

PARKING AUTHORITY OF THE CITY OF LANCASTER

MINUTES

For the Regular Board Meeting held

September 29, 2011

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, September 29, 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; and Cindy Stewart-Treasurer and Brian Reynolds, Asst. Secretary/Treasurer, Kathy Gray, Barley Snyder.

Also present were: Larry Cohen, LPA Executive Director; Grant Hummer, ELA Group, Inc; and Donna Stoudt, LPA Staff, and Joe Rager, Operations Manager, Mary Dougherty, Associate Director, Gib Armstrong, Blue Star Energy

Absent were:

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

The minutes from August 25, 2011, were approved by Mr. Mandros and seconded by Ms. Riggs with no corrections and approved by all.

The minutes from the Special Meeting held on September 14, 2011, we approved by Mr. Mandros and seconded by Mr. Reynolds with no corrections and approved by all.

Public Comments

- None

General Comments

Reports of Committees

Personnel, Wage & Salary Committee

- The committee met and a consulting agreement was made with Mr. Cohen that anything within the geography of the parking authority will be under the directive of the parking authority and reflective of our strategic plan and any other opportunity that does meet that plan will be discussed on a case by case basis. Mr. Vergenes stated that Mr. Cohen is a nationally recognized expert in parking and called upon from all over the United State for his comments that is why the personnel committee met to determine boundaries.

- Mr. Cohen stated that an agreement was signed with Rettew Associated for the Lancaster Regional Medical Center up to \$2,000.

Finance Committee

- Nothing to report

Marketing Committee

- The committee met to discuss the budget.
- A draft of the E-Newsletter for the website. All updates to the website are now internal.
- Customer appreciation dates are Oct. 24th for Prince, Oct. 25th for Penn Sq. and E. King, Oct. 26th for Duke, all between 7:00 – 9:00 am. There will be give away's handed out as patrons come into the garage also at the elevators there will coffee and donuts.
- Surveys – Patrons will be asked to complete the survey at customer appreciation day also there is a link in the newsletter that will take you to the survey. It was suggested to add non-applicable for the office staff if you are a transient parker that does not interact with the office. Survey monkey is being used to track the survey information.

Facilities & Security Committee

- Lighting plan –
 - Blue Star submitted a bid for the decapppy along with the agreement which the board did not agree with. Ms. Gray was consulted on how to handle the agreement with no out of pocket expense for the parking authority. Ms. Gray reviewed the Lehigh Capitol agreement which was a basic lease agreement that went out to 48 months compared to the 3.1 agreement. It was decided that it would be in the best interest of the Parking Authority to self fund the project with Blue Star providing the product and installation.
 - Ms. Gray's proposal would be to modify the agreement to show Blue Star's energy services and the original agreement in the contact which Blue Star will have to agree with.
 - A question was asked about the RFP and what was required for the financing and the concern that other parties were not able to bid on the project. Ms. Gray stated that LPA could reject the bid as submitted and resubmit the bid requesting energy product and installation, however with the original bid stating that they were able to waive any informality in the bid and since there were no other bidders the board can accept the bid from Blue Star Energy.

- By self funding the parking authority would receive the energy saving. The saving and payments will be shown in the operating budget that the fund is being replenished.
 - Blue Star's rate has been lowered and is locked in for 3 years. There was a note to change out lights in 2 years.
 - A question was asked if Blue Star would be comfortable with just providing product and installation. Mr. Armstrong stated that they would be comfortable with the new agreement. Mr. Armstrong did state that even though LPA is self funding there still will be a 3-year warranty on the product.
 - A question was asked if there was still a guarantee that we would receive the savings. With self funding LPA will take the risk of not receiving the full savings for paying back the fund which should be a very minimal risk.
 - Due to only getting one bid, a question was asked if the board was comfortable with Blue Star's agreement.
 - A suggestion was made to clarify in another meeting on how to manage to pay back the funds.
 - It was asked if any member of the board would be affected by the bid. It does not affect any board member or their business.
 - A motion was made to spend \$413,000 less rebate of Parking Authority funds. The cost will be \$333,622. Blue Star will be taking the risk for. Ms. Riggs made a motion to authorize the Executive Director to use \$333,622 out of the unrestricted net assets to purchase the new energy lighting system in conjunction with Blue Star's response to our proposal, second by Mr. Mandros and approved by all present.
 - A motion was made by Mr. Vergenes to execute a 3 - year energy contract with Blue Star Energy subject to approval from the solicitor and Executive Director, second by Ms. Riggs and approved by all present.
 - A letter of intent would need to be received by Blue Star no later than Sept. 30th.
- The municipal contribution is deferred to the October meeting.
 - Advertising in the garage – Where would the advertising space be, also should North Star handle the advertising. A suggestion was made to set up guidelines for advertising in the garage or should this be deferred till the 2012 schedule.
 - Penn Sq reserve section will be closed Oct. 3 – Oct 5th as part of the streetscape plan. All parkers in the reserved area will be asked to park upstairs.

Other Business Items

Executive Director's Report

- All the new meters that were approved are in place.
- The Park Avenue proposal will move forward at the November Traffic Commission
- The new kiosk designs are being put into place at this time
- The how to use video is being completed

Action Items:

Miscellaneous Business

- Parking at the train station – There was a public announcement that there are federal transportation funds that have been identified and the metropolitan planning organization has approved Penn Dot to submitting a request to FTA for the funds in the amount of \$625,000 to be used to do an assessment around the train station for the parking.

Motions

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

Respectfully submitted,


Cindy Stewart, Secretary