

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

April 25, 2013

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, April 25, 2013 at 8:00 AM in the Parking Authority Office's at 111 North Prince Street, Lancaster, PA.

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

Also present were: Larry Cohen, LPA Executive Director, Susan Graver, LPA Finance Manager, Gael Aime, LPA Director of Operations, and Donna Stoudt, LPA Staff.

Absent: Dino Mandros, Vice-Chairman

The Lancaster Parking Authority Board Meeting was called to order at 8:08 A.M. by Ms. Stewart.

The minutes from March 28, 2013 were approved by Mr. Reynolds, seconded by Ms. Riggs and approved by all members present.

Public Comments

- None

Financial:

- Financial results are favorable to budget for the first quarter.
- The 2012 financial audit is underway. The audit results will be presented at the June meeting.
- A question was asked why the garage revenue budget was low compared to actual. The difference is due to the convention center holding more large events plus an increase in monthly parkers.
- Meter revenue has increased in part due to improved procedures to monitor blocked meters and get meter hood and pole rental income from contractors.
- A question was asked about the amount of credit card revenues that belonged to another organization obtained through a Metric kiosk that was programmed with an incorrect merchant account number. The revenues that belong to another organization were \$43,010 for the period of July 2012 through March 2013. We have negotiated to return the amount of \$13,366.73 to the organization representing \$14,885.00 of revenue collected in 2013 less \$1,518.27 in processing fees for those transactions.

Executive Director's Report

- Walker Parking Consultants visual inspection has been received which is in line with budget and previous years. There are approximately \$300,000 budgeted for repairs. LPA can do a portion of the recommended work in-house with our maintenance staff. Walker is now preparing our more detailed long range asset management plan.
- Painting of the garages and street numbering is underway.
- The initial union meeting is scheduled for May.
- The personnel policy manual was reviewed by Ms. Stewart and Mr. Cohen prior to the meeting. Approval is deferred until the May meeting. The operations manual is near completion.
- Still in recruiting process to hire a new cash control specialist within finance.
- Spring newsletter was completed and sent out.
- Mr. Patterson and Mr. Cohen are working on the management agreement for the new Queen Street garage. After LPA solicitor reviews the agreement it will be presented to the board. The time line for completion of the garage is in the Fall 2014.
- Amtrak Real Estate is issuing an RFP for parking management at Amtrak Station. Amtrak has contacted LPA to see if we have interest in bidding on the project.
- The East King Street Garage retail space has been rented out to a high end handbag store.
- Mr. Cohen met to discuss green roof projects. A small area on the roof of the Water Street garage that does not take away from parking spaces is being explored.
- Board elections – Ms. Stewart has been re-appointed by the Mayor. Board elections resulted in Ms. Stewart assuming the Vice Chair, Mr. Reynolds will be Secretary, Ms. Riggs will be Treasurer, Mr. Mandros will be Asst. Secretary/Treasurer and Mr. Vergenes will remain Chairman with all committee's staying the same. A motion to support the officers as outlined by the chair was made by Ms. Riggs and 2nd by Mr. Reynolds and approved by all present.

Miscellaneous Business

- A motion was made to go into Executive session at 8:55 am. Approved by Mr. Reynolds and 2nd by Ms. Riggs and approved by all present. The general session reconvened at 9:05 am.
- The next board meeting is scheduled for May 16th at 9:00 am.

Motions

- The motion was made at 9:10 am by Ms. Riggs and seconded by Ms. Stewart to adjourn. Motion approved by all present.

Respectfully submitted,



Brian Reynolds, Secretary