

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

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

**September 27, 2012**

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, September 27, 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, 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, Donna Wartella, LPA Operations Manager 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 August 23, 2012 were approved by Ms Stewart, seconded by Mr. Mandros and approved by all members present.

#### **Public Comments**

- None

#### **Financial:**

- Revenue continues to be favorable to budget. Meters and monthly parking revenue remains strong.
- Expense trends remain the same. Still checking into credit card fees.
- A question was asked about the Christian St lease. The variance is due to payments made for 2011 & 2012 in this year.
- LPA Operations has taken the lead on the energy audit at Penn Square Garage. At this time, we are waiting on PPL to do an on-site visit.
- A question was asked if the financial projections would remain the same until the end of the year with no major expenses against the budget. There will be some capital expenditures in the last quarter of the year due to scheduled garage repair work. Revenue is expected to remain strong through the end of the year.
- The Minimum Monthly Obligation (MMO) calculation for 2013 was presented to the board for review and approval. The amount due to PMRS is \$2,736. The governing board of the pension plan must review and approve the calculation as indicated in the memo addressed to the board. A motion was made to approve

the 2013 MMO calculation as presented. The motion made by Ms. Riggs, seconded by Mr. Mandros and approved by all present.

- In 2011, LPA was asked to complete a questionnaire to amend the pension plan agreement with PMRS. The current agreement is outdated and PMRS has requested that a new agreement be written and approved. Mr. Cohen reviewed all items on the checklist. The items on the checklist were discussed and a motion was made to submit the completed questionnaire based on the discussion and Mr. Cohen's recommendations. The motion was made by Ms. Riggs and seconded by Ms. Stewart and approved by all members present.
- Pension plan enrollment and membership for part-time employees is currently mandatory. A change to the pension plan agreement requires union approval during the term of the union agreement. A question was asked if it would be cost effective to change the pension agreement prior to renegotiation of the union agreement at the end of 2013. After discussion, it was decided to keep the pension agreement the same with regard to enrollment of part-time employees and make changes to it again at the end of the 2013 when the union agreement is under negotiation.
- A question was asked about the timeline and process for the 2013 budget. A draft budget will be presented at the November board meeting with the final budget presented for approval at the December meeting. Break-out meetings with board committees will be held as needed during the budget process.

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

- Introduced the new LPA Operations Team.
- T. Goode of Fulton Bank and T. Smithgall of High Properties reached out to LPA to discuss the loss of Christian Street (kiosk) spaces when it is taken off-line for the Fulton Bank expansion. It was discussed to relocate the 18 meter spaces within their garage when it opens. Further discussions to take place this month.
- The 2013 board meetings will be posted on the website with a note for November & December meetings being held the 3<sup>rd</sup> week due to the holidays.
- In process of redesigning the face of the meters. There will be a new label with our logo, name, phone number, web site and meter number. Internal mechanism will also be numbered to be able to audit meters mechanisms.
- Several successful roof top events were held this month. LPA received an award for Innovation in Parking Operations for the rooftop events.
- The North Queen Street Garage came in over budget. Mr. Cohen to meet with Mr. Patterson to evaluate opportunities for value engineering to reduce costs.
- A meeting will be held to interview a new solicitor with Barley Snyder.
- Quarterly meeting with Police and Treasury was held to discuss common issues.

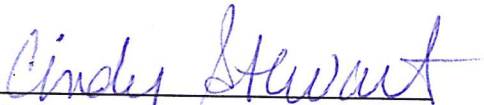
#### **Miscellaneous Business**

- The operation team is looking into different ideas that would make exiting Prince Street Garage go more quickly.
- It was also suggested to bring any ideas to the customer Advisory Committee for suggestions.
- The next board meeting is scheduled for October 25th at 8:00 am.

**Motions**

- The motion was made at 9:00am by Mr. Mandros and seconded by Ms. Riggs to adjourn. Motion approved by all present.

Respectfully submitted,

  
Cindy Stewart, Secretary