

WINCHESTER PARKING AUTHORITY
October 23, 2014

MEMBERS PRESENT: Dick Helm, Kim Burke & Howard Manheimer

MEMBERS ABSENT: Mike Miller

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Jennifer Bell & Katherine Herrmann

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 SEPTEMBER 2014 MEETING MINUTES

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

III. EXECUTIVE DIRECTOR'S REPORT FOR SEPTEMBER 2014

Anderson reported to the Authority the following:

- Big Brothers / Big Sisters 18th Annual Chili Cookoff event occurred on October 4, 2014 as the Hable Lot was utilized to host the event. Event organizers were very pleased with the lot which added to the overall success of the event.
- Octobeerfest event occurred on October 17 – 18, 2014 in which 4 spaces on the Hable Lot were used by event organizers. Use of the lot went well, however, a circuit board inside the Braddock Autopark entrance gate cabinet failed to operate resulting in gates having to be in the up position at that garage for that weekend. The circuit board had to be replaced at a cost of \$600.
- A switch at the Court Square Autopark Cameron St. entrance has been replaced.
- A connector for the perimeter lights at Braddock Autopark was replaced. A new outside light pole has been received and installation will need to be scheduled. The old light pole was struck by a vehicle and damaged.

IV. REVENUE REPORT FOR SEPTEMBER 2014 (Quarterly)

Anderson reported that the grand revenue total for September 2014 was \$102,693, an increase of \$31,595 or 44% in comparison to September 2013. Total hourly revenue for September 2014 was \$22,570, an increase of \$5,492 or 32% in comparison to September 2013. Rent revenue for September 2014 was \$54,617, an increase of \$24,080 or 79% in comparison to September 2013. Total meter and fine revenue for September 2014 was \$24,781, an increase of \$1,861 or 8% in comparison to September 2013. There was no miscellaneous revenue to report for September 2014. Validation coupon revenue for September 2014 was \$725, an increase of \$162. Total hourly parking tickets for September 2014 was 13,298 showing an increase of 4,102 tickets in comparison to the previous month. At the end of September 2014, there were 929 spaces or 67% of total utilization of spaces being rented at all four parking garages with a total of 469 spaces available for rent. Of the 469 spaces available for rent, 259 spaces were located on the roof and 210 spaces were located undercover. At the end of September 2014, the total revenue for FY 2015 thus far was \$287,721 or 10% in comparison to the previous year.

The total revenue for the first quarter of 2014 was \$287,721, an increase of \$25,344 or 10% in comparison to the first quarter of 2013. Total meter and fine revenue for the first quarter of 2014 was \$81,937, an increase of \$8,517 or 12% in comparison to the first quarter of 2013. Total hourly revenue for the first quarter of 2014 was \$56,951, an increase of \$2,001 or 4% in comparison to the first quarter of 2013. Total rent revenue for the first quarter of 2014 was \$146,208, an increase of \$13,636 or 10% in comparison to the first quarter of 2013. Miscellaneous revenue for the first quarter of 2014 was reported at \$329, an increase of \$175 or 114% in comparison to the first quarter of 2013. Total validation coupon revenue for the first quarter of 2014 was \$2,296, an increase of \$1,015 or 79% in comparison to the first quarter of 2013.

Anderson noted the increase in rent revenue was due to rate increases that were implemented at the beginning of September 2014. This also included the rate structure increase for block spaces created within the Braddock Autopark Hybrid System of space rentals. Anderson added that overall revenues increased during the month of September 2014. Burke noted that hourly revenues showed definitive increases and was hopeful that October would reflect significant increases as well. Anderson stated that hourly revenues for Loudoun Autopark should decrease over the coming months due to construction that will be occurring during that time. Manheimer noted that due to the large sums of rental payments received from Braddock Autopark's Hybrid System, the upcoming months will reflect decreases in rent revenues. Helm noted that the occupancy levels for space rentals still remain steady to which Anderson added that approximately 20 rental customers cancelled their spaces due to the implementation of the hybrid system of operations at Braddock Autopark as well as rental increases as the roof rate was eliminated at Braddock.

