

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

Minutes for the Regularly Scheduled Board Meeting held

**October 25, 2012**

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, October 25, 2012 at 8:00 AM in the Parking Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman, 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: Dino Mandros, Vice-Chairman and Brian Reynolds, Asst. Secretary/Treasurer.

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

The minutes from September 27, 2012 were approved by Ms Riggs, seconded by Ms. Stewart and approved by all members present.

### **Public Comments**

- None

### **Financial:**

- Expenses and income are favorable to budget.
- A forecasting model is being used for the 2013 budget. The model is indicating an increase in revenue for the year and also a continuation of the current performance for net income and available cash flow. A draft budget will be presented at the November meeting.
- No increase in parking rates are currently planned for 2013.
- There are adequate funds available for the bond payment in December.
- First step has been taken to reduce credit card fees by eliminating acceptance of American Express cards.

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

- Mr. Cohen introduced Michael Davis, from Barley Snyder, as LPA's new solicitor. Mr. Davis has worked 22 years at Barley Snyder with experience working with corporations and municipalities. Mr. Davis met with LPA's senior staff to review municipal law and the expectations LPA has for our solicitor.

- The cleaning services are being brought in-house. K. Ressler is moving out of Finance and will be an Assistant Manager in operations taking on the cleaning responsibilities plus keeping the web and media specialist functions. Finance will be hiring a part-time accounting clerk. A question was asked with the termination of the cleaning service and the hiring of staff, will the cost offset each other. It was determined that there will be no additional costs for the in-house cleaning service.
- The organizational chart will be updated and sent out.
- With the Voice of Apostle event all garages were at capacity. Information was sent out to LPA customers in advance notifying them of the event and parking demand during those days.
- Rehab maintenance work is under way.
- Installation of meters previously taken out for loading zones is being prepared for presentation to the Traffic Commission.
- "Change for Change" will have old meters with a red pole at the elevators of the Prince St & Penn Sq garages. These meters will help raise money for different organizations with the first being the Make-A-Wish Foundation. Other charities requesting use of the meters for donations will be on a first come basis.
- The fall newsletter has been sent out.
- The Queen Street garage is going out for re-bid in December. The "value engineering" process was completed with the removal of agreed upon items from the original bid.

#### Miscellaneous Business

- The board approved at the executive session the compensation for the Executive Director for 2013.
- The next board meeting is scheduled for November 15th at 8:00 am.

#### Motions

- A motion was made at 8:30 am to go into executive session.
- The motion was made at 8:45am by Ms. Riggs and seconded by Ms. Stewart to adjourn. Motion approved by all present.

Respectfully submitted,

  
 Cindy Stewart, Secretary