

MINUTES

Reading Parking Authority

29 September 2010

The Reading Parking Authority held their meeting on Wednesday, 29 September 2010 at 5:30 P.M. in their office at 613 Franklin Street, Reading, PA.

Board Members Present

George Cook, Chairman

Jack Lantrip, Vice Chairman

John M. Darlington, Treasurer, Secretary

Mike Polyak, Board Member

Absent

Mark Cianciosi, Board Member

Others Present

Lawrence Lee, Executive Director, RPA

James Lillis, Solicitor

Christina Gilfert, Finance Manager, RPA

Guest(s)

David Kostival, Reading Eagle

Vaughn Spencer, President – City Council

Jon Haney, Parking Enforcement Supervisor - RPA

The meeting was called to order by the Chairman of the Board at 5:30 PM.

Public Comments

None

Guest

Jon Haney, Parking Enforcement Officer – Comments made later in the meeting.
Vaughn Spencer indicated support would be forthcoming on extending meter enforcement hours and days of operation.

Reading and Approval of the Minutes

Motion 2010-33 was made by Mr. Lantrip to accept the minutes from the previous meeting. The motion was seconded by Mr. Darlington. The motion passed.

Correspondence

None

Executive Director's Report

Convention Center Garage

The grand opening for the garage was 31 August with public parking commencing on 1 September 2010. Limited problems have been encountered: The two main elevators located in the southwest corner of the garage were not operational until 7 September. The main parking sign for the garage is on back order will take a number of weeks to arrive. It is likely that the Authority will need to further use the bridge loan to complete all payments to contractors. The Executive Director indicated that \$470,000 previously received from the grant will not cover the remaining \$1.56MM for retainage/bond and existing labor/materials utilized.

Parking Ticket Fee Changes

The administration and city council increased fees for parking meter violations by \$5.00. The change in fees for the meters will take effect on 8 October 2010. All other across the board increases of \$10 per violation is forthcoming from city council.

The administration is also requesting that the Parking Authority increase hourly meter rates from the current \$1.25 per hour to \$1.50 per hour. A motion would be required if the board elects to increase the meter fees.

The Executive Director and the board also addressed other potential changes in parking meter operations which included extending the operation of meters from 8AM to 8PM instead of the existing 8AM to 6PM Monday thru Friday. The board also discussed extending meter feeding to Saturday as well. This initiative will help capture parkers who park on the street for free for events at the Sovereign Center in the evenings during Monday through Saturday events. The Executive Director is unsure of the additional revenue this may generate.

Florescent Light Exchange

The Parking Authority underwent a florescent light retrograde from Honeywell which replaced all of our old lighting (High Pressure Sodium and Metal Halide lights) which was completed in March of 2009. The energy cost savings are:

Office: RPA	\$249
Poplar and Walnut:	\$20,704
2 nd and Washington:	\$23,531
Chiarelli Plaza:	\$9,335
4 th and Cherry:	\$15,290
South Penn:	\$21,972
Reed and Court:	\$11,834
Wyndham Plaza:	\$12,501
Front & Washington:	<u>\$13,553</u>
Total savings	\$128,969

IPS Trial

The Parking Authority will host a 90 day trial period for IPS individual parking meters. The Authority will use 60 meters in the test: 10 meters at the Post Office (with in ground sensors), 24 on 400 Penn St.; 23 meters on 500 Penn St. and 3 spares. The total cost of the trail will be \$1,095.00 plus (\$.13) per credit card transaction. IPS will bill us monthly for the above charges

(\$365 per month plus the {\$.13} per credit card transaction). Training and installation are included and IPS will be available throughout the trial for questions/support.

The Parking Authority is seeking an alternative to quarter payments for meter usage and a potential to increase fees to \$1.50 per hour.

The Executive Director will also seek information on a new meter by McKay meters (our existing meter manufacturer) to minimize the cost for the retrograde of our exiting meter plant.

Employee Health Insurance

The Executive Director selected BlueCross insurance as our health care insurance carrier for 2011 commencing on 1 Oct 10. The Authority increased our deductible from \$2,000/\$4,000 to \$3,000/\$6,000. The Authority pays the deductible after contract requirements resulting in approximately a \$10,000 payment. The Authority is still ahead after saving \$29,000 on the premium.

General Liability and Worker's Compensation

The Authority is seeking insurance coverage for the organization. Our current coverage is with Ohio Casualty and EHD is the insurance broker. Our current insurance expires on 1 Dec 10.

Juvenile Break-Ins

The Authority discovered that three of our garage booths had been broken into over the Labor Day weekend. Video surveillance captured the criminal behavior with still photos as well as video footage. The video was played on Channel 69 with a request to the public to help identify the criminals. The police are working on a tentative identification for subsequent prosecution.

