

PARKING AUTHORITY OF THE CITY OF LANCASTER
MINUTES

For the Regular Board Meeting held

August 25, 2011

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, August 25, 2011 at 8:00 AM in the Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Dino Mandros, Vice Chairman, Lisa Riggs, Treasurer; and Cindy Stewart-Treasurer and Brian Reynolds, Asst. Secretary/Treasurer.

Also present were: Larry Cohen, LPA Executive Director; Grant Hummer, ELA Group, Inc; and Donna Stoudt, LPA Staff, and Joe Rager, Operations Manager.

Absent were: Mary Dougherty, Associate Director

The Lancaster Parking Authority Board Meeting was called to order at 8:00 A.M. by Mr. Vergenes, Chairman.

The minutes from July 28, 2011, were approved by Mr. Mandros and seconded by Ms. Riggs with no corrections.

Public Comments

- None

General Comments

Reports of Committees

Personnel, Wage & Salary Committee

- Board is working on consulting requests that come to LPA to draw distinction between when the work is being done as LPA or a professional company.
- Mr. Cohen looking for guidance on how to move forward with salary review. It was suggested to meet with each committee in September.

Finance Committee

- A question was asked regarding the meter revenue. Meter revenue is under, mostly due to streetscape work. The positive variance is from the meter rental also Funeral parking has been added to the meter rentals.
- LPA is waiting for approval for the meter expansion plan which will also increase revenue.
- Trying to work within the budget there have been several projects added that had to be completed such as the fit out for retail spaces, cameras in each garage, etc.
- Ms. Stewart was asked about the security expense and the difference between security and salary and should there be a larger offset in numbers. Mr. Cohen stated that the salary expense shows staff expense changes but will look further into a better breakdown and will follow up with board members.

Marketing Committee

- Kyle Ressler, LPA staff gave a presentation of the kiosk upgrades.
 - a. There was a full redesign of the kiosk to simplify the instructions for the patrons. There is a 25 cent minimum for 10 minutes. The sign will show that the kiosk can accept nickels, dimes or quarters.
 - b. Northstar has reviewed and suggested to separate the cash and credit card information.
 - c. A question was asked about the 2-hour enforcement. It will show on the kiosk and tickets a maximum of 2-hours parking which will be strictly enforced.
 - d. The new layout will now show loading zones, fire hydrants, etc.
 - e. Ms. Riggs questioned on how often the spaces would be painted. The spaces are painted approximately 3 times a year or as needed.
 - f. A QR code has been added to the kiosk so anyone with a smart phone can scan the QR code and it will take you to our website.
 - g. Ms. Riggs asked what the time frame was for the changes. Mr. Cohen would like to review with some of our customers. After the board approves, it will be sent to be printed and then installed.
 - h. The website is updated on a regular basis with the most current news articles, changes, maps, etc. The maps will show where you want to be and which garage is the closest. Ms. Stewart asked if we could show the entrance on each garage. The actual address of the entrance is on the website but arrows will also be added to the maps.
 - i. The slide show will show how to use the kiosk for either, cash, coin or credit card.
 - j. A presentation was done at the merchants meeting for review and comments.
- The mural is completed. It was shown on WGAL and Lancaster Newspaper. Mr. Vergenes asked about the new lighting in that area. Mr. Reynolds stated that it will have a flood light affect on the painting.

Facilities & Security Committee

- Mr. Reynolds stated that the lighting bid was out on Aug. 5th and prebid meeting was held on Aug. 19th with a very good turn out. Bids are due on Aug. 30th. A recommendation will be presented to the board at the September board meeting with the intent to move forward Oct. 1, 2011.
- A prebid meeting was held for concrete repair work on Aug. 24. The bids are due on Aug. 29th.
- Ms Stewart asked about the elevator floors if there was anything that could be changed on the flooring to make them more presentable. Mr. Rager will look into if the mats can be painted and/or changed and the cost for each elevator.
- Ms. Riggs if there was any feed back on the new security. There has been a positive response. Security had questioned pictures being taken on the roof of the garage. Garage patrons can take pictures on the roof of the garage if permission is received from the parking authority.
- Ms. Riggs asked if there has been an increase in the homeless using the stairwells of the garages. Mr. Rager stated that there have been several in the Prince St. garage, mainly at the Binn's Park entrance. He stated that the police have been called to have them ticketed for trespassing.

Other Business Items

Executive Director's Report

- Traffic commission meeting is being held Sept. 6th.
- Parking 101 literatures was handed out to the board to read at their leisure which was handed out at the merchant meeting.
- A finance committee to meet to review the information regarding the city benefits in lieu of tax.
- A copy of a letter has been received regarding handicap spaces at the meters. Some poles will need to be cut down and marked as handicap spaces. Mr. Vergenes asked how many spaces had to be marked handicapped. Mr. Cohen stated that they will follow ADA compliance regarding the spaces.
- The space in front of the dry cleaners at Prince & Orange is asking for a 15 minute meter or loading zone for their customers.
- There was a meeting with the enforcement officers to review all concerns.

Action Items:

Miscellaneous Business

- September meeting has been changed to Sept. 29th

Motions

- A motion was made at 9:10 A.M. to adjourn by Ms. Stewart and seconded by Mr. Mandros. The motion was approved by all board members present.

Respectfully submitted,

Cindy Stewart, Secretary