

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

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

**November 15, 2012**

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, November 15, 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 and Brian Reynolds, Asst. Secretary/Treasurer, Lisa Riggs, Asst. 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 were: None.

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

The minutes from October 25, 2012 were approved by Mr. Mandros, seconded by Ms. Stewart and approved by all members present.

#### **Public Comments**

- None

#### **Financial:**

- Expenses are 6% under budget and income is 8% favorable to budget.
- A line item will be added to the budget to show the repayment of the internal loan for the lighting project. A question was asked how the board would be able to monitor the repayment. The repayment will be part of the financial report.
- A question was asked about streetscape work that would affect meter revenue. Paving of Orange Street will impact revenue, although customers will shift to other parking spaces. We will check to see if any further work is planned for 2013 which could impact revenue.
- LPA is requesting payment from UGI for meter spaces being blocked for street work being done.
- The Christian Street meter parking spaces on land owned by Fulton Bank will no longer be in use by LPA effective Dec. 31<sup>st</sup> due to construction of the new Fulton Bank office building. We are in the process of negotiating a termination agreement to the current lease for these spaces.
- The kiosk from Christian Street will be moved to the Library lot effective Jan. 1, 2013. A motion was made for the one year agreement with the library which states that they will receive the initial \$20,000, and if revenue exceeds \$20,000

the revenue will be split 50%-50% between the library and LPA. LPA will continue to receive a monthly management fee as well. A question was asked about security of the kiosk being placed on a back lot. Existing or new camera and/or lighting are being reviewed. Motion to approve with amendments by Mr. Mandros and seconded by Ms. Stewart and approved by members present.

**Draft Budget:**

- Revenue is budgeted to remain stable and consistent with 2012 forecasted revenue with a small reduction in garage parking revenue due to expected reduced revenue at the Duke Street Garage. A reduction in other revenue is expected due to expected lower investment income yields.
- Cleaning services expenses are reduced by \$60,000 due to the change from subcontracted cleaning services to in-house cleaning services. Personnel expenses are increased to reflect additional personnel hired for cleaning services.
- Engineering expenses are increased due to the anticipated garage structural Phase II level inspection in spring 2013.
- Maintenance contracts for 2013 include CTR Systems, Metric Systems, Otis Elevators and Yarnell Security.
- In 2013, we will commence working on reducing credit card processing fees. For now, the 2013 budget for credit card fees is consistent with 2012 charges.
- Personnel expenses are increased due to the move from subcontracted cleaning services to in-house cleaning services inclusive of a 2% pay rate increase. A question was asked on how the part-time cleaning positions were advertised. A notice was placed on LPA website and posted in the Lancaster Newspaper.
- Employee benefit costs are increased based on expected rate increases in health insurance premiums. We are currently in the application process to obtain quotes from other health insurance providers with the possibility of obtaining lower premium quotes. A question was asked if LPA is working with a broker. We are working with EHD. With the union contract coming up for renewal at the end of 2013, a suggestion was made to discuss the impact that health care reform will have on the contract with David Keller at Barley Snyder or EHD.
- Cash flow generated from operations is expected to be used for repayment of debt and capital improvements primarily related to maintaining and improving the garage infrastructure and equipment.
- The 2013 annual budget will be allocated to each month based on prior year seasonality for monthly financial reporting purposes.
- A request was made to have a breakdown of personnel cost. Ms. Graver presented the breakdown of personnel cost by department.
- Approval for the final budget will be at the December meeting.

### Executive Director's Report

- PPL replaced the meter in Penn Square garage.
- Elevator lobby in Penn Square lower level entrance will be painted.
- Re-instatement of parking meters displaced for loading zones and several new meter locations were approved at the Traffic Commission meeting on Nov. 13<sup>th</sup>.
- New meter stickers are being placed throughout the city.
- Free meter parking from Dec. 19<sup>th</sup> through Dec. 24<sup>th</sup>.
- North Queen Street garage construction should begin Jan. 2013.
- Our meter donation program has received a lot of good press but the name of the program needs to be changed.
- Retail space at East King Street has been leased to Go Prepaid LLC sales office; no retail sales allowed.

### Miscellaneous Business

- The next board meeting is scheduled for December 20th at 8:00 am.

### Motions

- The motion was made at 8:45am by Ms. Stewart and seconded by Mr. Reynolds to adjourn. Motion approved by all present.

Respectfully submitted,

  
Cindy Stewart, Secretary