

PARKING AUTHORITY OF THE CITY OF LANCASTER

MINUTES

For the Regular Board Meeting held

February 10th, 2011

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, February 10th, 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; Cindy Stewart, Secretary; Brian Reynolds, Assistant Secretary-Treasurer.

Also present were: Larry Cohen, LPA Executive Director; Charles Hess, ELA Group, Inc; Mary Dougherty, LPA Financial Manager; Joe Rager, LPA Operations Manager, and Kyle Ressler, LPA Accounts Payables.

Absent were: None.

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 7:30 A.M. by Mr. Vergenes, Chairman.

The minutes from January 13th, 2010, were approved by Mr. Mandros and seconded by Ms. Stewart.

Public Comments

- None.

Reports of Committees

Personnel, Wage & Salary Committee

- Although the Union contract has been approved and completed, a question was raised whether or not the Union would see any increases in salaries if the Parking Authority shows an increase in revenue within the contract period. Although it may be considered for future contracts, the board stated that no changes would be made within the existing union contract prior to its renewal.
- Mr. Cohen's six month initial goals will be reviewed during executive session in June.

Finance Committee

- December 2010 year end numbers were \$228,722 under budget reflecting a variety of issues, including over budgeting, economic conditions and low transient parkers.

Marketing Committee

- Mr. Cohen has sent out a Request for Information (RFI) to ten marketing firms within the Lancaster area for a "consolidated marketing plan." Responses are due February 25th. Ms. DiBenedetto, an F&M intern working with LPA regarding marketing, is creating an evaluation form for the RFI, as well as additional research for LPA's marketing plan.

Facilities & Security Committee

- Mr. Reynolds informed the board that he will be auditing the garages lighting over the next several months. This will provide a blueprint of exactly what lighting the garages currently have vs. the upgrades that will be required for a new vendor. We are exploring a "lease lighting" scenario where a firm will pay the upfront costs for new lighting and the payback will be recouped from savings in energy costs.
- The elevator project has been completed. The final two elevators at Prince have been finished and are fully operational.

Other Business Items

Executive Director's Report

- Mr. Cohen notified the board that "layover parkers" are being recorded in order for the authority to receive proper payment for their stay. Vehicles left over night long-term have been recorded, notifications on vehicles, some mobilization "boots" have been placed on vehicles that were not in LPA's system of monthly parkers and we are working with the Police Dept. to notify these individuals.
- Saturday enforcement has been passed by City Council. A rollout date has not yet been set but it will include a coordinated plan with the police department and the Mayor's office.
- The board discussed the previous decision regarding the pros and cons of multi-space kiosk meters, "Pay by Space" vs. "Pay and Display". One reason Pay by Space was chosen was because the customer does not have to return to their vehicle to display a ticket after they have already departed their vehicle.

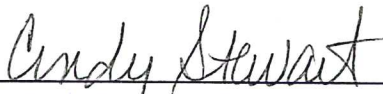
Miscellaneous Business

- None.

Motions:

- A motion was made by Mr. Vergenes to adjourn the Public Board meeting at 8:43 A.M. in order to go into Executive Session to discuss Mr. Cohen's six month objectives. At 9:15 P.M. the Board returned to Public Session.
- A motion was made at 9:15 A.M. to adjourn by Mr. Mandros and seconded by Ms. Riggs. The motion was approved by all board members present.

Respectfully submitted,


Cindy Stewart, Secretary