

**PARKING AUTHORITY OF THE CITY OF LANCASTER  
MINUTES**

For the Regular Board Meeting held

March 24th, 2011

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, March 26th, 2011 at 7:30 AM in the Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Deno Mandros, Vice Chairman; Lisa Riggs, Treasurer; and Brian Reynolds, Assistant Secretary-Treasurer.

Also present were: Larry Cohen, LPA Executive Director; Grant Hummer, ELA Group, Inc; Mary Dougherty, LPA Financial Manager; Glenn Vasey, LPA Maintenance/Meter Technician; and Kyle Ressler, LPA Accounts Payables.

Absent were: Cindy Stewart, Secretary.

Note: The LPA solicitor, Kathleen Gray, Barley Snyder, LLC, will be requested to attend the board meeting when board business may require the solicitor's opinion or guidance.

The Lancaster Parking Authority Board Meeting was called to order at 8:05 A.M. by Mr. Mandros, Vice Chairman.

The minutes from February 24th, 2010, were approved by Ms. Riggs and seconded by Mr. Reynolds.

**Public Comments**

- None.

## Reports of Committees

### Personnel, Wage & Salary Committee

- None.

### Finance Committee

- Through February financials, revenues are at 100% of budget but cautioned the Authority will continue to see a lower meter revenue due to the city's "streetscape" construction and other projects throughout the city.

### Marketing Committee

- Mr. Cohen informed the board of the progress of the marketing program. Twelve marketing companies were sent the Request for Information (RFI). North Star Marketing, Scheffey Integrated Marketing and Orbit Creative Inc. were invited to provide presentations to the marketing sub-committee. Unanimously, North Star seemed to be the best fit for the needs of the Authority. A motion was made to move forward with North Star Marketing for up to \$10,000 to provide new marketing initiatives as outlined in the RFI.
- In accordance with the re-establishment of Saturday meter enforcement, the City, Police, JSID and the Authority have produced informative and instructional notices that are to be placed on vehicles parked in the designated meter area on Saturdays, warning of the upcoming change. By request of the Mayor, LPA has placed a map of its garages as well as information of rates and a coupon for the first hour of free parking on Saturday's within an LPA garage in April and May.
- Mr. Cohen reviewed the 1<sup>st</sup> and 2<sup>nd</sup> phases of the new meter expansion program that was developed with his staff. The board addressed its desire that sensitivity be used during the roll out the new meter program. The "Phase 1" plan will be brought to the traffic commission for approval after buy-in from key stakeholders impacted by the changes.

### Facilities & Security Committee

- Mr. Reynolds discussed the developments with Blue Star Energy. A lighting fixture list is being assembled for all of the garages for replacement. This project will go out for bid and is planned to be launched during the Fall of 2011 starting with the Penn Square garage.
- A pre-bid meeting was held for the security RFP. To date, five companies have requested information and two were in attendance. LPA has posted bid questions on its website for all companies to view. Bids will be opened on

March 31<sup>st</sup> with a decision by April 5<sup>th</sup>. A new security services vendor is planned to take over operations on May 1<sup>st</sup>.

### **Other Business Items**

#### **Executive Director's Report**

- Mr. Cohen notified the board that he will be bidding for Millersville's downtown parking needs estimated at \$70,000 in new revenue. They are currently parking in the Lancaster Newspaper Garage.
- The water leak issue between LPA and Going and Plank has been addressed in a letter from Kathy Gray. Final settlement of \$1700 is pending their approval.

#### **Miscellaneous Business**

- Regarding the parking passes issued to LPA board members, Mr. Vergenes sought legal council to verify that it is allowed to be permitted. After speaking with our attorneys, it was found that this was acceptable. Based on legal review and the significant volunteer activities done by members of the board, a motion was made to approve an "in kind" contribution by the LPA to the board members for the maximum monthly rate of the garages x twelve on an annual basis.

#### **Motions**

- A motion was made to move forward with North Star Marketing for up to \$10,000 to initiate a new marketing plan. Motion by Ms. Riggs seconded by Mr. Mandros.
- A motion was made to approve an "in kind" contribution by the LPA to the board members for the maximum monthly rate of the garages x twelve on an annual basis. Motion by Ms. Riggs seconded by Mr. Reynolds
- A motion was made at 9:30 A.M. to adjourn by Ms. Riggs and seconded by Mr. Mandros. The motion was approved by all board members present.

Respectfully submitted,

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Cindy Stewart, Secretary