

## PARKING AUTHORITY OF THE CITY OF LANCASTER

### Minutes for the Regularly Scheduled Board Meeting held

June 27, 2013

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, June 27, 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 (by phone), Brian Reynolds, Secretary, Dino Mandros, Asst. Secretary/Treasurer and 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. Mark Zettlemoyer & Wayne Groff, RKL and Jason Gross, Walker Parking Consultants.

Absent:

The Lancaster Parking Authority Board Meeting was called to order at 9:00 A.M. by Mr. Vergenes.

The minutes from May 16, 2013 were approved by Mr. Mandros, seconded by Mr. Reynolds and approved by all members present.

#### Public Comments

- None

#### Financial:

Mark Zettlemoyer from RKL presented the 2012 audit results. A draft copy of the Financial Report and the Report to the Board of Directors was presented.

- The Independent Auditor's Report provided a clean opinion on the presented financial statements.
- Financial statement presentation is different than prior years due to adoption of GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources and Net Position*.
- A prior period adjustment was made to the Statement of Revenues, Expenses, and Changes in Net Position as of December 31, 2011 to reflect the early adoption of GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*, reducing net position as of December 31, 2010 by \$214,586. For the year ended December 31, 2011, the adoption of this statement resulted in reduction of amortization expense in the amount of \$14,962 and a corresponding increase in the increase in net position of \$14,962.

- The Report to the Board of Directors indicated one significant deficiency in internal controls which is the lack of segregation of duties. Board members discussed ways to improve controls with the auditors.
- A motion was made by Mr. Vergenes to accept the audited Financial Report and Report to the Board of Directors as presented, second by Ms. Stewart and approved by all present.

Jason Gross from Walker Parking Consultants presented the LPA 10-year capital assessment plan for all garages.

- Walker was hired to provide two reports, the first was the yearly visual assessment which was issued in April and the second was the asset management plan.
- The visual assessment surveyed all garages to quantify any deterioration, safety issues and provide estimated costs. The 2012 repairs are being completed this summer on the Penn Square roof and Prince Street helix. The 2013 repairs will commence in late summer and completed in late Fall 2013.
- The Asset Management plan is detailed. The executive summary outlines recommendations for repairs over the next 10 years.
- If this plan is followed over the next 10 years, the garages will be maintained in a "state of good repair" and there will be no need to discuss tearing down and replacing any of the garages.
- Appendix A gives a breakdown by garage for the upcoming ten years and what repairs will need to be done and the costs based on 2013 dollars.

### Executive Director's Report

- A draft management agreement has been sent to Randy Patterson for the N. Queen St garage. There will be three required agreements, 1) For lower level parkers in the reserved area for a capital repair fund, 2) Upper level for 88 monthly parkers and charged at a maintenance cost fee only, and 3) The Redevelopment Authority agreement which states LPA will be to make "whole" if there is a short fall in the revenue covering the expenses of the garage. The official address is 424 North Queen Street Garage and is scheduled to open in early Winter 2014.
- Metric – LPA has 26 Metric kiosks. 20 of them will become obsolete once AT&T turns off the 2G network prior to 2017 but at any time moving forward. These units have a network that cannot be upgraded. Not knowing when this will happen, we are proactively setting up demos from several kiosk vendors. A question was asked if there is an estimated cost on the 20 new meters. Costs would be approximately \$12,000 per unit.
- We are in the process of bidding on the Amtrak Train Station. Bid is due July 19<sup>th</sup>. The start date is Oct 1<sup>st</sup>. The contract will be awarded on August 23<sup>rd</sup>. It is a 5-year contract with a 5-year renewal. If LPA would receive the contract, 2-3 new kiosks will be placed at the station.

- A question was asked about the capacity of the garages. Duke & Penn Square are at capacity, E. King is nearing capacity. Space is available at Prince & Water Street garages.

#### Miscellaneous Business

- The next board meeting is scheduled for July 25th at 8:00 am.

#### Motions

- A motion was made at 9:45 to go into executive session by Mr. Vergenes and seconded by Mr. Mandros and approved by all present.
- The motion was made at 10:00 am by Mr. Vergenes and seconded by Mr. Reynolds to adjourn. Motion approved by all present.

Respectfully submitted,



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Brian Reynolds, Secretary