

PARKING AUTHORITY OF THE CITY OF LANCASTER

Minutes from the Regularly Scheduled Board Meeting held

November 17, 2016

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, November 17, 2016 at 8:00 AM in the LPA offices at 30 West Orange Street, Lancaster, PA.

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

Absent: None.

Also present were: Larry Cohen, LPA Executive Director; Susan Graver, LPA Deputy Executive Director; Ibrahim Aman, LPA Director of Operations; Kelly Murphy, LPA Executive Assistant; Matthew Bleacher, Associate of Nikolaus & Hohenadel, LLP.

Public in Attendance: Bernie Harris, City Clerk.

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

Minutes from the October 27, 2016 board meeting were reviewed. Mr. Mandros made a motion to approve the minutes as presented. Mr. Reynolds seconded the motion and it was approved by all members present.

Public Comments:

None.

Financial:

- A first draft of the budget was shared with highlights, along with a revenue detailed spreadsheet. More information was requested about planned large business revenue. A separate enforcement budget will be presented at a later date.
- Information was given regarding increased operation costs for the LPA office move to 30 W. Orange Street. These costs include utilities, maintenance, and insurance. Increased costs will also be seen for four new vehicles including insurance, gas, and maintenance. Board members requested information on the fuel efficiency of the new vehicles.
- Personnel costs, interest expenses, capital expenditures, restricted reserve contribution, and the building improvement budget were discussed along with future plans for expenses.
- Bond pricing was finalized and the rating will not change. Closing of the Integrity Bank loan will take place December 15, 2016.

Executive Director's Report:

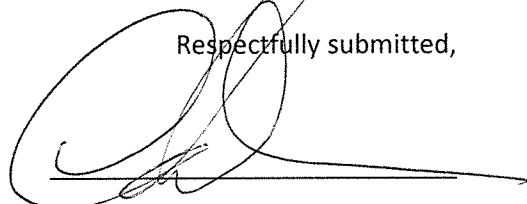
- Communication regarding enforcement changes has been distributed to the public through multiple channels. Media outlets have also been notified of changes.
- Timeline for the administrative office move and transitions for 2017 were discussed. January 2, 2017 was established as the expected date for most changes to be completed, but some variance is expected.
- To assist in the upcoming changes, the LPA has hired two enforcement supervisors and will hire part-time parking enforcement officers. Board members requested more information regarding training plans for these positions.
- Between December 19-24, on-street parking kiosks will be switched to pay-by-license-plate, space numbers will be painted over, and meter bags will be put over single space meters for free parking week.

Miscellaneous Business:

- Mr. Vergenes shared information regarding a tentative five-year union agreement, and the new paid time off system was explained.
- The next board meeting is scheduled for Thursday, December 22, 2016 at 8:00 AM.

A motion was made by Mr. Mandros to adjourn the public meeting at 9:00 AM. The motion was seconded by Mr. Reynolds and approved by all members present. The meeting did not return to public session.

Respectfully submitted,

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

Mark Reinmiller, Secretary