

Lynchburg Parking Authority Minutes
Tuesday, August 12, 2014
3:00 P.M. – 4:00 P.M.

City Hall – Second Floor, Training Room
900 Church St., Lynchburg, VA, 24504

Members Present: Chairman, Brandon Farmer
Urs Gabathuler
Tobi Jaeger
Ed Koepenick
Thorne McCraw
Jackie Wilkes

Members Absent: Council Member, Randy Nelson

Staff Present: David Malewitz, Phyllis Garlick, Don DeBerry, Gaynelle Hart, Tony Martin

Others Present: Joan Sudec, Chase and Caitlin Pritt, and Daphney Denton

The meeting was called to order by Chairman, Brandon Farmer.

The July 8, 2014 meeting minutes were approved unanimously. Ed Koepenick made the motion to approve the minutes. The motion was seconded by Jackie Wilkes.

Old Business: None

New Business: None

Agenda Items:

Financial Update-

- a. Mr. Malewitz explained that because funds for Parking were held in the General Fund and not allocated, the Parking Department lost those funds for the 2011, 2012, and 2013 fiscal years.
- b. Mr. Malewitz provided figures on what the Parking Department collects from Permits. He provided a spreadsheet to the members showing these figures. Copy is attached. Mr. Malewitz reviewed the Parking Detail for FY 2014. He explained to the Authority, how working with the Finance Department, we now have accounts set up for Revenue and Expense Accounts for the parking lot leases. We will now be able to track these accounts making it easier to supply reports to the Parking Authority and to help with compiling the budget.
- c. Mr. Malewitz summarized the meeting he attended with the department heads on July 30, 2014 concerning Capital Improvement Projects. Ms. Jaeger asked about using CIP funds for maintenance on the Community Market Parking Deck. The estimated cost to repair the deck under the market is \$1.3 to \$1.6 million. Since some of the Parking Authority members were not aware of the deck below the lot, David was asked to arrange a tour for Parking Authority members.

Clarification on Rate Adjustment-

- a. To clarify the Parking Rate Adjustment, Mr. Malewitz recommended to increase hourly parking rates in the Mid-Town Deck and Lot E from \$.25 for the first hour to \$.50 for the first hour. In

addition, increase all daily maximum fees from \$5.00 to \$6.00. Mr. Koepenick made a motion to accept the rate increase. Ms Jaeger seconded. All approved. Motion carried.

Grandfather Clauses

- a. Mr. Malewitz reviewed the price difference that is being paid by local Non-Profits for parking permits. Other concerns include residential permit owners paying less for a second vehicle than others and free permits issued to certain businesses to park in City Lots. The consensus was to keep permits the same for everyone. Mr. Malewitz recommended to eliminate "grandfather clauses" and proceed with standard departmental rules related to the parking fees. Any special accommodations will be submitted to the Parking Manager, reviewed by the board prior to implementation, and may be subject to a one year trial period. Ms. Jaeger made a motion to standardize rates as Mr. Malewitz recommended. Mr. Koepenick seconded. All approved. Motion carried. Mr Malewitz will present at the next meeting his recommendations for the cost of permits.
- b. Mr. Malewitz presented to the board a request for a Parking Lot Maintenance Agreement for Lot E from the manager of the Craddock Terry Hotel. The manager is requesting more permits to be issued for Lot E as the hotel was only allowed a total of 8 permits. The cap was recommended by Norman Hale. The Hotel is offering to provide parking lot maintenance in Lot E. Mr. Malewitz consulted Gaynelle Hart and Walter Erwin. Ms. Hart does not have the manpower to maintain the lot as often as the Hotel would prefer and approves of the request. Mr. Erwin also approves and will assist in drawing up the legal paperwork. Mr. Koepenick suggested offering the Hotel 12 permits others suggested 2 additional permits. Mr. Malewitz will prepare a draft for the next meeting.

