

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

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

**July 25, 2013**

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, July 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, Cindy Stewart, Vice Chairman, Brian Reynolds, Secretary, Dino Mandros, Asst. Secretary/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: Lisa Riggs, Treasurer.

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

The minutes from June 27, 2013 were approved by Mr. Mandros, seconded by Ms. Stewart and approved by all members present.

#### **Public Comments**

- None

#### **Financial:**

- Income is expected to be over budget by \$262,000 which may be used for future garage repairs and/or unbudgeted expenses. The board would like to be briefed on how the funds would be used. A question was asked if any unbudgeted expenses are expected this year. Possibilities may include an upgrade to multi space meters, 2014 funds to reconfigure the office, and snow removal equipment are several examples.
- Everyone was given a copy of the 2012 final report from the auditors. Copies are on file and have been filed with the city and state and are available to the public. A question was asked if this needs to be published. Yes, a legal notice was placed in the local paper on 7/8 with a summary of the audit results.
- Waiting for an insurance settlement on an employee incident that occurred.

## Executive Director's Report

- A payment has been made to Chatham, NJ regarding the monies owed to them re: Metric credit card transactions. Changes were made to the settlement agreement freeing LPA of any liability.
- The Amtrak bid was submitted. A question was asked, what would be the potential revenue for LPA if we are the successful bidder. Revenue is estimated at \$30k – 40k per year, which equates to 10% of their estimated gross revenue.
- Met with Mr. Meeder re: the cities Christian St lot which he has been using for his tenants parking. He is trying to turn the city lot into a daily parking lot. Mr. Cohen asked the city if a leased city lot could be turned into a public lot generating revenue. The city stated 'Yes' but we agreed that LPA and Mr. Meeder try to come to an agreement to manage the lot.
- We have had presentations with other multi space meter manufacturers based on the notice that the 2G network within the existing 20 of 26 Metric kiosks will be obsolete in the future. Mr. Cohen met with Metric and has now been informed that they will be working on changing the Metric kiosks from 2G to 3G with resolution targeted for the beginning of 2014. Regardless, site visits are being scheduled with Digital, Cale and Metric and a new RFP will be issued.
- A follow up to the security assessment report was presented. We now have a total of nearly 50 cameras within all the garages and office. A question was asked on the signage integrated into the graphic package. The office phone number has been integrated onto all our signs for parkers to call and be in contact with the office, security or manager on duty at any time. A suggestion was made to make signs directing parkers to where the emergency call buttons are located.
- A "state of parking in the city" was presented to the Mayor. We are nearly full in all garages except Prince and Water Sts. With the expansion of businesses downtown, Mr. Cohen anticipates there may be a need for a new garage in three years. His concern is that we would not be able to handle parking for large events in downtown garages in the future.
- As an interim plan, Mr. Cohen has asked Walker Parking to review restriping plans for Duke St. Garage which may add 30-80 new spaces. They will also review Penn Square garage.
- As another method to increase capacity, we are evaluating increasing our oversell rate. It is currently at 10% (except for reserved areas). We are conducting visual count twice a day in each garage to evaluate if the oversell percentage can be increased at any facility.
- The draft agreement for management of the N. Queen Street garage was reviewed by LPA solicitor and R. Patterson; and a copy provided to the board. The draft management agreement states the City Redevelopment Authority put \$100,000 in reserve fund for any operational shortages. After the first year of operation, Mr. Cohen and Mr. Patterson will evaluate revenues and expenses and come to an agreement on overage/shortfall in running the garage. The lower level is dedicated to the Lancaster Press Partners and LPA will not be managing this space but they will need to have a fund for long term maintenance. There are 88 parkers who were moved off the surface lot into Water St Garage and will return to the garage once opened. Still to be

determined is a monthly maintenance fee less than the market rate that these parkers will pay. High Industries was also given 5 spaces in the garage. LPA will manage 105 public spaces which we will sell at market rate. The agreement should be completed by end of 2013 with the garage opening in Winter 2014.

- The front office doors need to be replaced. Two proposals were received and Tippetts Weaver was chosen to work on a new design for the entry area, including ADA accessibility.
- Our customer service survey will take place in September/ October of this year.

#### **Miscellaneous Business**

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

#### **Motions**

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

Respectfully submitted,

  
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Brian Reynolds, Secretary