

Lynchburg Parking Authority

Minutes

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

Tuesday, February 9, 2010
3:00 pm

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

Staff Present: Kim Payne, Norman Hale, Cheryl Foxx, Witt Clark, Gerry Harter, and Deborah

Powell **Not Present:** Terri Proffitt

Meeting was called to order by Dennis Howard.
Minutes from the December 8, 2009 meeting were approved.

Norman Hale presented an overview of the Parking Authority's website. Norman asked if there were any questions, comments or suggestions about the parking web page.

Parking Manager's Report

The Authority was given a list of projects that have been completed and those projects that are in progress. Norman provided a summary of the parking report.

Q – Councilman Dodson – Has there been a response from Holiday Inn in regards to the franchise agreement?

A – Norman Hale – The first letter was sent in March 2009. A partial response was received. We are still waiting for the Holiday Inn to send the necessary reports so that fees can be calculated appropriately. At this time, we have not received the reports requested by the City. We need to resolve this issue per Kim Payne. The franchise agreement gives Holiday Inn management control.

Q - Councilman Gillette – In reference to the street parking space inventory, Rachel Flynn counted every space. Are you starting from scratch or using existing data?

A – Norman Hale - We are using existing data, but are verifying information.

Q – Councilman Gillette - Where are we with paid on-street parking?

A – Norman Hale – A draft plan for on-street paid parking is complete. Installation begins on Main Street between 5th and 12th Street. We are currently verifying the different types of parking spaces (loading zones, 30 minutes, 1 hour and 2 hour zones, in each block) there may be opportunities to create some additional on-street parking spaces during the implementation of on street paid parking. We are still in negotiation with Duncan and our plan is to complete the negotiations within the next week.

Kim Payne stated that we are signing a contract with Duncan that says we are going to work together. Once we have this relationship with Duncan they will help us design what we will need.

Councilman Dodson stated that there is still confusion on using the pay station on Midtown Deck.

The 1st phase will be for the software and handheld units. The next phase, depending on funds, would be installation of pay stations on-street. The 1st phase includes installing a pay station on the middle level of the Clay Street Parking Deck and one on the top level of the Midtown Parking Deck. The pay stations will issue a receipt.

The 1st phase will take place in 2010 and the 2nd Phase in 2011, Phase 3 in 2012, Phase 4 in 2013 and Phase 5 in 2014, depending on funding. We have made an adjustment to the draft paid parking plan to include Jefferson Street. It is expected that it will take five phases to complete the paid on-street parking plan.

Q - Councilman Gillette – Where do we stand in turning this into an enterprise fund and making sure that the revenue funds are segregated to support the Parking Authority?

A – Kim Payne - We have a draft enterprise fund budget that Finance has at this time. This budget will be part of the budget proposal in March. We are on track for July 1, 2010.

Q – Councilman Dodson – Is Lynch’s Landing still a part of the equation? A–

Kim Payne–Yes.

Q – Councilman Dodson – Is the Police Department not responsible for any type of parking infractions in the downtown business district?

A – Kim Payne – Generally, during normal working hours the Police Department is not, unless they are called because the situation is beyond the capabilities of the parking ambassadors. If there is an issue after hours the Police Department would handle.

Q – Councilman Dodson - Why is Witt Clark with the Police Department in this meeting?

A – Norman Hale explained that they want to keep the Police Department actively involved. We are also working on private parking lot enforcement with the Police Department.

Q – Councilman Dodson – Do the ambassadors go out to the Rivermont and Memorial Avenue area?

A – Norman Hale – No.

Norman Hale stated that there have been a number of meetings held for those who were interested in the changes. Meetings were very effective. Received mixed reviews. Information placed on parking websites. Notices were sent out in the water bills and Norman has not received any complaints.

Q – Dennis Howard – Is the video on the website?

A – Norman Hale – No, but we will incorporate the video as we move forward with the implementation plan.

Norman stated that some cities fail to do the education piece. The meetings are necessary. It is important to keep stakeholders informed. The stakeholders are appreciative.

Beginning in March 2010, meetings will be scheduled every other month to keep stakeholders informed.

Q - Councilman Dodson - Will the organizational structure remain the same once the enterprise fund is set up?

A – Kim Payne - Yes, the structure will remain the same. The fund is strictly financial.

Q - Councilman Dodson - When will council members be removed from the Authority?

A – Kim Payne - This issue needs to be discussed.

Meeting Schedule

The Parking Authority will begin meeting every other month at 3:00 pm. Next Meeting is April 13, 2010.

Parking Manager's Comments

Norman stated that there is a lot of activity with permit parking. We are getting requests for lot D. Residents in City Market Lofts are asking to park at lot F or City Market lot. It has been positive in offering a higher level of service. We are bringing people downtown.

Meeting adjourned 3:45 p.m.
Next meeting April 13, 2010