

Lynchburg Parking Authority Minutes

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

Tuesday, August 16, 2011
2:00 p.m.

Members Present: Chairman, Brandon Farmer
Vice Chair, Ed Koepenick
Council Member, Michael Gillette
Council Member, Randy Nelson
Tom Gerdy
Anna Bentson

Members Absent: David Burnett

Staff Present: Venita Bradshaw, Cheryl Foxx, Newman Franklin, Norman Hale, Danny Marks, Lee Newland, Dave Owens, Kim Payne, Marjette Upshur

Others Present: Anthony Catalano, Gary DuPriest, Alicia Petska

The meeting was called to order by Chairman Farmer.

The June 13, 2011 minutes were approved.

Comments from the public

Mr. DuPriest expressed his gratitude to the Authority for approving the addition of handicap parking spaces and signage at the Community Market.

Report on Parking Operations

- Mr. Hale introduced the Parking Management office's newest employee, Venita Bradshaw, Administrative Parking Coordinator.
- As of August 1, 2011 the City of Lynchburg Parking Management office assumed the daily management of the Mid-Town Parking Deck.
- All off-street parking permit customer information is being entered into the new management system and the issuance of new permanent parking permits is set to begin in the next couple of weeks.

Q- Mr. Farmer- Who is specifically handling updating all the parking deck information now?

A- Mr. Hale- That will be Venita Bradshaw

Q- Mr. Franklin- Does this include residential and on-street parking?

A- Mr. Hale- No, the Authority does not handle issuing residential and on-street parking permits.

- City Manager Payne informed the Authority that the plan to move the Parking Management office across the street into the Monument Terrace building will take place some time this fall.

Q- Council Member Gillette- Is there space for a conference room and will we move our meetings over there?

A- City Manager Payne- Yes, we plan to put a shared conference room in. There are a couple of other groups that are considering that space.

Q- Council Member Gillette- Will the cost of renovating that building come back to the Parking Authority in anyway or is that a separate line item?

A- City Manager Payne- We will take care of it. It's not a lot of work that needs to be done.

- The end of the year report shows a total of \$381,247 in parking revenues. This total was reported after the soft close was performed by the City's financial services.

(*Please note: the actual parking revenues as of June 30th are \$416, 842.71 as reported from Financial Services on 9/7/2011)

Q- Council Member Gillette- You said three-hundred eighty-one..?

A- Mr. Hale- \$381,247

Q- Council Member Gillette- And that's as of when?

A- Mr. Hale- That's as of June 30th.

Q- Council Member Gillette- How does that compare to our anticipated revenue?

A- Mr. Hale- About \$49,000 short, but I would not rule out additional revenue because this is based on the soft close.

Q- Council Member Gillette- So that's the number for the entire fiscal year? Did we have a delay in instituting some of the paid parking in the decks?

A- Mr. Hale- Yes. There was a delay in installing the pay stations at Clay Street. Instead of installing them on July 1st they were not installed until September 8th and 9th. Enforcement staff was also short until April.

Q- Council Member Gillette- So if you compensate for the delays and the understaffing how does \$49,000 short of expectations play out? Are we going to have to revise down our expectations for the current fiscal year or are we holding steady?

A- Mr. Hale- I think that had we had everything in place we would have met our revenue expectations if not exceeded them.

- Parking Hot Spots: there is an increased demand for parking spaces in the following areas:

Court Street

Main Street between 9th and 13th

12th Street

Parking lots behind Depot Grille (Received complaints from citizens; parking needs to be regulated in these lots; consider 2 or 3 hour restrictions)

Q- Mr. Koeppenick- Who decides whether it's 2 or 3 hour parking?

A- Mr. Hale- That's a discussion that needs to take place in this room.

A- City Manager Payne- We can bring you a recommendation once we get our list together. It is important for the Authority to know that complaints about parking are increasing in these hot spot areas.

- Council Member Gillette informed the parking management office that it is important to spell out the various parking challenges and outline the management pressures so that the Council Members understand the need for increased management.

Business items

- Mr. Hale presented a **draft** map which identified various areas of public and private parking locations in the Central Business District. The map was created by several City departments as well as Lynch's Landing. Mr. Hale informed members that the map was not finalized and it is still in the process of being completed. A plan is in place to also identify the marked parking spaces on each street.

Q- Mr. Koeppenick-Can you send us a copy by PDF through email, how will we get a copy of this?

A- Mr. Hale- We can send you a PDF once we finalize it and it will be on the parking website where you will be able to go there and print it or review it.

- Council Member Nelson posed questions about areas on the map that were not labeled correctly. Council Member Gillette requested that areas be identified as private only, private available, public available and municipal. Mr. Hale informed the Authority that changes will be made to the map and it will be distributed and posted on the website once finalized.

- Loading zone report

There are a total of 33 loading zones (Mr. Hale has a list of zones per street for review)

There are a total of 14 on-street handicap parking spaces

➤ Draft Proposed On-Street Parking Plan

Mr. Hale distributed the proposed paid parking plan background and purpose as well as the proposed on-street parking plan to authority members for their review.

Q- Mr. Farmer- The second phase, Parking Ticket Manager, is that just the implementation of the software integration?

A- Mr. Hale- Yes, that's currently the system that we are using.

Mr. Hale reported that the goal is to have the system integrated so that citizens will be able to make online payments for parking tickets sometime around late fall.

Q- Mr. Koepenick- With this new system will we also be able to pay for permits online?

A- Mr. Hale- That is a task that I have requested. Duncan seems to think that they can develop this request easily they just need enough customers in demand for this feature.

City Manager Payne informed members that the option to have an automatic bank draft is also being considered.

Q- Mr. Farmer- What about for corporate customers?

A- City Manager Payne- We will give you the opportunity to pay yearly and receive a discount.

After much discussion there was a motion placed on the floor by Mr. Gerdy to request City Council to delegate to the Parking Authority responsibility for the management of on-street parking in the Central Business District.

The motion was seconded by Mr. Koepenick and all others unanimously agreed.

- Ms. Bentson, Lynch's Landing Executive Director, posed the question about whether or not it is a conflict for her, a City employee, to sit and represent Lynch's Landing on the Parking Authority.

Mr. Gerdy moved for the Authority to present a recommendation to City Council that the Executive Director of Lynch's Landing be allowed to continue to hold her position on the Parking Authority. The motion was seconded by Mr. Farmer and all Authority members were in agreement except Council Member Nelson who opposed.

Next Steps

Mr. Koepenick presented the idea for the Authority to consider transitioning the old City auditorium on Main Street into a multiple level parking deck.

It was recommended that fees for on-street residential parking permits be increased.

It was proposed that Clay Street parking deck permits be offered at a discounted introductory rate of \$40 per month for one (1) year commencing in October of 2011 and expiring in September of 2012. Mr. Koepenick moved that the Authority adopt this introductory rate, Council Member Gillette seconded this motion and all others unanimously agreed.

Next Meeting – October 11, 2011 at 3:00 p.m.