

Lynchburg Parking Authority

Minutes

City Manager's Office
900 Church Street
Lynchburg, VA 24504

Tuesday, August 11, 2009
5:30 pm

Members Present: Dennis Howard, Michael Gillette, Bert Dodson, Angela Hamilton, Ripley Owen, Tom Gerdy

Staff Present: Kim Payne, Norman Hale, Cheryl Foxx, Bonnie Svrcek

Not Present: Terri Proffitt

Meeting was called to order by Dennis Howard
Minutes from the June 9, 2009 meeting approved as amended

Parking Authority's meeting has been changed to the 2nd Tuesday of each month at 3:00 pm. We will modify schedule as necessary.

Review Revised Parking Authority Work Plan

Dennis Howard - The intention was to consolidate some of these documents. The expectation is that the work plan will become a component of our policy. Norman Hale stated that from our last meeting the goal was to mirror the mission statement both in the parking policy and work plan. The other task was to have a broad mission statement where the goals would support the mission statement. This document is being given to you for review.

Q – What is the difference in this plan and the previous work plan?

A – The wording. The intent is still the same.

We will advise you when we are ready to place this under the policy.

Review Revised Parking Policy – this is only a draft

Dennis Howard - We have been wrestling with coming up with a policy statement document that would give a larger view of what the Authority and the parking manager are responsible for and how the Authority works with Norman who manages the parking assets of the city. The Authority is currently responsible for setting off-street parking policy. Dennis gave an overview of the policy changes. Dennis asked the members of the Authority if they were comfortable with the changes in the policy. If so, we would like to approve the policy today. The vote was taken and the policy was passed. It passed with 6 votes. 1 person not present.

Q – Is it 1685 spaces or 1795?

A – It's supposed to be 1795

Q – Where is Lot C?

A – Behind 1100 Main Street - Old Federal Courthouse Building

Q – Where is Lot D?

A - 1110 Commerce Street (Tunkel Lot)

Q – Do the department heads have preferred parking on top of mid-town deck?

A – Yes – It's about 17 department heads

Q – How many employees have requested parking?

A – 348

Q- Are fees set?

A- Fees have not been approved. It is a code amendment issue. It's in the draft code.

Q - Hope there will be some latitude with construction vehicles. How will personal construction vehicles be identified? There must be a way to identify these vehicles, because they will have personal plates.

A- Construction permit needs to be tied to the construction project. It is not intended for everyone working onsite to have a permit, only vehicles that are needed onsite and only for the duration of the construction job.

Dennis Howard is asking to consent to the policy subject to the things that were modified. Motion was made to approve the policy as discussed with modifications. Moved, 2nd, Motion carried.

Q – Does it make sense that engineering is responsible for residential permits?

A - Right now it's working. 108 issued and only 8 issued downtown.

Lot D is available to city employees. It is management's responsibility to determine how to implement. Not Parking Authorities decision.

Review Future Vision of Parking Operation

The vision is for your consideration. Be prepared to discuss at the next meeting.

Draft Review City Code Amendments

There are a variety of current city ordinances that have been black lined by the City Attorney and staff. Parking, fines, who does what to whom. Look at it in the next 10 days. Give us recommendations and revisions. We need to be comfortable with what we ask council to approve. Be prepared to discuss at the Sept 8, meeting.

RFP – We have been directed to move forward. The RFP is complete. The City Attorney is reviewing the draft document. This technology will allow us to manage the process

We now have parking ambassadors who are continuously training. They have made a difference.

Staff needs to know that the parking manager exists. There have been instances where staff has given out incorrect parking information to citizens.

Adjourned at 7:05 pm

Next Meeting: **September 8 at 3:00 pm**