

# Lynchburg Parking Authority

## Minutes

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

Tuesday, September 8, 2009  
3:00 pm

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

**Staff Present:** Kim Payne, Norman Hale, Cheryl Foxx

**Not Present:** Terri Proffitt

Meeting was called to order by Dennis Howard.  
Minutes from the August 11, 2009 meeting were approved.

Parking Patrol Specialists were introduced to the Parking Authority; Adolphus Rice and Lisa Boedeker – working thirty (30) hours/week. As revenues increase hours may increase. They operate independently. We have five (5) different enforcement zones and they rotate zones. We can't get to all five (5) in one (1) day; however, we get in as many as we can each day. The parking patrol sometimes walk and sometimes drive.

### Review changes/corrections to the parking policy

The Authority was provided a clean copy of the parking policy for their information. The number of parking spaces were verified and corrected.

### Review proposed changes to the Lynchburg City Code

Amendments to the Lynchburg City Code regarding parking will be taken to City Council on September 22, 2009. We are taking this to council for two reasons; (1) to clean up language and refresh the old ordinances; primarily to reflect proposed increases in the fines for parking violations; and (2) to permit us to implement and install pay stations for on-street parking. There has been a working group in the City that has reviewed the ordinance and the proposed changes. Our expectations are that this round of changes will put us in a better position to implement the parking strategic plan endorsed by Council.

Q - Do we need to make sure that the Parking Authority has control of on-street and off-street parking?

A - We will have to come back to this issue.

Q - When do council packages go out?

A - Council packages go out the Thursday before the meeting.

Q - Will there be parking issues when J&D Court opens?

A - Yes

Q - When will fines be effective?

A - Fines could take effect immediately after council approval or we can choose a specific date.

Q - How would we communicate the changes?

A - Norman's recommendation is to begin notifying citizens after Council approval and make the changes effective January 1, 2010. This will get citizens through the Christmas season. Once Council adopts the amendments, we will put notices in tickets notifying parkers that fines will increase. A motion passed to advise Council that the Parking Authority recommends the proposed amendments with an effective date of January 1, 2010.

#### Future Vision of Parking

Mr. Hale shared information regarding the current structure of and a future vision for parking management downtown. He stated that the document is a talking document that tells us what's in place now, the structure for future operations and what role Lynch's Landing might play in the future. It also talks about the timeline and steps to be taken. The document needs to be reviewed by the Authority and the City Manager and the Authority must decide what actions it is going to recommend, if any, and make any revisions to this particular draft.

When Council endorsed the parking strategic plan it was told it would take three (3) years for implementation. We have made significant progress. We've got another one (1) or two (2) years to complete it. It may not take three (3) years.

We've talked about creating an enterprise fund by July 1, 2010. We have started accounting for the funds this year. We've got to find an ongoing source of revenue to cover the parking manager's position and the two (2) parking patrol specialists. We have to determine what model will work for the Parking Authority. The Parking Authority will need to develop a full budget of both revenues and expenditures. The intent is that over time fines will go down and fees will go up. There will be a transition period when fines double. The parking operations' is presently adding \$80,000 a year to the general fund.

#### Parking Manager Report

The RFP for the parking management system has been issued. The schedule for the RFP is as follows: Prebid was held on 9/3/09; deadline is 9/18/09 for any questions. First addendum to the RFP has been posted to the City's website. The RFP was very specific about the type of equipment and technology wanted.

The current machine on the Mid-town Deck is not equipped to handle free parking. A decision will have to be made as to whether or not the pay station will be programmed to provide free parking. This is very costly, because it is not normal. Staff does not recommend free parking off-street.

One of the components to the desired system would provide an option for validation with prepaid tokens. Other options could be explored. Some period of free parking on-street can be discussed and the relationship between on-street and off-street parking needs to be discussed.

Adjourned at 4:50 pm

Next Meeting: **October 13, 2009 at 3:00 pm**