

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

Minutes for the Regularly Scheduled Board Meeting held

**November 19, 2015**

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, November 19, 2015 at 8:00 AM in the LPA offices at 111 N. Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Cindy Stewart, Treasurer; Mark Reinmiller, Secretary; Brian Reynolds, Vice Chairman; Constantine Mandros, Asst. Secretary/Asst. Treasurer.

Absent: None

Also present were: Larry Cohen, LPA Executive Director; Susan Graver, LPA Director of Finance and Administration; Gael Aime, LPA Director of Operations; Stephen Flaherty, Director, RBC Capital Markets; Lou Verdelli, Managing Director, RBC Capital Markets; Bill McCarty, Esquire, Bond Counsel, Barley Snyder LLP; Cheryl Batdorf, Millersville University.

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

Minutes from the October 22, 2015 board meeting were reviewed. Ms. Stewart made a motion to approve the minutes as presented. Mr. Mandros seconded the motion and it was approved by all members present.

### **Public Comments:**

None

### **Financial:**

- Stephen Flaherty presented an update on bond refunding through a loan commitment. Commitment letter proposals were received from Integrity Bank and Fulton Bank. The best proposal received was from Integrity Bank and is recommended to the Board for acceptance. Timing for presentation to the Lancaster City Council for approval of the guarantee on the bonds is in December and early January with closing expected to occur in early February 2016.
- Bill McCarty presented Board Resolution 2015-4 to approve the Integrity Bank loan commitment. Mr. Mandros made a motion to adopt Resolution 2015-4. The motion was seconded by Ms. Stewart and approved by all members present.

- Board Resolution 2015-5 to approve the amended Lancaster Parking Authority (LPA) Pension Plan document to allow for voluntary employee contributions was presented for board review and approval. The board had previously approved this change to the plan document and submitted it to Pennsylvania Municipal Retirement System (PMRS) so that the revised document could be drafted. The PMRS Board must approve the document after the LPA board has approved it. The amended LPA Pension Plan is expected to be effective February 1, 2016. A motion was made by Ms. Stewart to adopt Board Resolution 2015-5 as presented. The motion was seconded by Mr. Mandros and approved by all members present.
- Ms. Stewart presented the draft 2016 LPA budget. She stated that the budget is conservative with regard to revenue and expense. The budget allows for an initial establishment of reserve fund that will be restricted to uses approved by the board. There will be a restricted reserve fund policy presented to the board for approval early in 2016 to provide for minimum and maximum reserve levels as well as other factors related to the use of the reserve fund. Ms. Stewart recommended that the Personnel Committee review the personnel budget in detail prior to approval of the final draft in December.

The budget proposes a revenue increase for monthly parking due to a \$5 rate increase to all standard rates. The board reiterated the need for a comprehensive pricing structure analysis for all parking rates including on-street and off-street parking rates. The personnel expense budget is based on full-staffing for the full-year. Capital expenditures in 2016 are expected to be lower than 2015 and includes some significant systems upgrades for the parking systems, as well as continued repair and maintenance to the garages.

The board members discussed the qualitative measures of the success of bringing security in-house in addition to the financial benefits.

#### **Executive Director's Report:**

- An update on the East King Street Garage Expansion and the planning and approval process was presented. Current cost estimates for the garage expansion provided by Walker Parking are higher than originally presented by over one million dollars. Alternative construction methods: for example, pre-cast concrete vs. cast-in-place concrete, are being evaluated.
- Discussions are continuing with the City of Lancaster with regard to the LPA assuming parking enforcement responsibilities. Due diligence activities are ongoing to evaluate the process for assuming this responsibility.
- The 2015 LPA Customer Service Survey results were reviewed. Results indicated that customers are highly satisfied with their parking experience and in most cases the results from the 2013 survey were exceeded in individual areas evaluated.

- A presentation will be made to traffic commission for the layout of additional metered parking spaces as a result of the walkability study.
- Thirteen new multi-space kiosks are scheduled to be installed prior to the end of 2015 in higher use areas of the city in the downtown business district.

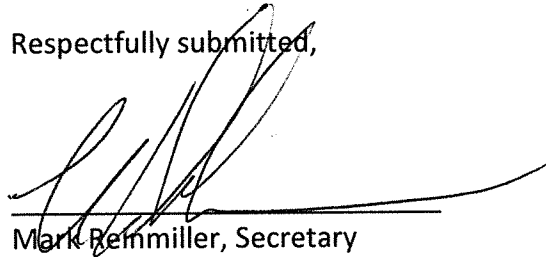
**Miscellaneous Business**

- The next board meeting is scheduled for Thursday, December 17, 2015 at 8:00 AM.

Ms. Stewart made a motion that the board adjourn at 9:30 AM to discuss matters of personnel. Mr. Mandros seconded the motion and it was approved by all members present.

The public meeting was reconvened at 9:50 AM. A motion was made by Ms. Stewart to adjourn the public board meeting at 9:50 AM. The motion was seconded by Mr. Reinmiller and approved by all members present.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Reinmiller', is written over a horizontal line. The signature is stylized and cursive.

Mark Reinmiller, Secretary