

**Lynchburg Parking Authority
Minutes**

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

**Tuesday, June 14, 2011
3:00 p.m.**

Members Present: Michael Gillette, Tom Gerdy, Ed Koepenick, Brandon Farmer, David Burnett

Staff Present: Kim Payne, Norman Hale, Cheryl Foxx, Danny Marks, Anna Bentson

Others Present: Alicia Petska

The meeting was called to order by Councilman Gillette.
The April 12, 2011 minutes were approved.

Old Business

Parking Patrol began issuing tickets with hand-held ticket writers May 2, 2011.

Ticket revenue for the first month was \$13,000. Collection rate will be close to 85%. Norman will provide another revenue update at the next meeting in August.

July 1, 2010 thru June 8, 2011 the parking revenue is \$350,000.

Q – Ed Koepenick – When will new meters be installed?

A - Kim Payne – We are working on a proposal. We will bring it to the August meeting.

Community Market Update

Norman Hale - The hours of operation signs have been installed. The goal is to have a conversation with businesses. The process has started and we are still mapping out a plan to move forward. We want to eliminate a number of signs, because there are too many. We have to make it consistent. Norman will be meeting with Public Works to discuss this issue.

Q – Ed Koepenick – Is there an issue with people parking all night long in the Community Market Lot?

A – Norman Hale – Has not found any validity to this issue.

Q--Ed Koepenick - Will we put in restrictive parking signs.

A-Norman Hale -No

Clay Parking Deck signage update

Norman will request that additional signage be installed to plainly identify the parking decks.

Handicap parking fines report

There have been 372 tickets issued in a three year period.

Q – Councilman Gillette - Are fines high enough?

A - Norman Hale – Fines can be \$100.00, \$250.00 or \$500.00. State does not dictate.

Tom Gerdy motioned to raise fines to \$250.00. Motion was 2nd by Ed Koepenick. Motion carried. We will track it for a year. It was suggested that this information be put on the website.

Q – Councilman Gillette – Do you remember what Roanoke and Danville's fines are?

A - Norman Hale – Believes that the fines are \$250.00, but will confirm.

Q – Ed Koepenick – Has there been any thought to adding any more handicap parking spots?

A – Councilman Gillette – We need an inventory of handicap parking spaces and also a loading zones inventory.
Tour of downtown area will be helpful per Norman Hale before the August meeting.

Next Steps

Granting this group authority to manage on-street parking

Lynch's Landing will no longer be managing the Midtown Parking Deck. Norman Hale and the Parking Authority will begin managing the deck July 1, 2011.

As of August 9, 2011, Brandon Farmer will officially begin his duties as chair person for this committee and Ed Koepenick as vice chair.

Next Meeting – August 9, 2011 at 3:00 p.m.