

**PARKING AUTHORITY OF THE CITY OF LANCASTER**  
**MINUTES**

For the Regular Board Meeting held

July 28, 2011

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, July 28, 2011 at 8:00 AM in the Authority Office's at 111 North Prince Street, Lancaster, PA.

Members present were: Mark Vergenes, Chairman; Dino Mandros, Vice Chairman, Lisa Riggs, Treasurer; and Cindy Stewart-Treasurer.

Also present were: Larry Cohen, LPA Executive Director; Grant Hummer, ELA Group, Inc; and Donna Stoudt, LPA Staff, Mary Dougherty, Associate Director and Joe Rager, Operations Manager.

Absent were: Brian Reynolds – Asst. Secretary/Treasurer

The Lancaster Parking Authority Board Meeting was called to order at 8:15 A.M. by Mr. Vergenes, Chairman.

The minutes from June 23, 2011, were approved by Mr. Mandros and seconded by Ms. Riggs with no corrections.

**Public Comments**

- None

**General Comments**

- Mark Zettlemoyer & Wayne Groff from Reinsel Kuntz Leshner, Audit Service Group were present to review the 2010 Audit.

**Reports of Committees**

**Personnel, Wage & Salary Committee**

- None

## Finance Committee

Mr. Zettlemoyer presented the financial reports.

- The report has been done in accordance with generally accepted accounting principals and that Reinsel Kunzel Leshner is not aware of any material misstatement within the statement. Anything that was to be adjusted has been adjusted to their knowledge.
- Management, discussion and analysis was prepared by LPA and is a summary in the financial statement.
- Board members served without compensation will be taken out of the report. Any board compensation is fully disclosed to the Pa. ethics board.
- Net assets decreased by \$185,000 for 2010 compared to a decrease of \$615,000 in 2009. The difference between the two is in 2009 when there was a \$500,000 unrealized loss in investments.
- Operating revenue is down \$15,000 to \$4,267,000 for 2010. Revenue for 2009 was \$4,282,000 & \$3,935,000 in 2008.
- Operating expenses in 2010 increased by \$190,000 to \$2,947,000 compared to \$2,757,000 in 2009.
- Statement of net assets is consistent from one year to the next. The change in the capital assets is the elevators expenditure of \$1,300,000 and a borrowed amount of \$1,500,000.
- Net deficit of \$3.9m in 2010 vs. \$3.5m in 2009. Discussion should take place in the future on how to reduce this deficit.
- Unrealized gain/loss on investments – In 2010 there is a gain of \$74,000 and in 2009 a loss of \$508,000. With these taken out our net income is close to the same from one year to the next.
- Cash flow statement – Operating activity has generated approximately \$2.3m in cash. \$1.5m was paid on bonds and \$590,000 paid on the principal, those activities consumed \$547,000. LPA liquidated and purchased new investments. Overall change in cash flow was \$88,000.
- Footnotes – Total cash deposits were \$1m, the total investments were \$3m.
- Pension plan is adequately funded.
- Summary of estimates – the biggest estimate is in the capital asset.
- Segregation of duties - LPA should have someone reviewing bank statements.

Motion was made to approve the audit of 2010 with changes discussed in the meeting, approved by Mr. Mandros and 2<sup>nd</sup> by Ms. Riggs. Ms Riggs asked that LPA acknowledge the deficit issue and to make sure it is addressed in the future.

- Mr. Vergenes asked why salary and wages has an overage of \$10,000. Mr. Cohen stated for this month there was a buyout for a person who retired. Also, a new position has been added to offset some contractor fees.
- Ms. Riggs asked about utilities notably above budget. Ms. Dougherty stated that after reviewing last years numbers the expenditure was \$7,000. It was not known why \$6,000 was put into the budget. Ms. Riggs asked about the telephone increase. Ms. Dougherty stated that the increase was due to a new



jacks installed in conference room/office, unused cell phones and prior to cell phone bill consolidation.

