

## **PARKING AUTHORITY OF THE CITY OF LANCASTER**

### **Minutes for the Regularly Scheduled Board Meeting held**

**December 19, 2013**

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, December 19, 2013 at 8:00 AM in the LPA Office's at 111 N. Prince Street, Lancaster, PA.

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

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

The minutes from November 21 were approved by Ms. Riggs, seconded by Ms. Stewart and approved by all members present.

#### **Public Comments**

- Lee Callis from St. James Church, who coordinates the breakfast for anyone in need of food and fellowship. Lee is participating in Leadership Lancaster and the assignment was to observe a government meeting.

#### **Financial:**

- 2014 Budget
  - A question was asked about the drop under other. \$107,000 was for an insurance settlement.
  - Public official insurance shows a 50% increase? LPA is still looking into different companies and rates
  - License and fees are now \$11,000. Hold on \$10,000 for the city water run off program.
  - Salary and wages incorporate the union wages of 2.25%. The union contract will be discussed in executive session and vote in public session.
  - Personnel change of the payroll tax and benefits. 2013 there were \$12,000 in extraordinary expense due the negotiation with the IRS payment and W2 issue.
  - Capital expenditure includes LPA repaying \$50,000 for the lighting project.

- A motion was made to approve the 2014 Budget draft as the budget for 2014. Approved by Ms. Riggs and 2<sup>nd</sup> by Mr. Reynolds and approved by all present.
- November Financials –
  - Cash flow surplus of \$745,000 with deduction of a bond payment of \$327,500 and \$150,000 of garage repairs and lighting payment, leaving a cash flow surplus of approximately \$345,000. Looking into opportunities to increase cash flow and reduce debt. One item is to prepay principle on the elevator loan with our earnings without penalty and reduce interest expense. This will be discussed at the strategic portion of the board meeting.
  - Revenue strong for 2013. Consistent in revenue and expenses.

#### **Executive Director's Report**

- A proposal with Canteen to place 14 vending machines in the garages. Canteen is giving LPA a \$2,000 signing bonus with \$1,000 of it going towards electrical work that will need to be done for the machines which will be done in house. There will be a commission of 15% on drinks, 5% on candies, etc. Expected to bring approximately a net amount of \$4,000. The coke machines at each garage will be removed. The contract is a 3 year term. A request was asked for a mutual clause on termination.
- A request from the Mayor to look at property at 710 St. Joseph St that the city received through a sale and would like LPA to purchase. At this time there is no signage or gate at the lot, the lot is paved. A suggestion was made to reach out to the neighborhood regarding permit parking on the lot. A question was asked about cameras on the lot for security. At this time there are no cameras on or facing the lot. More discussion will be done on the lot and what equipment is needed, etc.
- Storm water management fee – LPA working with the city with putting green roofs on the garages. If green roofs are not put on the garage a question was if LPA will be charged with the fee. Paying to put a green roof vs. paying the storm water fee. Assuming the square footage of 331,000 could be charged the cost would be \$10,200 per year. A question from the city was what the loss of revenue of parking would be if a green roof is put the garage. LPA is very supportive of the city effort and will continue to try a meet the city goal but it cannot be done at a risk to current or future inventory.
- A question was asked when there are special events would it be possible to clean the garage early morning before parkers arrive. The staff is now working early Saturday or Sunday morning after the event.
- N. Queen St garage is scheduled to open Jan. 8<sup>th</sup> but will not opening till February or early March.
- Library contact has been renewed for management of the lot.
- Six new meters on Chestnut St near the Hotel Lancaster but will not be parking for hotel guest.

- CORRECTION: A motion was made to adopt the union agreement as presented by Ms. Riggs and 2<sup>nd</sup> by Ms. Stewart and approved by all present. Key points of the union agreement:
  - 2.25% increase for one year
  - Health benefits and salary to be renegotiated in one year after HR benefits evaluation
  - Enhanced opportunities for substance abuse testing allowed for reasonable suspicion as defined in policy
  - Accrued sick time reduced from 1200 hours to 600 hours max; provided short/long term disability coverage instead; (payout to reduce Glenn \$750)
  - Employee health care contribution remains at 8% for next year
  - Sick leave for "family" defined at 10 days per year max
  - Discipline is now on a rolling 12 months instead of calendar year
  - Redefined "occasion" for consecutive days off

#### **Miscellaneous Business**

- The next board meeting is scheduled for January 23rd at 8:00 am.

#### **Motions**

- The motion was made at 9:05 am to go into executive session by Mr. Vergenes and seconded by Ms. Stewart. Motion approved by all present.
- After Executive session, a motion was made at 9:48 am to adjourn by Mr. Reynolds and 2<sup>nd</sup> by Ms. Stewart and approved by all present.

Respectfully submitted,

  
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Brian Reynolds, Secretary