

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

For the Regular Board Meeting held

February 21, 2008

The Parking Authority of the City of Lancaster held its regularly scheduled meeting on Thursday, February 21, 2008 in the Authority Office at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Chip Kirchner, Vice Chairman; Lisa Riggs, Assistant Secretary/Treasurer; Dino Mandros, Treasurer; Cindy Stewart, Secretary

Also present were: Thomas Matthews, Executive Director; Grant Hummer, ELA Group, Inc.; Tom Goodman, Goodman & Kenneff; Mary Dougherty, Financial Manager; Tim Roschel, Head of Public Works Committee, City Council; and Kyle Ressler, Employee.

Absent were: Jack Kenneff, Goodman & Kenneff

The Lancaster Parking Authority Board Meeting was called to order at 4:34 P.M. by Mr. Vergenes, Chairman.

The minutes from January 10, 2008, were approved without objections. Motion by Mr. Mandros and seconded by Mr. Kirchner.

Public Comments

- There were no public comments.

Reports of Committees

Personnel, Wage & Salary Committee

- Mr. Matthews' salary increase for 2008 was discussed and set at 5%.
- Peter R. Johnson & Co. will begin working on salary ranges for the eight administrative. If a second phase is deemed necessary, it will be under a separate contract.

Finance Committee

- The Committee had no report.

Marketing Committee

- The Parking Spot will be distributed in March. The new garage update will be included, the renaming of the King St. Garage, new projects and an Employee Profile of Lisa Tubay, Credit and Collections Specialist.

Facilities & Security Committee

- The Committee had no report.

Other Business Items

Executive Director's Report

- Mr. Kirchner discussed the beginning stages of the “way finding” signage process. Way finding is a term used to describe how people orient themselves to moving through the city and the garages.
- Currently, the time allotted for this project is bound by the completion of the new East King Garage (October 1st, 2008) and the opening date of the convention center (March 1st, 2009.)
- Mr. Kirchner reported that Ashton Design, an experienced professional firm, will be assisting with the first stage of the way find project. The first stage consists of developing design ideas for colors, quantity, etc. before moving onto stage two. Stage two will be more precise with the looks and location of the signage.
- Mr. Kirchner stated that at the end of stage one, Ashton Design will create a “plan book” which will contain recommendations for signage appearance and placement of signs in the garages. They will make a presentation to the board in April 2008.
- Mr. Matthews mentioned that there is no bid necessary at this point because we are using professional services, though once the project comes to the point of implementation, bids will be required.
- Mr. Matthews discussed that this particular project encompasses design concepts and elevation development, which includes chargeable message boards, street level entrance

signs, building ID signs, parking direction signage, ADA compliance signage, banners and décor development, streetscape elevation, and basic signage schedules.

- Mr. Matthews stated that there will be a construction budget estimate developed for the cost, to implement the design concepts, and put the signage in place. The first stage cost will be \$20,000.
- Mr. Matthews noted that it will take approximately eight months to complete the design and erection of signs in the King and Prince St. garages. Late February of 2009 is the projected date for the completion of this project.
- Mr. Matthews discussed the lighting project for the helix. Mr. Matthews stated that M&M Architects are going to provide a proposal which will include a lighting consultant and a structural engineer. Maryann of M&M Architects will be putting together the implementation budget. Mr. Matthews will be updating the board as progress advances.
- Mr. Matthews discussed the color scheme and materials that will be used on the East King Garage. He also revealed the banners that are to be placed at the construction site to display the final appearance of the garage.
- As part of the new bond issue, the December debt service payment in 2007 was much smaller. This will allow LPA to increase our reserves. In 2008 we will be approximately \$295 thousand dollars below what will eventually be the annual debt service payment of approximately \$2 million dollars. Our debt service payment will be \$2 million dollars.


Miscellaneous Business

- Mr. Vergenes made the board aware that Mr. Matthews and himself will be meeting with the mayor, Randy Patterson, and Pat Brogin on Monday, February 25th to discuss the selling of the garages to a private firm.

Motions:

- Mr. Kirchner made a motion to increase the executive salary by 5%. This motion was seconded by Mr. Mandros. All were in favor and the motion carried.
- A motion was made at 5:30 pm to adjourn by Ms. Riggs and seconded by Ms. Stewart.

Respectfully submitted,


Cindy Stewart, Secretary