping the garage open to the public or complete garage closure during the renovation process.

3. Garage Management Study Update

The Authority determined that this update was previously addressed under the global parking discussion.

4. Rate Increase Discussion

Anderson informed the Authority that she is currently compiling a list of possible revenue generating scenarios for the committee to address and review. The scenarios will demonstrate how ideas recommended by the committee such as increasing all monthly rent to \$47 and increasing meter fines from \$10 to \$15 would affect revenues. The garage projection worksheet would need to be adjusted to reflect the recommended changes. Anderson stated that she would update the Authority at its next meeting.

5. Discovery Museum - Matrix

Helm informed the Authority that the Discovery Museum matrix was addressed at the Council work session. Helm noted that it was his understanding that curbing will be placed next to the Cork Lot to create a separate traffic lane directing traffic flow away from the lot and towards the street. Anderson asked how this would affect the use of the lot during special events. Helm explained that during special events either an entrance or an exit may have to be closed off on the lot. Miller asked if the Authority would lose any of the parking spaces on the lot as a result of the additional curbing and traffic lane design to which Helm replied that none of the existing spaces are supposed to be affected by this plan. Burke added that part of Indian Alley will be used for the traffic lane and curbing design.

Burke and Miller asked if the rezoning of the tour bus zones on Cork Street had been addressed. Helm responded by stating that it was a street department issue and the Authority could only offer an opinion on the matter. Miller noted that overall the Authority's opinion on this issue did not matter because Council is responsible for the final decision. Helm agreed with Miller, however, added that the Council would need to know how their decisions will affect the revenues and bond payments

of the Authority. Hewett stated that according to the plans, there should be no loss of space on the Cork Lot, therefore, the Authority should not suffer from any revenue losses as a result.

VII. NEW BUSINESS

1. Sheriff Department Request

Helm explained to the Authority the request from the Sheriff's Department that spaces currently used on the Plaza Lot for judge's parking be relocated to another area on the lot for security purposes. The request explained that there are safety concerns for the judges with the current parking spaces and if the spaces could be relocated to the other side of the lot closer to the door, it would allow for better visibility and camera views. Helm stated that where the Sheriff would like to relocate the spaces, handicap spaces occupy the area and cannot be moved because of compliance with current laws and site plan. Helm added that the Authority would only have to reassign the spaces down from the handicap spaces for the judges parking and move the meters to where the judges currently park.

Burke inquired as to any additional costs would be absorbed by the Authority to accommodate this request. Miller expressed concerns that granting this request may set a precedent for other requests to rearrange spaces for accommodation purposes. Burke and Miller expressed that the relocation of spaces on the lot should not in any way be completed at the Authority's expense. Helm added that the Authority would only be renaming spaces on the lot and moving meters which will not create an added expense for the Authority. Helm reminded the Authority that it does not actually own the lot itself but is only responsible for the management aspect. Hewett added that this request should not be a problem if it makes the judges feel more secure about parking in the lot. Helm recommended that the Sheriff be given space options on the lot and Anderson to coordinate the details of the space reassignments.

On motion duly made by Miller and seconded by Burke, the Authority approved that the Sheriff be given space options on the Plaza Lot for relocation with Anderson to coordinate the details of the space reassignments.

At this time, Manheimer exited the meeting at 8:42 am.

2. Executive Session

Upon Motion duly made by Burke, seconded by Miller, the Authority unanimously approved to convene in executive session pursuant to 2.2-3711 (A) (3) of the Code of Virginia for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiations of the Authority.

Return to Open Meeting

At the conclusion of the executive session concerning the discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy, the following Resolution was unanimously adopted upon roll call vote as set forth below:

WHEREAS, the Winchester Parking Authority has concluded its "closed meeting" at a meeting held on March 27, 2014, and desires to return to an "open meeting," and

WHEREAS, the adoption of this Resolution is intended to serve as the "Certificate" described in Section 2.2-3712 (D) of the Code of Virginia (1950, as amended).

NOW THEREFORE, BE IT RESOLVED that the Winchester Parking Authority does hereby reconvene in an "open meeting" at its meeting held on March 27, 2014; and

BE IT FURTHER RESOLVED that each and every Member of said Authority who votes in the affirmative for this Resolution does thereby certify to the best of each Member's knowledge that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were heard, discussed or considered during the closed meeting, and that only such public business matters were identified in the Motions which convened the closed meeting were heard, discussed or considered during the course of said closed meeting by the Authority:

<u>Roll Call</u>	<u>Vote</u>
Burke	Aye
Helm	Aye
Miller	Aye
Rives	Aye
Manheimer	Absent

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 April 24, 2014 at 7:30 a.m. in Council Chambers.

Respectfully submitted,

Teresa Couch
Secretary

Minutes Approved:

