

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes for the Regularly Scheduled Board Meeting held

January 23, 2014

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, January 23, 2014 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, Lisa Riggs, Treasurer, Dino Mandros, Asst. Secretary/Treasurer

Also present were: Larry Cohen, LPA Executive Director, Susan Graver, LPA Director of Finance and Administration, Gael Aime, LPA Director of Operations and Donna Stoudt, LPA Staff.

Absent: Brian Reynolds, Secretary

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

The minutes from Dec. 19, 2013 were approved with changes by Mr. Mandros, seconded by Ms. Riggs and approved by all members present.

Public Comments

None

Financial:

- Financial were presented for the year ended December 31, 2013. The results are not final. Several adjustments are needed to finalize the year and get to the audited financial statements.
- The December 1, 2013 bond payment was made.
- The repayment of an internal loan for the garage lighting project was made by moving \$50,000 from the operating cash account to the savings account.
- Capital expenditures exceeded budget but the additional work includes striping of Duke Street Garage, extra work on the helix, new drains, repair of the sink hole at Cherry St. lot and replacement of the front door at the office.
- The financial audit began in January with preliminary audit fieldwork. The audit is expected to be completed at the end of March and early April for presentation to the board in May.

Executive Director's Report

- A question was asked if there was a rate adjustment on the renewal for Allied Barton Security. There is a built in 3% increase for their staff. A suggestion was made to create metrics for this year and do an RFP after this three year agreement concludes.
- Murray Securus conducted an HR "desk" audit to review personnel files.
- The Customer Advisory meeting will be held on Feb. 20th. This meeting will have first time invited LPA customers for a round table discussion.
- MOTION: Vending contract was distributed for review and approval. Vending machines will be located at each garage. This is a three-year contract with a mutual termination clause. A question was asked if any board member has a direct or indirect relationship with Canteen. With an answer of NO, a motion was made to approve the vending contract, approved by Ms. Riggs and 2nd by Mr. Mandros and approved by all present.
- 400-700 neighbors used the garages during the first snow emergency.
- Safety Coalition is getting out information on panhandling in the city. A suggestion was made to assist by placing information in the newsletter and/or placing information in the garages.

Strategic Planning

- A list of "Challenges & Opportunities Ahead" was presented for discussion.

Miscellaneous Business

- The next board meeting is scheduled for February 27th at 8:00 am.

Motions

- The motion was made at 9:15 am to adjourn by Mr. Mandros and seconded by Ms. Riggs. Motion approved by all present.

Respectfully submitted,



Brian Reynolds, Secretary