

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

November 21, 2013

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, November 21, 2013 at 8:00 AM in the LPA Office's at 111 N. Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman, Cindy Stewart, Vice Chairman, Brian Reynolds, Secretary, Lisa Riggs, Treasurer, Dino Mandros, Asst. Secretary/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.

Absent:

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

The minutes from October 24, 2013 were approved by Mr. Mandros, seconded by Mr. Reynolds and approved by all members present.

Public Comments

- None

Financial:

- Engineering fees are over budget due to inclusion of restriping plan for the Duke Street Garage
- Conversion of phone and internet service to Comcast completed at all locations except Duke Street Garage. Comcast will provide lower costs and improved internet speed.
- Bank and credit card fees are over budget due to the expectation that we could identify a lower cost provider. We obtained proposals from two new merchant services providers and our current provider, Nationwide. Based on the low minimum dollar value of our credit card transactions (\$1.50 at kiosk meters), we determined that our current provider was still the lowest cost provider for these services with no minimum contract period. Nationwide did offer some minor savings in our flat fee structure as part of their proposal.
- The minimum credit card transaction will be changed to \$3.00 at the kiosks. New signage will be put on the kiosk showing the changes. We will review the signage change to make that sure it does not look like an increase to the rate.

Executive Director's Report

- We received our settlement payment from the insurance company.
- The 3rd union meeting took place with some progress.
- Our solicitor reviewed the history of the six spaces outside the Hotel Lancaster which were transferred from the parking authority to the hotel in the 1960's.
- The port a potty has been removed. The county is helping by allowing the homeless to use their bathrooms.
- Employee performance evaluations and merit based increase discussions are underway.
- Management agreement for N. Queen St garage has been signed and approved.
 - LPA will be made whole. LPA will not lose money.
 - Review of revenue and expenses will take place after the first year and if a shortfall occurs the City Redevelopment Authority will reimburse LPA for that amount including a management fee. If there is a profit it will be shared 50/50 after expenses.
 - After the one-year evaluation we will move into a 5-year agreement with control of the management and the option to purchase the garage at an agreed upon price in the future.
 - The garage will be branded with LPA signage and equipment.

A question was asked why the management fee is not in the budget and how are personnel costs expensed. A management fee has not been determined for 2014 until after the year has ended and the revenues and expenses are analyzed. An allocation for percentage of time for management will be developed.

- Mr. Cohen and Mr. Reynolds met with RRTA to discuss opportunities for their garage. There are no opportunities at this time but it may be re-addressed again after the outcome of an RFP for "air rights" and the projects parking needs.
- MOTION: A motion was made to award a three year contract to Mayer-Duessel. They handle the audit for the City and several other parking authorities in Pennsylvania as well as provided the lowest bid of the three companies that submitted proposals. The motion was approved by all present.

Miscellaneous Business

- The next board meeting is scheduled for December 19th at 8:00 am.

Motions

- The motion was made at 9:05 am to go into executive session by Mr. Vergenes and seconded by Ms. Stewart. Motion approved by all present.
- After Executive session, a motion was made at 9:48 am to adjourn by Mr. Mandros and 2nd by Ms. Stewart and approved by all present.

Respectfully submitted,


Dino Madros, Asst Secretary