

PARKING AUTHORITY OF THE CITY OF LANCASTER
MINUTES

For the Regular Board Meeting held

May 19, 2011

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, May 19, 2011 at 8:00 AM in the Authority Office's at 111 North Prince Street, Lancaster, PA.

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

Also present were: Larry Cohen, LPA Executive Director; Grant Hummer, ELA Group, Inc; Mary Dougherty, LPA Associate Director and Donna Stoudt, LPA Staff.
Guest Speaker – Kylene Conrad, North Star

Absent were: Lisa Riggs, Treasurer

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

The minutes from April 21, 2011, were approved by Mr. Mandros and seconded by Ms. Stewart with no corrections.

Public Comments

- None.

Reports of Committees

Personnel, Wage & Salary Committee

- None.

Finance Committee

- Ms. Stewart asked where the bike control will be expensed. Bike patrol will show under security.
- Ms. Stewart asked about the increase in the electric and phone costs. Initially there is an increase in electric with the new elevators. The lights that were on sensor are now on for security for our patrons. Mr. Cohen's cell phone will be added to the LPA plan which should reduce the phone bill. LPA is also looking in to changing from Windstream to Comcast.
- Ms Stewart asked if pension was paid monthly or yearly. Ms. Dougherty stated that the pension is paid annually.

Marketing Committee

- A preliminary plan was given by Kylene Conrad from North Star Marketing. The first 6 months will be to focus on branding and messaging, making sure to communicate with our customers through our website and to build a data base which will help with any future promotions. In April North Star went through the website and suggested some improvements to make sure information is easy to access. Mapping on the website would show more definition of garages and business to make parking easier for anyone visiting the area. After all improvements are made anyone using the website will be asked to fill out a survey for some kind of promotional reward. Banner ads are to add LPA's website to other business website and to add their sites on our web page.
- Mr. Vergenes asked when the next newsletter would be ready. Mr. Cohen stated that the printed version is on hold pending the newsletter being put online.
- Mr. Reynolds asked about the Saturday enforcement coupons. Out of 1,700 coupons handed out, only 10 were redeemed to date. Coupons are good through May 29th.

Facilities & Security Committee

- Mr. Reynolds discussed the lighting. There was a meeting held on May 9th with Mr. Cohen and Mr. Hummer to discuss what lighting changes would occur and also to determine if this is a bid or Request for Proposal. Mr. Reynolds will get a count of each garage which will include the amount of fixtures in each garage and what will need to be changed. When the request is sent out, a scope of work and the counts for each garage will be included. Some of the concerns are perimeters, bond information, changes are to be done floor by floor and additional wiring needed at Prince St garage. The information is to be sent out mid to late June with all information to come back by end of August to have the project completed by end of year.

Other Business Items

Executive Director's Report

Facilities

- Rep. Sturla moved into the retail space on May 12th. The only pending issue on the punch list is the door. Caulder Door will resolve any issues with the doors.
- Towing of 3 abandon vehicles will be taken out of the garage today. Owners were contacted and certified letters were sent.
- We are receiving three (3) bids for security cameras for the office. At this time there is only one. Cameras will be placed at all cash handling areas. Cameras at Prince and Penn Square might be included in the cost. Mr. Vergenes asked if there were any questions regarding the placement of cameras with the bomb scare. Mr. Cohen stated there were no concerns but is planning to attend a task force meeting to discuss emergency planning.

Meters

- Mr. Cohen presented the mocked up version of the meter expansion. Mr. Cohen & Mr. Mandros are to meet with Ms. Parson regarding meters at the 200 block of E. King. Meters at the corner of Lemon & Queen Sts. need to be addressed. Mr. Mandros would like to ask the residents of Water St. if they would like meters.
- The kiosks at the court house have been brought on line.
- There was an ongoing software issue with Matrix that delayed the rate increases at the kiosks till May. Mr. Ressler stated the space numbers for the kiosk will be painted as soon as possible as weather permits.

Staff

- Drug testing has been implemented for all new hires.

Legal

- Going & Plank has requested \$1,700 for an ongoing leak issue at the King St. garage. A letter was sent stating we would pay them \$1,700 and we would be released from all future problems. Going & Plank accepted the \$1,700 payment but would not sign away their rights to any future problems. Mr. Vergenes suggested we pay the \$1,700 with a letter stating that we do not accept any responsibility for the problems their building incurred. Motion to pay Going & Plank with letter. Approved by Mr. Mandros and 2nd by Ms. Stewart.

Action Items:

- Sign poles have been placed at eye level at each entrance.
- A conference phone will be installed by next meeting.
- Suggestion box idea will be tied in with the marketing plan for the website.
- Mr. Cohen reformatted the garage availability list which shows availability at 14%.
- Bike patrol has started with a lot of good press. At the end of 30-days an evaluation and comparison of the security reports will be done.
- Power washing was done at all garages by the maintenance department and in the future will be done on a yearly basis.

Miscellaneous Business

- Mr. Cohen attended a municipal finance task force meeting which asked for contributions.

Motions

- A motion was made at 9:15 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