

**Lynchburg Parking Authority
Minutes**

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

**Tuesday, April 12, 2011
3:00 p.m.**

Members Present: Council Member Michael Gillette, Tom Gerdy, Ed Koepenick, Council Member J. Randolph Nelson, Brandon Farmer, David Burnett

Staff Present: Kim Payne, Norman Hale, Gary Fink, Cheryl Foxx

Others Present: Alicia Petska, Gary Dupriest

The meeting was called to order by Council Member Gillette.
The February 8, 2011 minutes were approved.

David Burnett, the newest member of the Parking Authority, introduced himself to everyone.

OLD BUSINESS

Election of a Chair

The committee agreed that Council Members should remain on the Parking Authority at this time, and they agreed that it is necessary to elect a Chair and Vice Chair. Currently, Councilman Gillette is Vice Chair acting as Chairperson for the committee.

A motion was made by Council Member Gillette and seconded by David Burnett that Brandon Farmer be elected as Chairperson and Ed Koepenick as Vice Chair. The motion was carried.

Parking Revenue Update

It was reported that \$220,680 in parking revenue was collected from July 1, 2010 – March 31, 2011. It was noted that pay station parking revenues have improved. The Clay Street Parking Deck pay station was installed in September 2010 and was fully operational October 1, 2010.

Q – Ed Koepenick - How is revenue from Clay Street deck?

A – Norman Hale - Revenue has been running about 65% more at Clay Street than at Mid-town. In the last nine months there were 154 cell phone payments recorded. Credit card usage is about 70%.

Q – Council Member Nelson - Are there any problems with meters breaking down?

A – Norman Hale - Not that I am aware of; there have been some human errors that have occurred.

Q – Ed Koepenick - How many people have signed up for monthly permits?

A – Norman - Three, but we will need to confirm the numbers.

Q – Ed Koepenick - Is there a way to electronically make payments for the parking permits?

A – Norman Hale - No, not at this time; however, as demand increases we could purchase that option.

Q – Council Member Gillette - Can you look at ways to automate?

A – Norman Hale - Yes.

Hand-held Computer Ticket Writers Update

We are going live within the next two weeks and need to be sure that data is transferring to New World System correctly.

Parking Issue Discussion

We are leasing the old Bob Tunkel lot and the property is for sale. If the City were to lose this parking area, it's going to cause the City some hardship because we need alternative parking. There are 50 cadets parking in that lot and approximately 45 City employees. One hundred spaces are needed to stay in compliance with the parking agreement between the City and the Criminal Justice Training Academy. Norman believes the City may lose this parking lot around July 1. The City also has 22 paying customers that park in this lot. One business bought eight parking permits for their employees.

Q – Council Member Gillette - Where will we find 100 spaces? Do you have a plan?

A – Norman Hale - Several suggestions have been forwarded to the City Manager for his consideration.

A – Kim Payne - They all require money. We agreed to provide 80 spaces to the Criminal Justice Academy. That end of downtown is getting very crowded.

It was suggested that the Parking Authority plan a tour of the City's facilities parking.

Q – David Burnett - Who controls the parking lot at the City Market?

A – Kim Payne - The City does.

Q – Ed Koeppen - What's the hold up in putting meters on the street?

A – Kim Payne - A plan needs to be put in place. Where do we start? Where do we go? We hope to have a plan in place by August.

Parking stations cost approximately \$7,000 each and the City plans to put one pay station per block.

Norman Hale – A rate structure will need to be recommended and approved by the Parking Authority/City Council. A recommended time as well as street locations will be included in the updated Street Parking Program plan. The loss of a Traffic Engineer will complicate things per Kim.

Handicap Parking Fines Update

Norman looked at the State Code and fines can range from \$100 - \$500. In our area fines range from \$100 - \$250. This governs on-street and off-street handicap parking.

Q – Councilman Gillette - Do people abuse handicap parking?

A – Norman Hale - In some areas

We will check handicap parking violations data.

Gary Dupriest – Recommended looking into a volunteer parking authority position that could be filled by someone such as a retired police officer. Kim stated that CA has volunteers; we have to be careful.

NEXT STEPS

Present clear data on violations of handicap spots downtown

Leadership will change in August

On-street paid parking

Follow-up on handicap issues

Clay Street Deck – more interior signs specifying parking meter number

Next Meeting – June 14, 2011