- Ms. Riggs asked if it would be feasible to have a mid-year to year end projection. Mr. Cohen suggested that they take the mid-year number and double for end of year. Also, \$300,000, nearly 15% of budget, had been cut out of expenses for the year and he is not sure if was justified. He anticipates expenses may be over budget for the year but revenue should exceed projections as well.
- Mr. Cohen presented a spread sheet showing debt payment breakdown.
- Mr. Vergenes referred to the letter from the Mayor asking for donation of \$75,000. Ms. Stewart stated after reading the form letter, that the donation would be negotiable. Ms. Stewart & Ms. Riggs suggested a letter be sent to the mayor stating all contributions the parking authority makes to the city which would include opening garages for snow emergency, Celebrate Lancaster, meter removal for street repairs, discounted police parking, etc. The question would be what would be the appropriate amount to give to the city. Ms. Riggs suggested two separate actions could be taken. The 1<sup>st</sup> is to acknowledge the receipt of the letter and that the board is having a thoughtful discussion about the donation. The 2<sup>nd</sup> suggestion would be to review the contributions & dollar value that the parking authority makes to the city. Mr. Cohen suggested that this be a board decision as to whether we can contribute and to what amount. Mr. Mandros suggested at looking at the budget and then decide if we would be financially able to contribute. Ms. Riggs suggested if a contribution is to be made that we could dictate the timing, example at end of year after reviewing the financial than the amount could be decided on. Mr. Cohen asked if we should be proactive with the letter or wait for the mayor's office to ask again. Mr. Vergenes suggested that we should be proactive by putting the list and numbers together of how the parking authority contributes to the city, but is not sure if we could legally contribute to the city.

#### **Marketing Committee**

- Rettew Associates is bidding to do a traffic and parking study and during the discussion Rettew asked if Mr. Cohen could be a consultant for their team. A decision must be made by the board if Mr. Cohen can consult and to what extent. Ms. Stewart suggested that the board meet separately to discuss the guidelines.
- Ms. Stewart asked about the customer appreciation. Will it be timed with Red Rose start up? Our customer appreciation will take place after Labor Day and may coincide prior to RRTA opening but isn't the driving factor.
- Mr. Cohen stated that we moved up the repairs for the Duke Street garage stairs and LPA was getting the garage in order for customer appreciation day.

## Facilities & Security Committee

- Mr. Cohen stated that a request to bidders for the lighting will be put together and will be out Aug. 5<sup>th</sup>, pre-bid meeting Aug. 19<sup>th</sup>, Bids due Aug. 30<sup>th</sup>. Bids will be presented to the board at the September meeting with a letter of intent to proceed by Oct. 1, 2011. Ms. Stewart asked about a board member who is in the lighting business. Mr. Vergenes stated that he can consult but would not be able to bid or be awarded the project as long as he is a board member.

## Other Business Items

### Executive Director's Report

- Space availability report shows availability of the permit parkers and now the reports is capturing the transient parkers.
- Ms. Stewart asked Mr. Cohen to put a matrix together on the security. Allied Security and Joe Rager put a report together of incidents taken place at each garage. Ms. Riggs asked if they could put this format in a data base form. Mr. Rager will coordinate with JSID.
- North Star has taken more of a consulting roll with the web page. The kiosk's now show the amount of time you have.
- Meter plan with traffic commission – There was a question of ownership with the loading spaces. With the goal of approval for September, Mr. Cohen asked for suggestions to help move this forward. Mr. Mandros is to meet with Ms. Parson to make sure all the information has been put together and sent out.

### Action Items:

### Miscellaneous Business

- September meeting has been changed to Sept. 29<sup>th</sup>

### Motions

- A motion was made at 9:30 A.M. to adjourn by Ms. Riggs and seconded by Mr. Mandros. The motion was approved by all board members present.

Respectfully submitted,



Cindy Stewart, Secretary