

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

Minutes for the Regularly Scheduled Board Meeting held

**March 22, 2012**

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, March 22, 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, Cindy Stewart, Secretary, Brian Reynolds, Asst. Secretary/Treasurer, Lisa Riggs, Treasurer.

Also present were: Larry Cohen, LPA Executive Director, Donna Stoudt, LPA Staff, Joe Rager, LPA Operations Manager and Mary Dougherty, LPA Associate Director.

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 February 23, 2012 were approved by Mr. Mandros, seconded by Ms. Riggs with corrections and then approved by all members present.

### **Public Comments**

- None

### **EXECUTIVE DIRECTORS REPORT:**

#### **Personnel, Wage & Salary**

- Recruiting for a new Financial Manager continues after initially putting an ad in the newspaper did not result in enough qualified candidates. Ads were then put on CareerBuilder and Monster.com. Over ten interviews have been conducted thus far. The goal to have someone in place by April 9 to take part in our external audit.
- The organizational chart was updated to reflect staff changes taking effect on April 23.

#### **Finance**

- The lighting project has been completed (including all punch list items). An unapproved change order from Blue Star in the amount of \$17,000 has been received and is under review whether LPA should pay any part of the changes.
- We are now tracking monthly energy use. Any energy savings will be used to pay down our internal loan for the project with funds put into the net assets account.

- Walker Parking Consultants of Philadelphia has been awarded the Level 1 – Visual Inspection for all garages at a cost of \$9,000; which is the same amount budgeted and paid to the ELA Group last year.
- Security incident reports are being presented at the Safety Partner Meeting. A bar graph tracks security involvement in all the garages. For 2012 thus far, it shows 60% of the issues are customer service related. Many are the need for assistance in the E. King St. Garage. Less than 5% requiring police involvement.
- A wedding may be held on the roof of the Prince St. garage, pending fulfilling proper insurance and fire code requirements.

### **Miscellaneous Business**

- The next board meeting is scheduled for April 26th 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