

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

December 20, 2012

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, December 20, 2012 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, Lisa Riggs, Asst. Treasurer and Cindy Stewart, Secretary.

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

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 November 15, 2012 were approved by Ms. Riggs, seconded by Ms. Stewart and approved by all members present.

Public Comments

- None

Financial:

The 2013 budget was presented for approval with the following highlights:

- In 2013 revenue is budgeted lower than 2012 revenue due to the impact from county monthly permit price reductions as well as the re-opening of the county courthouse garage.
- Anticipated new revenue in 2013 is expected from relocation of parkers to the Water Street Garage during the construction of the new Queen Street Garage beginning in the spring.
- Snow removal expense was budgeted based on the historical average including years where there was average snowfall.
- Cleaning services were brought in-house beginning in December 2012. Salary and wages expense will include the cost of housekeeping instead of the cleaning services expense. We expect that the total cost of cleaning services will be the same or slightly lower than the cost of subcontracting the services.
- Employer payroll tax includes the expense of payment of income taxes to the IRS to resolve the W-2 tax reporting issue from prior years.

- LPA has terminated the lease with Fulton Bank to lease the land for 18 metered parking spaces on Christian Street. In accordance with the lease terms, the LPA received a payment of \$26,801 to compensate for lost revenue. LPA has offered its management services to Fulton Bank for the new garage targeted for public use including an anticipated 18 spaces to replace those removed with the Christian Street lot and an additional 22 spaces for other parkers.
- A motion was made to accept the 2013 budget as presented. Approved by Ms. Riggs, second by Mr. Reynolds and approved by all present.

Executive Director's Report

- The Christian St. kiosk will be relocated to the Library lot. Operations staff has been meeting with the library to target the best location. The library has replaced the video camera which will be on the kiosk. A sign will also be posted that it is under video surveillance.
- Signage will be placed on Christian St. stating parking is being closed as of Dec. 31st and a list of alternative parking locations will be posted.
- A meeting has been set for Jan. 8th with the city to discuss on street meter leasing policies.
- LPA Finance will be working on lowering bank card fees in 2013.
- Our new cleaning staff started on December 1st.
- A request was made for the security report to highlight actionable items as a result of the monthly metrics.

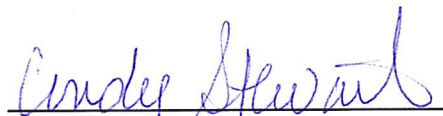
Miscellaneous Business

- Scott Radcliff from EHD presented information on healthcare reform and the impact it will have on LPA and other businesses of our size.
- Personnel committee approved goals for the Executive Director for the next three years.
- The next board meeting is scheduled for January 25th at 8:00 am.

Motions

- The motion was made at 9:20am by Ms. Stewart and seconded by Ms. Riggs to adjourn. Motion approved by all present.

Respectfully submitted,


Cindy Stewart, Secretary