

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

December 15, 2011

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, December 15, 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, Cindy Stewart, Secretary, Brian Reynolds, Asst. Secretary/Treasurer.

Also present were: Larry Cohen, LPA Executive Director, Grant Hummer, ELA Group, Inc., Kyle Ressler, LPA Staff, Mary Dougherty, Associate Director, Joe Rager, Operations Manager.

Absent were: None.

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

The minutes from November 17, 2011 were approved by Mr. Mandros and seconded by Ms. Riggs with one corrections of a typo on page 3 where '201' should have read '2011'.

Public Comments

- None

Reports of Committees

Personnel, Wage & Salary Committee

- None

Finance Committee

2012 Budget:

- As a follow up to the discussion on the budget at the November board meeting, staff prepared additional analysis with a clearer outline of items with variances from the prior year. LPA staff met with Ms. Riggs to review the line items in advance and shared this additional material with the board. The board concurred that the best and appropriate efforts had been mad to contain costs where possible without compromising levels of service and quality.

- There is a supplemental page to the proposed budget which outlines the proposed variances for 2011.
- The supplemental information was reviewed at a separate meeting. It outlines the substantiation of the increase from \$1.00 to \$2.00 for the 2nd hour of parking.
- There is not an across the board increase in all expenses; there are some cost reductions in expenses for next year.
- Additional \$23,000 for repairs to the Prince Street garage was added.
- It was agreed that personal attention is to be given to our customers, which means that current staff levels will be maintained.
- Budgeted is no loss of permit revenue nor increase of new permit revenue for 2012. No impact from the RRTA garage is budgeted.
- A motion made to accept the 2012 budget as presented. Motion to accept by Mr. Mandros and 2nd by Ms. Riggs. The motion was approved by all members present.

Marketing Committee

- A flyer will be placed on the kiosks and bags on the meters for free parking from Dec. 19 through 24.
- The garage rate signs are being redesigned with the new rates, website and contact information; making the sign very easy to read.
- Lancaster Newspaper wrote a nice article and WGAL did a story on the new lighting project. A notice was sent out to all the parking publications and the Central Penn Business Journal.
- The winter newsletter is being prepared and will go out in January. The newsletter will highlight the customer survey report and some of the actionable items from the survey, as well as the light project.

Facilities & Security Committee

- A lighting progress meeting was held on Dec. 14th. The project is 75% complete in Penn Square and Prince Street.
- Constellation contract does not end until January 2013. The cost for cancellation is \$43,000. An email was sent to Blue Star requesting a remedy or possible deferment until 2013. A copy of the email was also sent to Kathy Gray.
- Additional concrete repairs were required on the façade of the Prince St garage along Prince Street. The repairs should be completed by end of year.
- A letter was sent to Mayor Gray that reflected the deliberation of the board at its October meeting. There has been no response as of today.
- Amtrak update – Regarding any potential of a future garage, a question was asked of Ms. Gray if the Parking Authority can do business outside of the city. Ms. Gray stated that it is unusual but the article of incorporation does not give a geographical area. More information will follow.

- Follow up on the 3-year strategic plan. It was suggested to have an all day retreat either here or off site to refine the strategic plan. The cost from E4 is \$4,500. It was suggested that the board meet for a half day in the morning and then LPA staff meeting in the afternoon to review the plan. A request was sent out for other facilitator bids.

Other Business Items

Executive Director's Report

- The summary of the comments from the survey and action items are on the report. These items are being reviewed by the Operations Manager. A question was asked if the power washing of the stairwells are being done twice a year. The garages are shut down and the entire garages are done in the spring and fall. The stairwells are done on an individual basis as required.
- A gate has been put in place at the entrance to Binn's Park on Level 3 of Prince Street Garage; in partnership with Wells Fargo and the City.
- County Commissioners are putting a secured slide gate for parking along the Prince Street garage which would be independent of our structure. Mr. Cohen asked that the structure be checked due to the jack hammering work being done at the base of the garage.
- The Policy and Procedure manual was presented. A question was asked if the board will need to take any action for any policy. There may be a few items but it is mostly an operational policy and procedures manual.
- A question was asked regarding the status of electric charging stations. Mr. Cohen was approached by Worley & Obit about putting in a charging station in Penn Square. We have not received any information at this time.


Miscellaneous Business

- The next board meeting is scheduled for Jan. 26 at 8:00 am.

Motions

- A motion was made to 9:15 to adjourn by Ms. Stewart and seconded by Ms. Reynolds. The motion was approved by all board members present.

Respectfully submitted,


Cindy Stewart, Secretary