Central Virginia Criminal Justice Training Academy Parking Lot-

- a. Mr. Malewitz informed the Authority that the contract with the Academy has ended. Mr. Malewitz met with Ron Staton. He offered to make an agreement where both the Academy and the City can make money. At this time, all revenue from permits is sent back to CVCJA and there is no enforcement at the request of CVCJA. Ms. Jaeger stated that if parking is doing the work for the permits then we should charge for our services if we are going to continue. The Authority agreed with the recommendation by Mr. Malewitz to rework a yearly lease agreement with the CVCJA for the sale of a designated number of parking permits at an agreed upon rate where the revenue from sales is split between both parties. No Parking Authority members will assist with the reworking of the new lease agreement.

Private Lot Enforcement-

- a. Mr. Malewitz brought to the attention of the Authority a list of private parking lots that we currently enforce only when called. He did not have a recommendation and asked the Authority to consider the possibility of entering into a management agreement with the owners of those lots. Ms. Jaeger and Mr. Koepenick stated they agreed with charging for enforcement services. Mr. Malewitz will submit to the Authority what he considers a reasonable rate for these services.

Miscellaneous Updates-

- a. RFP for parking management software system: Mr. Malewitz is working with the Department Heads to complete the lease agreement with Duncan. He is working to have this completed in 2 weeks.
- b. Holiday Inn Lease: Mr. Malewitz is currently working with Tony Camm at Holiday Inn on the installation and operations of the new equipment. Mr. Malewitz informed the Authority of the monthly discount Holiday Inn has been receiving since December 2013. The discount was

- given because the parking lot equipment was supposed to have been up and running and bringing in additional income. Since that scenario was not the case, Mr. Malewitz is checking on being reimbursed for those months the discount was taken by Holiday Inn but should not have been due to the equipment not being installed and in operation. Mr. Malewitz has requested current deck financials and hotel occupancy reports as outlined in the contract but has not yet received those. He will continue to monitor the situation closely to ensure compliance with the franchise agreement.
- c. On-street parking management and meter discussion still ongoing: Mr. Malewitz is working with the merchants, the Public Works director and Engineering to formulate an action plan to present to the Parking Authority and then to City Council.
 - d. Pay by Cell: Mr. Malewitz reported that he has contacted Passport Parking and Parkmobile. He is waiting for cost break downs from the companies. Duncan is working on partnership with Parkmobile. Before choosing a provider, Mr. Malewitz is considering the number of communities around Lynchburg who have a provider, integration with other parking pay station manufacturers, integration with other parking management software providers, and the costs to the City.
 - e. Wednesday Community Market Lot management: Mr. Malewitz is working with Jennifer Kennedy to possibly purchasing portable message signs. An advertisement for the signs is included in the packet. He is still monitoring the lot's attendance. Ms. Kennedy is suggesting Saturday enforcement and "No Overnight" parking in the "H" lots. Tony Martin with the Police Department stated the Police Dept would respond if called to help with enforcement. Mr. Malewitz will follow up with Ms. Kennedy to get her thoughts on the best options.
 - f. Cheryl Douglas Jackson: Mr. Malewitz informed the Authority that the part time position for Ms. Jackson has been approved. She will be working a 29 hour week.

Mr. Malewitz included a parking article sent by Kim Payne is include in the packet for the information of the Board. Also, the 2013 NPA Rate Study Survey will be sent to the Authority.

Comments from the Public:

Residents from Cliff's Edge located at 612 Commerce Street were present to express their concerns for the parking situation surrounding their residences. Joan Sudec and Caitlin Pritt addressed the Authority and presented their letters for the record. Resident Daphne Denton presented a petition to the Board for the record, signed by 100% of the residents, requesting to be included in the Lynchburg Residential Restricted Parking District. Ms. Jaeger explained to the residents while she appreciated their presence and concerns, the Parking Authority at this time has no control over on-street parking but the Authority is working on having that changed. The residents were also encouraged to attend the City Council Meetings to present their concerns.

Comments from Authority Members: No comments

The next meeting is Tuesday, September 9, 2014.

Meeting Adjourned.