METRO Bank

The Parking Authority was requested to pass a motion to make METRO Bank as our "depository bank of record". A motion is required.

Budget Review

The Finance Manager will address the status of Budget/Revenue for 2010.

Operating Budget: The Authority is currently \$260,148 under budget. Some line items are paid annually (pension) and can skew the monthly snap shot. Depreciation will be significantly increased once we put the DoubleTree Convention Center into service and wages will also increase with events starting back up.

Revenue Report: The Authority is \$83,061 **behind our revenue** from the same period this time last year.

Cash flows: Cash flows are ahead of last year at \$6,894,243. It should be noted that the cash flow does include grant monies of approximately \$1MM. Further, the Authority will be paying a bond payment of approximately \$4.0MM in early November that will seriously affect the current balance. It should be further noted that \$1.7MM remains to be paid on the construction of the DoubleTree Convention Center garage.

The Executive Director discussed a recent meeting with Carl Geffken whereby we discussed a contribution of \$760,000 not including the meter contribution of \$400,000 next year for a total of \$1.160 PLUS an anticipated \$190,000 for parking fine increases direct to the city for a grand total of \$1.35MM. I told Mr. Geffken that getting city employee payment for parking, passing additional changes to parking ordinances for raising parking violations, and other revenue streams may inhibit our ability to pay.

Parking Ticket Overview

The Parking Enforcement Supervisor addressed trends in parking to include a violation analyses.

-Revenue from parking violations is **DOWN \$145,128** from the same time last year.

-Jon believes that economic reasons are dictating the downward trend. He shared a chart showing a significant reduction in parking tickets in Allentown and Bethlehem by 10,400 tickets or \$136,000 and 3,500 tickets or \$48,000 respectively. Reading is down 9,000 tickets from last year with a reduction in revenue of \$120,000. A note on Bethlehem's number: the city has a city wide successful music fest and without the outside illegal parkers, the numbers from Bethlehem would be more similar to the numbers of Reading and Allentown.

-Jon also shared another chart that showed a significant decrease in street sweeping tickets and revenues from 2008 thru 2010 in Reading.

Other factors for the loss in revenue included the extremely difficult and snowy winter, loss of personnel through worker's comp injuries and turn over, and the now attendance at court in four locations whereby last year we only attended court in one location thereby pulling parking enforcement officers off the street and into the courtroom.

Suggestions for improving in ticket revenues include:

- Increasing hours of enforcement as discussed earlier with meters (enforcing on Saturday and later in the evenings - until 8PM).
- The supervisor indicated a change in zone patrolling. Instead of officers being assigned to zones, the Authority now assigns officers to the most ticket prone areas of the city first.
- The supervisor has added staff and that have helped the Authority write more tickets.
- The ticket phones were upgraded to higher resolution to help DJs make positive decisions.
- Implementation of JNET (PA Justice Network) that will allow the Authority to more effectively track out of state parking violators.
- Increased booting of scoff law offenders.

Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meeting. Motion 2010-33.
2. That the board accepts the accounts payable from the previous meeting. Motion 2010-34.
3. That the board approves the increase for hourly meter parking for parking meters from \$1.25 per hour to \$1.50 per hour effective 1 Nov 10. Motion 2010-35 was made by Mr. Lantrip and was seconded by Mr. Darlington. The motion passed.
4. That the board recommends to city council that we suggest that meter times be extended from 8AM to 6PM to 8AM to 8PM Monday through Saturday. Motion 2010-36 was made by Mr. Lantrip and the motion was seconded by Mr. Darlington. The motion passed.
5. That the board approves a motion to make METRO Bank our "depository bank of record" for our daily deposits. Motion 2010-37 was made by Mr. Darlington and seconded by Mr. Polyak. The motion passed.

Solicitor's Report

None

Approval of Accounts Payable

A motion was made by Mr. Polyak to accept the previous month's accounts payable and was seconded by Mr. Darlington. Motion 2010-34 passed.

Old Business

None

New Business

The Executive Director presented an overview of our employee pension plan and its performance over the past nine years. A number of questions surfaced and the Authority decided to invite the pension administrator from Investor's Trust, Mr. Ray Kase to the October 27 meeting to discuss the pension plan.

Other Business

None

Executive Session

The board broke for executive session at 6:40 PM and reconvened at 6:50 PM. Legal and personnel matter were discussed.

The meeting adjourned at 6:50 PM.

RPA Next Regular Meeting

The next board meeting is scheduled for 27 October 2010.