

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

January 26, 2012

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, January 26, 2012 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, Cindy Stewart, Secretary, Brian Reynolds, Asst. Secretary/Treasurer.

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

Absent were: Lisa Riggs, Treasurer

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

The minutes from December 15, 2011 were approved by Mr. Mandros and seconded by Ms. Stewarts with corrections reflected in the December minutes.

Public Comments

- None

Reports of Committees

Personnel, Wage & Salary Committee

- None

Finance Committee

- End of year revenue debt service shows more income then budgeted. The board was reminded that these are early figures with more expenses to be posted. The same applies to the investment income.
- A question was asked if the rates were the same for E. King garage and lot. The garage is \$65 per month and the open lot is \$55 per month.
- A question was asked why there was an overage on the meters near LGH. Overage is based on the new meter added on Lime St and the rate increase.
- A question was asked why there was an overage on bank fees. This comes from an increase in credit card usage and Saturday enforcement.

Marketing Committee

- The newsletter was sent out by email and was well received.
- Information on the rate increase was in the newspaper, WGAL, Blue Ridge and signs have been posted in each garage. There has been no negative feed back regarding the increase from daily parkers.
- RRTA garage is opening in March. LPA is putting together an aggressive marketing plan to our permit parkers. Noting the improvements to the garage and possible customer appreciation day. Also informing the public that the RRTA is not our garage but to support city and park in the LPA garage.
- A question was asked if we heard of any of our permit parkers moving to the new garage. At this time we have not heard of anyone moving.

Facilities & Security Committee

- A meeting was held with the mayor and he asked to explore using EZ passes at the garages. The capability is there with our current vendor with a cost of \$10,000 with hardware and software changes. It was not sure if the cost was for each garage. It was suggested to place a survey on our website regarding the EZ pass to see what kind of feedback and/or interest there would be.
- A credit card lane is being added at the Prince & Duke St garages and should be ready by end of February.
- The façade work is now completed. The items on the punch list that need to be addressed for the façade work.
- LPA will be bringing in a new company for structural assessment. ELA will still be doing project management and bid documents. This year will be a Level 1 assessment. In the coming years there should be a Level 2 assessment which would include core samples and chain dragging of each of the garages to assure structural stability. A bid was sent out not to exceed \$9,000.
- Lighting upgrades are completed at Prince St, Penn Square and E. King Street. Duke Street should begin the week of Feb. 3rd with Water Street to follow. After completion of all garages there will be a walk through and punch list. It was suggested to upgrade the lighting in the elevators.
- A question was asked if the Prince Street entrance is closed if there could be a sign placed closer to Chestnut St to warn the parkers the entrance is closed and to enter on Orange Street.

Other Business Items

Executive Director's Report

- As a follow up to the consulting work for Lancaster Regional it was proposed a potential lease for 26 meter spaces on College Avenue. A question was asked if LPA has to go to the traffic commission for the additional spaces. It should be presented to the traffic commission at there next meeting.
- A new phone system is being put in place at the office. The answering service will be eliminated. It is being set up to send a voice message and text to security for an after hour emergency.
- An all day retreat is scheduled with Ann Gingrich on Thurs. Feb. 16th to discuss and update the strategic plan.
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Miscellaneous Business

- The next board meeting is scheduled for Feb. 23rd at 8:00 am.

Motions

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

Respectfully submitted,


Cindy Stewart, Secretary