V. OLD BUSINESS

1. Global Parking Discussion Update

Burke informed the Authority that research has been completed on questions and concerns regarding the consideration by the Authority, under the advisement of Council and the parking committee, to extend meter enforcement hours to include Saturday's and implement rate increases with meter fines. Many mixed responses were received for and against both concepts. The suggestion was made that the aforementioned ideas could be used by WPA as a tool to assist in keeping the Authority a self-sustaining entity instead of relying upon raising rental rates alone. Anderson stated that she has been actively researching the costs involved with the initiatives should the Authority decide to proceed forward with those items and factor the costs into its budget. Helm stated that the mixed responses did not show quite enough support for implementation at this time, therefore the Authority should not proceed any further. Helm suggested that should the Authority find support of these items continuing to grow, then it could revisit the possibility of implementation and subsequent budgeting costs involved at that time. Helm asked that Anderson continue to observe the situation and report to the Authority as deemed necessary.

Anderson informed the Authority that she would have the budget prepared by the next meeting for review. Anderson stated that she would like for the Authority to pursue the pay by cell option of payment for metered parking as suggested by Council and the parking committee. Burke suggested that the Authority research the Apple Pay option available to I Phone users and check its compatibility with the pay by cell program. Anderson noted that all options for this type of metered payment format would have to be researched because the Authority will have to go out for bid on this item.

Manheimer addressed the initiative proposed by Council to replace all existing mechanical meters with digital meters. Manheimer asked why it would be considered a cost saving measure for the Authority to have the remaining mechanical meters replaced with digital meters. Anderson explained that mechanical meters will not accept any form of payment other than quarters which limits the customer's ability to pay. Anderson added that replacement parts for mechanical meters are no longer readily available due to the meters becoming obsolete. Helm noted that digital meters provide more flexibility with accepting a variety of payment options (nickels, dimes, quarter) that would result in a more user friendly environment for customer use.

2. Garage Renovation Update

Anderson informed the Authority that construction is still ongoing at Loudoun Autopark. Shot blasting of the roof surface in preparation for the application of the membrane and the actual membrane application will need to be scheduled accordingly. The goal is to have all of the construction completed by Thanksgiving.

Helm asked for an assessment as to how well overall operations for customers who use Loudoun Autopark were fairing. Anderson replied that everyday operations

have been going as well as could be expected considering conditions caused by the renovation project. Anderson informed the Authority that additional problems arose with completing the construction at the other two garages such as a loop at Court Square Autopark being cut into and damaged as well as small water leaks occurring in the garage. The loop at Court Square Autopark has been repaired and the leaks are being scheduled for repairs. Anderson assured the Authority that despite these problems, the renovation project as a whole will not exceed its budget.

3. 110 W. Boscawen St. Request

Helm explained to the Authority the request from the owners of the property located at 110 W. Boscawen St. to secure a lease agreement for one parking space located on the Braddock Lot directly behind the said property for their use. Helm expressed concerns as to the intent of how this parking space was to be used by the property owners. Helm stated that it was questionable if the space would be used as a right of way access into the parking pad located at the rear of said property or if the space would actually be used strictly for parking. Helm added that the Authority has granted lease agreements for lot spaces in the past and was not entirely pleased with continuing this practice. Helm explained that if right of way access is what is being implied for use of this space that would require the Authority to relinquish control of that space on the lot permanently which would not set a good precedent for the Authority in the future. Helm added further that if the Authority would consider granting requests for right of way accesses, it should develop a general policy strictly for this as this is not a problem for the planning department to address and require at least a 2 space minimum for said requests.

