

MINUTES

Reading Parking Authority

16 December 2009

The Reading Parking Authority held their meeting on Wednesday, 16 December 2009 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, Asst. Secretary

Donna Reed, Board Member

Mike Polyak, Board Member

Absent

None

Others Present

Lawrence Lee, Executive Director, RPA

Christina Gilfert, Finance Manager, RPA

James Lillis, Solicitor

Guest(s)

Val Lacis, Reading Eagle

Stephen Herzenberg, Keystone Research

Larry Murin

The meeting was called to order by the Chairman of the Board at 5:31 PM.

Public Comments

None

Guest

Mr. Larry Murin and Stephen Herzenberg, Keystone Research, made a proposal to incorporate the Reading Parking Authority into a potential alternative proposal that may be presented to the administration/City of Reading as a result of the Act 47 coordinator's recommendations. Keystone would address the Authority's historical financial contributions to the city, look at better business practices/changes to the Authority operation and have a final objective of retaining the Parking Authority as a public entity. An estimated fee of \$20,000 was discussed for these services.

The solicitor requested a more definitive scope of services for the board's consideration. The board will consider using Keystone Research and will discuss further at the January meeting.

Reading and Approval of the Minutes

Motion 2009-89 was made by Mr. Lantrip to accept the minutes from the November meeting. The motion was seconded by Mr. Polyak. The motion passed.

Correspondence

The Executive Director signed an MOU with Recycle-Tech Corporation in the event that Recycle obtains an energy efficiency and conservation block grant as a result of funds appropriated by the American Recovery and Investment Act of 2009. The grant would involve the installation of LED lighting at no cost to the Parking Authority if the grant is allocated.

Executive Director's Report

Convention Center Garage

The Parking Authority had signed four more change orders for the garage: (1) change of additional micropile length for \$312,075.00; (2) fee for additional longitudinal reinforcement for \$6,555.00; (3) installation of three test pits for sewer tie in with the city for \$4,331.00 and backfill required in the interim between the garage and the hotel for \$8,078.99 that will be split (50/50) with the hotel.

Erection of the garage is scheduled to commence on 4 Jan 10.

The executive director continues the dialogue with Reading Redevelopment Authority to discuss the reimbursement of costs for underground tank and asbestos removal. Final billing should be completed by the end of the year.

The official name of the garage will be the "DoubleTree Convention Center".

The Authority also had a meeting with hotel personnel and discussed and the development of revenue control equipment. Best Associates, our proprietary revenue control vendor, provided a proposal for revenue control equipment and installation at a cost of \$273,000. A motion would be required to accept the proposal.

\$6MM State Grant for the Convention Center Garage

We do have grant approval with special conditions. The first construction progress/monitoring meeting with the grant coordinator is scheduled for 12 January 2010 at 1:00 PM.

Parking Meter Upgrade

The executive director has been provided a revenue sharing meter contract from StreetSmart. The fourth revision does contain "limited" language on two critical matters previously deleted from their proposal. One: we requested integration of their system with our existing Clancy ticketing system. This will reduce redundancy of effort and carrying two devices that perform the same function. Two: The Authority is requiring coordination with the State of PA to implant loop detectors into state designated streets. References are limited for those organizations using StreetSmart Meter Technology. Other technical contractual matters will require solicitor review. The agreement also includes an initial investment of \$40,000 to purchase the 200 StreetSmart meters. The Executive Director is concerned about the lack of references for StreetSmart. Mr. John Miskell requested that StreetSmart personnel appear at the January board meeting to discuss further.

Meter Fee Increase

The meter fee of \$1.00 per hour to be increased to \$1.50 per hour was discussed at the last board meeting, but the motion was not made and acted upon by the board. After additional discussion, the board decided to increase fee to \$1.25 per hour starting 1 Jan 10. The electronic meters will accept nickels, dimes and quarters when the fees are changed.

4th and Cherry Garage

The project is sixty-five percent complete as of 4 Dec 09 and will be 75% complete on 11 Dec 09. We will meet the additional space requirements for Sovereign Bank on 15 Dec 09 and 15 Jan 10. Unfortunately, the contractor has encountered large areas of deteriorated concrete and full depth slab removal beyond expectations. The additional full debt repairs will cost an additional \$124,000, but we did receive a credit for post-tensioning overhead repairs for \$31,000. Therefore, an additional \$93,000 will be required to complete the work which will bring the total contract to \$869,465.00. It should be noted that the contractor will extend his normal two year guarantee from two years to five years. Further, these repairs have given us a 25-30 year extension on the life of the garage. A motion is required.

