

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

February 23, 2012

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, February 23, 2012 at 8:00 AM in the Authority Office's at 111 North Prince Street, Lancaster, PA.

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

Also present were: Larry Cohen, LPA Executive Director, Donna Stoudt, LPA Staff, Mary Dougherty, Associate Director.

Absent were: Dino Mandros, Vice Chairman and Cindy Stewart, Secretary

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

The minutes from January 26, 2012 were approved by Mr. Reynolds, seconded by Mr. Vergenes and approved by all members present.

Public Comments

- None

EXECUTIVE DIRECTORS REPORT:

Personnel, Wage & Salary

- Staff reorganization has been completed and outlined in a memo, effective April 23rd
- A new financial manager is being recruited. Twenty-two resumes have been received and interviews are underway. This is a hands on position and is expected to be filled by April 9th.
- One part-time maintenance position is open. Applications have been received and are being reviewed.
- A new employee flow chart will be distributed

Finance

- Garage and lot revenue is favorable; meter revenue is down but is expected to increase with construction. Total income and operating expenses are favorable to budget.
- A question was asked if an analysis could be done to see if the revenue is being met on the new meters
- A question was asked if contractors could rent a space or meterhood for a year at a time. Options for long term rentals will be reviewed.
- Net income will now include bond expense.

Marketing

- A retreat was held on Feb. 16th to discuss the strategic plan and customer service. Ms. Gingrich met with the board members in the morning and LPA staff in the afternoon.
- A cashier staff meeting was held on Feb 21st to present a basic customer service plan. An "On Spot Award" campaign has been developed for the cashier staff.
- A customer advisory panel is being developed and will meet quarterly.

Facilities & Security Committee

- Credit cards can now be accepted in the booths at Prince St and Duke St garages. A new loop is needed for after hour transactions at both garages. This should be completed within the next month.
- Reoccurring credit card payments for monthly parkers is being reviewed at this time and should be in place within the next six months.
- Mr. Cohen met with Randy Patterson to discuss the Lancaster Press Garage, economic development and air rights. CORRECTION: Action taken was to have Mr. Cohen follow up on the air rights.
- A request was received from a developer regarding air rights at any of the garages. The board suggested not to accept any proposal at this time, and to leave it open for any opportunities with guidelines. A suggestion was made to have a list of assets for each garage also the structural capacity and access of each garage. More on this subject will be discussed at future board meetings.
- A developer contacted Mr. Cohen with interest in purchasing the Cherry St lots. It was decided that LPA will keep the lots.
- LPA has not received any information from LGH regarding the lease spaces.
- Bids have been received for Level 1 and Level 2 inspections of the garages. A level 2 inspection will give a long term view of cost and repairs for each of the garages. A question was asked if a Level 2 inspection is completed this year will LPA need to have a Level 1 done in 2013. CORRECTION: Action taken was to consult with the ELA Group if a Level 1 & 2 inspection is required. Mr. Cohen to follow up.
- The main entry door to the office has been repaired but needs to be replaced with a more secure door in the future.
- Pricing will be received for security cameras in the E. King St & Water St garages.

Miscellaneous Business

- The next board meeting is scheduled for March 22nd at 8:00 am.

Motions

- A motion was made to 9:00 to adjourn by Ms. Riggs and seconded by Mr. Reynolds. The motion was approved by all board members present.

Respectfully submitted,


Cindy Stewart, Secretary