

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

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

**May 24, 2012**

The Lancaster Parking Authority (LPA) held its regularly scheduled meeting on Thursday, May 24, 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, Cindy Stewart, Secretary, and Lisa Riggs, Asst. Treasurer.

Also present were: Larry Cohen, LPA Executive Director, Mary Dougherty, LPA Parking Operations Manager, Susan Graver, LPA Financial Manager, Donna Stoudt, LPA Staff and Mark Zettlemoyer, Reinsel Kuntz Leshner LLP.

Absent were: 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 April 26, 2012 were approved by Mr. Mandros, seconded by Ms. Stewart and approved by all members present.

#### **Public Comments**

- None

#### **Financial:**

- Mark Zettlemoyer from RKL presented the results of the audit for the year ended December 31, 2011. Two reports were presented – Report to the Board of Directors and Financial Report.
- Audit Report –
  - The auditors issued a clean opinion on the financial statements for the years ended December 31, 2010 and December 31, 2011.
  - Net assets increased by \$259,810 last year; however, the increase was the result of a \$404,454 from unrealized gains on investments.
  - Operating revenues were up approximately \$273,000 and operating expense increased approximately \$214,000.
  - The balance sheet as of December 31, 2011 shows the following: Current assets are \$1.3M, restricted assets are \$3M, deferred bond issue costs are \$200,000 and capital assets at \$20M. Current liabilities are \$1.1M and long-term debt is at \$27.4M, including bonds payable and elevator loan payable. There is a total net deficit of \$3.7M.

- The statement of cash flow shows that operating activities provided \$2.4M of net cash while capital and financing activities used \$2.2M in and investing activities used \$1M in net cash, resulting in a decrease in cash and cash equivalents of approximately \$800,000.
- With outstanding bonds payable of approximately \$27M it was suggested that the authority pursue refinancing options for lower interest rates. LPA will research the feasibility of refinancing option available at this time.
- LPA's asset and pension funds exceed actual liability which means LPA is fully funding the pension at this time
- The Report to the Board of Directors was presented including a detailed list of adjusting journal entries and the letter communicating significant deficiencies and material weaknesses. No material weaknesses in internal controls over financial reporting were reported. Four significant deficiencies were noted and discussed. Suggestions were provided for improving the internal controls in these areas as much as are possible in a small organization.
- A motion was made to approve the audit as presented. Approved by Mr. Mandros, 2<sup>nd</sup> by Ms. Riggs and approved by all present.

#### Financial Report

- The financial report for April 2012 and year-to-date 2012 were presented. Garage and meter revenue are above budget for the year. It was noted that meter revenue is exceeding budget largely in part to no streetscape projects and minimal snow so far this year. The Queen Street streetscape project is believed to be scheduled for summer 2012.
- Bank/credit card fees are currently double the budgeted amount for the year. Ms. Graver said that these fees are primarily for credit card processing and she will research possible lower cost providers of this service. More detailed information on the fees will be provided at the next board meeting.
- Personnel expenses are currently below budget. LPA will have higher personnel costs over the summer for scheduled maintenance work.
- Disbursement has been made to pay the bonds for June 1<sup>st</sup>. Cash flow will be planned for the bi-yearly disbursements.
- Capital expenditures are above budget due to expenses from projects started but not completed in the prior year.

#### Executive Director's Report

- Walker Parking Consultants is completing their structural assessment report by next week.
- An internal audit was done of the free parking list.
- Name tags are being made for all the cashiers so they will be identifiable by customers.
- Power washing of all garages will be in June. Restriping will follow the power washing.
- Quotes are being accepted for sidewalk repairs around Duke St garage.

- A request was made from Fulton Bank and via the customer survey to be notified of Jury dates for parking in the Prince St. Garage. A schedule was sent out to the County and Fulton Bank employees.
- The 1<sup>st</sup> customer advisory panel will meet today (5/24). This a nine member panel. Anne Gingrich will monitor the first meeting to layout guidelines, rules and regulations. The panel will meet each quarter. Meeting minutes will be taken and sent to all board members.
- The new city garage has been called the Market Street Garage. L. Cohen requested to have the name changed to N. Queen St. Garage since that is the customer entrance.
- A quarterly meeting is being set up with the Police and Treasury Departments to review any issues pro-actively.
- Rental of the garages for special events – A policy is being put into place for events using the garages. The agreement will be sent to Solicitor Gray for approval. An agreement will be sent to the event coordinator to be signed and would need to include a certificate of insurance.

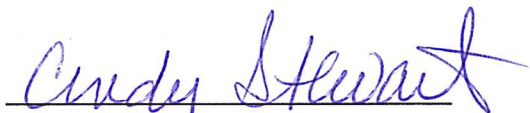
#### Miscellaneous Business

- The next board meeting is scheduled for June 28<sup>th</sup> at 8:00 am.

#### Motions

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

Respectfully submitted,

  
Cindy Stewart, Secretary