Burke asked if the parking meter pole would need to be removed if the Authority granted the lease agreement to which Helm replied that the pole was already removed in conjunction with the previous lease agreement obtained for this space by the previous property owner. Burke noted that if it was a concern for the Authority to guarantee that the space was being used for actual parking only, the pole could be reinstalled without a meter head attached and that would prevent any right of way abuses from occurring. Manheimer noted that the property owner stated at the last meeting that their intentions were to use the space for parking purposes only however; if the Authority is in questionable doubt about the intentions of the request; then the Authority should proceed with the installation of a pole with attached signage in order to prevent any possible abuses. Helm concluded that the lease agreement should state clearly and apparent that using the space for right of way access only is prohibited.

On motion duly made by Burke and seconded by Manheimer, the Authority approved to draft a lease agreement for the request submitted by the property owners of 110 W. Boscawen St. for the leasing of one space located on the Braddock Lot behind said property. The lease agreement is to include that a pole will be installed in the space with signage stating that it is a reserved parking space. Helm added that the signage and pole is to be installed in such a manner that it can be easily removed for quick access if the property owners find it necessary.

VI. NEW BUSINESS

1. Christmas Parade, Monday December 1, 2014

Anderson informed the Authority that the Christmas Parade will be occurring on Monday, December 1, 2014 at 7 pm. Anderson explained that for last year's parade the Authority set a \$5 flat fee rate for parking in the garages and WPA staff collected money at the entrance lanes. Anderson noted this worked very well last year. For this year's parade, the Sheriff Explorers Program is willing to collect fees in the lanes of the garages therefore relieving WPA staff from having to work the event. The Explorer Program has also expressed an interest in staffing the garages for New Year's Eve. The Explorer Program gained prior experience with collecting fees in the lanes by their staffing of the garages during this year's Rockin Independence Eve event. Anderson explained that for New Year's Eve, the Sheriff would prohibit the Explorers to work late into the evening and is currently looking for volunteers.

Bell agreed that using the \$5 flat fee charge for parking in the garages was very helpful to the public who attended downtown events because it allowed for easy access into and out of the buildings. Bell, however, did express concerns with certain policies established by the Authority that prevented public access to the roof level for viewing of the fireworks display during the July 4 event. Bell expressed that policies such as this may cause an adverse effect on attendance levels to these events. Bell stated that attendance levels were down last year for the Rockin Independence Eve event. Anderson noted that approximately 500 customers used the garages for parking during the Christmas Parade last year. Manheimer asked if the Authority has ever considered offering a type of free parking program for metered parking during the holiday season as a goodwill gesture. Helm replied that the Authority cannot offer any type of free parking due to its charter which states that public parking is to be provided for a fee. Bell noted that OTDB does have the Elf Program which assists in adding money to expired parking meters for downtown holiday shoppers but expressed that she would like to expand upon the idea of free promotional parking in the future.

Helm stated that the Authority would agree to continue the \$5 flat fee charge for garage parking during the Christmas Parade scheduled for December 1, 2014 with staffing to be provided by the Sheriff's Explorer Program. The Authority agreed to charge a flat fee of \$5 for garage parking during New Year's Eve with staffing for the garages to be provided by the Sheriff's Explorer Program if the Explorer Program can obtain volunteers to work the lanes during the event.

2. First Night Winchester Request

Anderson explained the request from First Night Winchester for use of the front row of parking spaces facing Cameron St. in Court Square Autopark in order to accommodate Barry Lee and Hampton Thomas with their sound equipment to host the New Year's Eve celebration on December 31, 2014. Access to electrical outlets in the garage was also included in the request. Anderson reminded the Authority that it has continued to approve this same request over the past years and no additional changes have been made to the request.

Helm stated that the Authority would grant permission to First Night Winchester for use of the front portion of Court Square Autopark and subsequent electrical access that was specifically stated in the request.

3. Executive Session

Upon Motion duly made by Burke and seconded by Manheimer, 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 October 23, 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 October 23, 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>
Helm	Aye
Burke	Aye
Manheimer	Aye
Miller	Absent

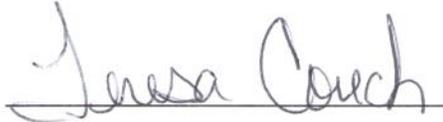
VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:23 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday December 4, 2014 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:

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