

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

June 28, 2012

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, June 28, 2012 at 8:00 AM in the Parking Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman, Dino Mandros, Vice-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, Donna Stoudt, LPA Staff, Chuck Hess, ELA Group and Greg Neiderer, Walker Parking Consultants.

Absent were: None

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

The minutes from May 24, 2012 were approved by Mr. Mandros, seconded by Ms. Stewart and approved by all members present.

Public Comments

- None

Walker Parking Report:

- Walker Parking Consultants were brought in to present the findings of the visual garage structural inspection for 2012.
- As a national firm, Walker sees many garage related lawsuits are from "trip and fall" or "slip and fall" incidents; thus the need for additional curb painting and elimination of standing water (which freezes in the winter) outlined in the report. Money should be allocated for some additional drainage.
- Per Chuck Hess from ELA, they have placed many new drains in the past several years. The recommendation for new drains in the garage is for the upper levels that don't currently have drains.
- A question was asked if the recommended repairs for each garage were in order of priority. They are not but will be deferred to staff.
- There was no leak survey conducted and no estimate for caulking. ELA normally does an annual leak survey and will look at the garages and see how much caulking will be needed.

- ELA suggested that they would chain drag the helix in Prince Street to make sure there are not any issues. The other area for concern is the Penn Square Garage roof sealant which has worn.
- LPA will take Walker's report and prioritize what will be needed to be done this year.

Financial:

- A question was asked concerning what is in miscellaneous income. It is any income received that is not in the normal course of the parking business.
- A question was asked about the straight-line budget on the workers compensation insurance. This item was over budgeted. An accrual has been set up and looks like this item will come in under budget. There was a reassessment on the workers compensation history with a small refund from the prior year.
- There is a summary of electric usage for 2012 compared to 2011. Ms. Graver is working to evaluate why the usage at the Penn Square Garage is not reduced as expected due to the new lighting.
- A question was asked about bank fees. Year-to-date credit card processing fees are \$17,000 the remaining amount is \$2,900 in bank fees. Ms. Graver will evaluate lower cost options with different providers.
- A question was asked about the lower meter revenue for the month. An accounting change was made to reflect income when it is collected and deposited instead of back-dating income receipts to prior months.

Executive Director's Report

- Recruitment is underway for a Head of Operations and an Operations Manager.
- Handicap spaces have been repainted at the Penn Square garage. Painting of other areas will continue through the summer with our summer student help.
- Unanticipated \$15,000 in sidewalk repairs at the Duke St. garage to fix uneven sidewalks for handicap accessibility was incurred. Mr. Cohen asked the city for more information on boundaries and responsibilities.
- Met with the police and treasury departments. They requested more signage for the kiosks since many customers getting tickets didn't know the area was paid parking. Mr. Cohen will submit a letter to the traffic commission requesting additional signage.
- The first customer advisory panel met. Anne Gingrich helped to facilitate the first meeting which went very well. Mr. Cohen will be doing educational sessions on LPA programs at each meeting. Panel was very receptive to the customer centric mind set and there have been a lot of good suggestions from the panel. One of the suggestions was to do a "YouTube" video.
- Met with Fulton Bank re: expansion of the bank offices which will impact the Christian Street meter lot. We are working with them to try and maintain our revenue flow from the lot. Construction will take place in 2013.
- 335 N. Queen – There is a small lot behind the building that was purchased by the Pennsylvania Guild of Craftsmen. They are looking for LPA to redesign and

run the lot. Purchasing is not a viable option per Mr. Cohen but he suggests we explore managing the lot for them.

- Solicitor from the city contacted LPA regarding incidents in the Duke St. garage. He asked for incident reports from the garage regarding the club at the Brunswick Hotel. This report will be sent within the next week.
- Cell phones service will be changing to a Verizon municipal plan which will save the authority money.
- A fundraiser for State Senator Smucker was held on the roof of the E. King St. garage which went very well.

Miscellaneous Business

- Dino Mandros was re-appointed for another 5- year term.
- A motion was made to keep all board positions the same. The motion was approved by all board members present.
- The next board meeting is scheduled for July 26th at 8:00 am.

Motions

- A motion was made at 8:55am to adjourn the public board meeting in order to go into Executive Session.
- Public board meeting reconvened at 9:20am.
- The motion was made at 9:25am by Ms. Riggs and seconded by Mr. Mandros to adjourn.

Respectfully submitted,


Cindy Stewart, Secretary