

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

November 17, 2011

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, November 17, 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., Donna Stoudt, LPA Staff, Mary Dougherty, Associate Director, and 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 September 29, 2011 were approved by Mr. Mandros and seconded by Ms. Riggs with no corrections. October board meeting minutes was deferred to the November 17th meeting.

Public Comments

- None

Reports of Committees

Personnel, Wage & Salary Committee

- None

Finance Committee

- A question was asked about the negative variance to the budget. There is a one-time yearly payment for the elevator loan.
- It was noted that garages and monthly fees are ahead of last year.
- A formula change needs to be made to the non-operating income line.

- The proposed 2012 budget was presented. The question was asked if an approval was expected at the November meeting. Mr. Cohen stated that it was to be discussed at our November meeting for comments/feedback and approval at the December meeting.
 - A question was asked if any customer reach out to our largest customers would occur to see if any permit variances were expected in 2012. In discussions with key customers, we have not been told of any changes to their parking arrangements next year.
 - The budget has a proposed increase in the 2nd hour rate from \$1.00 to \$2.00 which will increase revenue by \$140,000 to cover additional uncontrollable expenses of \$132,000, i.e. warranties for the elevators, kiosks, 12% increase in healthcare expense, etc. A question was asked if reasoning for the increase can be clearly outlined. An outline will be presented at the December meeting with the detailed rationale.
 - Is any impact from the new competitor's garage opening? We have budgeted neither a loss or increase in total permits for 2012 opening and not knowing actual impact.
 - There are areas of reduction in the budget, i.e., travel. Also, \$500,000 in garage repairs are being deferred into a five year plan at this time.
 - Water and Sewer expenses will be doubled in 2012 due to both new retail spaces opening in King St.

Marketing Committee

- None

Facilities & Security Committee

- After today's meeting there will be a kick off meeting for the lighting project with Blue Star Energy. There will be a very aggressive schedule to get the project completed.
- Blue Star will work with Mr. Cohen for scheduling work around events in the convention center, Marriott, etc.

Other Business Items

Executive Director's Report

- Garage repairs are on schedule
- Next year's audit will be April 9 – 16, 2012.
- Met with the cleaning contractor to review their scope of work requirements.
- Working with the Lancaster County Visitors Center regarding parking for the Quilter's show. We should be able to accommodate all parking needs downtown which would eliminate their satellite parking needs.
- Mr. Cohen attended traffic commission and he distributed the article regarding the outcome of the loss of meters on 300 N. Prince St.
- Kiosk redesign is done and implemented. The video is available on the kiosk using a smart phone.
- Free holiday street parking will be Dec. 19 through Dec. 24
- "Customer Appreciation Day" went very well. We received a very good response on the survey and will pick winners from each garage.
- Majority of the work is completed with Rettew Associates consultant work for Lancaster Regional Medical.

Miscellaneous Business

- There has been some discussion regarding a permanent bathroom in Binn's Park. This is still in the early stages discussion.
- A question was asked regarding the customer appreciation survey and if there will be a breakdown of the comments and how they will be addressed. Mr. Cohen showed a preliminary spreadsheet grouped comments. They will be reviewed with the staff on an action plan will be presented. There will be an analysis for next months meeting. A thank you for completing the survey with the results and winners will be posted online and in the newsletter.
- A question was asked if the port-a-potty could be moved out in Binn's park area. There is a small area at the coke machine but for liability and security reasons it would be best to keep it where it is now until a more permanent facility can be approved.
- A form letter was received in July regarding Payment in lieu of taxes. An example was shown of the dollar value of parking and the benefits provided to the city. A question was asked if we should make a payment to the city and if we have the financial means to do this today or in the future. It was suggested a response to the letter stating the board has considered the request and agrees that we should help in some way, however, our budget constraints in 2011 and foreseeable future does not allow us to contribute at this time. The board is very open to consider this in the future if our financial situation should improve.

- Due to the Christmas Holiday, the next board meeting will be a week earlier on Dec. 15th at 8:00 am.

Motions

- A motion was made to 9:20 to adjourn by Ms. Riggs and seconded by Ms. Stewart. The motion was approved by all board members present.

Respectfully submitted,

Cindy Stewart, Secretary