Parking Wars

The Authority has continued dialogue with the TV show, Parking Wars. The union has approved using AFESCME employees on a volunteer basis for the show. Filming will occur in Spring/Summer 2010.

Elevator Maintenance Contract - 2010

The Executive Director has received the maintenance invoice(s) from ThyssenKrupp for our seventeen elevators in our seven parking garages. The total cost for 2010 is \$32,428. The contacted maintenance costs are locked in through 2013.

Act 47 Timelines/Key Events

- 12 Nov 09: Act 47 Status Approved
- 12 Dec 09: State coordinator appointed
- 19 Mar 09: Coordinator plan is provided
- 3 Apr 09: Written comments to the coordinator's plan required
- 3 May 09: City (council & mayor) must respond

This information is provided for potential planning and coordination in the event the Reading Parking Authority (as an asset of the city) is included in the coordinator's recommendations.

District Court Changes

Effective 1 Feb 10 parking tickets will be adjudicated at the district justice where the ticket is issued.

Judge Robinson	District 1
Judge Xavios	District 3
Judge Kennedy	District 5
Judge Leonardziak	District 6

The new "system" was coordinated and designed with the assistance of the Honorable President Judge Schmel and court administration officials. The plan will spread out the parking ticket load, reduce court staffing, limit violator travel to court, and provide better service to the general public.

Official Holidays for the Reading Parking Authority for 2010

- 1 January 2008 - New Year's Day
- 18 January 2008 – Martin Luther King Day
- 15 February - President's day
- 2 April – Good Friday
- 31 May - Memorial Day
- 5 July – Independence Day (observed)
- 6 September - Labor Day
- 11 November - Veteran's Day
- 25 November – Thanksgiving
- 26 November – Day After Thanksgiving
- 25 December – Christmas

Board of Director Meetings for 2010

27 January	28 July	
24 February	25 August	
24 March	22 September	
28 April	27 October	
26 May	*17 November	
23 June	*15 December	(* denoted third Wednesday of the month)

Budget Review

The Finance Manager addressed the status of Budget/Revenue for 2009.

-Operating Budget: The Authority's eleven month budget is at \$3,646,958 and we are currently \$154,090 under budget. It should be noted that some budget line items are paid once per year (pension) and some items paid periodically (insurance) that may skew the budget snap shot at any particular month in the year.

-Revenue Report: The Authority revenues are \$77,504 above last year's revenue at this point in time. Violation revenues has improved, but still under last year's violation revenue.

-Cash Flow: The cash flow as of 30 November 2009 is \$3,282,436 compared to \$6,750,111 in 2008.

Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meeting. Motion 2009-89.
2. That the board accepts the accounts payable from the previous meeting. Motion 2009-90.
3. That the board approves the \$93,000 change order to complete all the necessary repairs by Concrete Restoration at the 4th and Cherry garage. Motion 2009-91 was made by Mr. Lantrip and seconded by Mr. Darlington. The motion passed.
4. That the board approves the elevator maintenance contract with ThyssenKrupp in the amount of \$31,428 for 2010. Motion 2009-92 was made by Mr. Lantrip and seconded by Mr. Darlington. The motion passed.
5. That the board approves the rate increase from \$1.00 per hour to \$1.25 per hour for on street and off street parking meters commencing on/about 1 Jan 10. Motion 2008-93 was made by Ms. Reed and seconded by Mr. Polyak. The motion passed.
6. That the board approves the revenue control equipment and installation at the DoubleTree Convention Center garage at a cost of \$273,000.00. Motion 2009-94 was made by Mr. Lantrip and seconded by Mr. Darlington. The motion passed. Mr. Polyak wanted to ensure that sufficient monies were budgeted for revenue control and any changes orders for the project. The Executive Director stated that the Authority borrowed approximately \$14.2MM and the hard costs for construction is \$12MM leaving about \$2.2MM for change orders and revenue control equipment.
7. That the board approves the board meetings scheduled for 2010. Motion 2009-95 was made by Mr. Lantrip and seconded by Mr. Darlington. The motion passed.

Solicitor's Report

None

Approval of Accounts Payable

Motion 2009-90 was made by Mr. Darlington and seconded by Ms. Reed to accept the accounts payable. Motion 2009-90 passed.

Old Business

None

New Business

The Parking Authority received a request for forty (40) additional parking spaces in the Poplar and Walnut garage for the County Services building. The Chairman signed the contract addition.

Other Business

The Parking Authority will commence discussions on Friday, December 18, with the Jehovah Witnesses for their conventions scheduled for 2010.

Executive Session

Personnel matters were discussed.

The meeting adjourned at 6:52 PM.

RPA Next Regular Meeting

The next board meeting is scheduled for 27 January 2010.