

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

March 28, 2013

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, March 28, 2013 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 Brian Reynolds, Asst. Secretary/Treasurer, And Cindy Stewart, Secretary.

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, Asst. Treasurer.

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

The minutes from February 28, 2013 were approved by Mr. Mandros, seconded by Ms. Stewart and approved by all members present.

Public Comments

- None

Financial:

- The financial results from February were reviewed.
- Due to an equipment programming error in Metric Parking equipment owned by a parking operation in New Jersey, It was determined that LPA was receiving credit card revenue from for a July 2012 through March 2013 that belongs to another organization. After discussion with Metric Parking management, it was agreed that LPA would return the revenue received that belongs to the other organization for the amounts received in 2013 less our credit card processing fees. Metric Parking will work with the organization to correct the problem and reimburse them for lost revenue from 2012.
- An initial financial forecast for the year was presented that was not substantially different from budget. The format and usefulness of the forecast was discussed. A suggestion was made to add narrative to the forecast. It was also suggested to do the forecast in a quarterly instead of monthly.
- A closing agreement with the IRS for the tax amount on W-2s that were incorrectly reported during the years of 2009 through 2011 was signed and sent to the IRS with payment of \$11,956.11. The closing agreement provides that there are no penalties or interest to the LPA as part of the settlement.
- The financial statement audit starts April 15th by RKL. Presentation of the audit results is expected at the June board meeting.

Executive Director's Report

- The LPA union negotiation team will include: Ms. Stewart, Mr. Vergenes, Mr. Cohen and Mr. Keller from Barley Snyder. The union has requested information by May for our meeting in June.
- Convention Center and parking garages are very busy with events.
- Deferred 2012 major maintenance repairs will occur in July. Roof at Penn Square Garage and the helix at Prince Street Garage will be repaired this summer. Walker Parking is working on 2013 repairs.
- The Personnel and Operations Policies and Procedures manuals are to be completed by the end of April. A question was asked if the personnel policies will go through legal review. When completed, the personnel policies will be sent for legal review before presenting to LPA personnel committee and board.
- We are recruiting a new position "Cash Control Specialist". This is a finance position that will handle reconciliation of all cash collection with Operations handling maintenance items only. A question was asked if someone will be collecting the monies with this person. All cash collections will be with two staff members, one from operations and one from finance.
- North Queen Street Garage will be breaking ground within the next month. We are handling 75 interim new parkers into the Water Street Garage during the project. LPA will be working with the City Redevelopment Authority on an agreement for the management of the garage. L. Cohen and two board members will be meeting with Randy Patterson of the city next week on how to structure the management agreement and discuss how the city wants to recoup their investment and the feasibility for LPA to purchase garage in the future.

Miscellaneous Business

- A question was asked on the status of the installation of software on the single meters. The software is installed. The next step is to program each meter and route. When completed, information will be available for each meter to track usage and revenue.
- A motion was made to go into Executive session at 9:00 am. Approved by Mr. Reynolds and 2nd by Mr. Mandros and approved by all present. The general session reconvened at 9:10 am.
- The next board meeting is scheduled for April 25th at 8:00 am.

Motions

- The motion was made at 9:15 am by Mr. Mandros and seconded by Ms. Stewart to adjourn. Motion approved by all present.

Respectfully submitted,


Cindy Stewart, Secretary