

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

April 24, 2012

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, April 24, 2012 at 8:00 AM in the Parking Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman, Cindy Stewart, Secretary, Brian Reynolds, Asst. Secretary/Treasurer, Lisa Riggs, Treasurer

Also present were: Larry Cohen, LPA Executive Director, Mary Dougherty, LPA Associate Director, Susan Graver, LPA Financial Manager, Donna Stoudt, LPA Staff and Kathy Gray, LPA Solicitor.

Absent were: Dino Mandros, Vice Chairman

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

The minutes from March 22, 2012 were approved by Ms. Riggs, seconded by Mr. Reynolds with corrections and then approved by all members present.

Public Comments

- None

Executive Director's Report

- We have agreed to pay the original balance due on the Blue Star lighting project. Blue Star will not seek reimbursement for their \$17,000 unapproved change order and the LPA will allow Blue Star to keep the additional \$22,000 energy rebate. There is no additional outlay by the parking authority and the project finished at budget and was done well.
- Susan Graver was introduced as the new Financial Manager.
- The reoccurring credit card payments have started for monthly parkers. Nearly 100 customers have signed up in the first month.
- There was a fire in the small retail space at E. King St. The tenant, City Tech, had cancelled his insurance. City Tech owner, Larry Frey and LPA mutually agreed to terminate the lease early. Cleanup will take three weeks. The space should be available for rental around the beginning of June.
- The spring newsletter was sent. For more exposure the newsletters have been posted at the elevators. The campaign "if it matters to you, it matters to us" has started and was in the newsletter as well as a flyer posted at each garage entrance. At each entrance the 'payment due notice' is posted the first ten days and then the campaign notice will be posted for the remainder of the month.

The Customer Advisory Panel – we received six applications. Mr. Cohen recommended all applicants. The ground rules will be sent out to all applicants to review and bring to the meeting. Meetings will be held quarterly, the first one being held on May 24th at noon. Mr. Cohen suggested that Anne Gingrich be there for the first meeting to help set up guidelines for the committee.

- Mr. Cohen met with Abby Palutis from Pa CVB to provide guidance and suggestions on our twitter and Facebook accounts.
- The latest rendition of the Lancaster Press Garage was presented. We have been providing our design standards, including signage, lighting, parking equipment, etc. Ground breaking is scheduled for early Fall 2012. Mr. Cohen sent some conceptual ideas to Randy Patterson on how LPA would manage the garage.
- New security cameras have been placed in the E. King Street garage.
- Exploration of the LPA Executive Director having a seat on the Traffic Commission per discussions at the board retreat earlier this year – Findings state that by the charter of the traffic commission, the city staff is designated to sit on the commission. There are two community positions and one is filled by Mr. Mandros. One of the requirements is that you must be a city resident. The board would like to discuss with Mr. Mandros his role on the commission regarding the parking authority.
- With the opening of the RRTA garage pending, LPA was informed that one of our larger clients was looking into relocating. LPA was given the opportunity to discuss options with the client. Mr. Cohen was asked to put together options and set up a meeting to present options with the client.
- A developer approached LPA to seek input into the viability to purchase air rights for above one of the LPA garages. Solicitor Ms. Gray reviewed parking authority law and stated it is a viable option. Mr. Cohen sought input from a national parking consultant and based on their project experiences, it was suggested that it would not be feasible for the parking authority to proceed due to the age of our structures and the structural reinforcement (and cost) that would be needed (except for E. King Street garage which was not designed for future rooftop development). But if LPA would like to pursue, it was suggested that an RFP be sent out to see what kind of interest it would generate. Ms. Gray stated that there is an issue of private users of bond financed facilities that any revenue received must be used to pay down the bond.

Financial:

- March was a very strong month for income. In our “interest income” line, there is a positive budget variance that is due to \$33,000 in investment returns in our bond account that was not budgeted. In August, another \$33,000 unbudgeted investment income payment is expected on this investment account.
- With regard to year-to-date expenses, personnel cost are within budget at this time. A question was asked when the moving of security will show up in the budget. Security is not included in the personnel budget since it is a contracted service. It is included under Professional Services and Fees.

- There is a less than expected savings on the electric. An Analysis was done for the first three months of the year. We are seeing a savings just not the amount initial expected. A question was asked that if this is due to construction time frame. A tracking of the energy saving was put in place to help track the payback of the internal loan. We are showing a 20% energy cost savings. Ms. Graver will share a more detailed analysis as requested.
- A question was asked if Ms. Graver will be changing the financial information being presented to the board in the future. A suggestion was made to provide financials with a strategic planning focus. Ms. Graver agreed to work on improving the financial information presentation to possibly include a financial forecast and a flexible budget.


Miscellaneous Business

- The next board meeting is scheduled for May 24th at 8:00 am.

Motions

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

Respectfully submitted,


Cindy Stewart, Secretary