

# **MINUTES**

## **Reading Parking Authority**

**24 February 2010**

The Reading Parking Authority held their meeting on Wednesday, 24 February 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, Asst. Secretary

Mike Polyak, Board Member

### **Absent**

None

### **Others Present**

Lawrence Lee, Executive Director, RPA

Christina Gilfert, Finance Manager, RPA

James Lillis, Solicitor

### **Guest(s)**

Chris Reber, Reading Eagle

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

### **Public Comments**

None

### **Guest**

None

### **Reading and Approval of the Minutes**

Motion 2010-05 was made by Mr. Lantrip to accept the minutes from the January meeting. The motion was seconded by Mr. Darlington. The motion passed.

### **Correspondence**

None

### **Executive Director's Report**

#### Convention Center Garage

Erection of the garage was started on 6 January. The erection is over 60% complete. A total of two days were lost due to inclement weather.

Testing services (backfill, welding, caulking, etc.) is currently at \$44,437 spent of the budgeted amount of \$99,537. The Authority has \$777,000 remaining of the \$8.2MM Build America Bond from Fulton Bank. Therefore, the Authority will begin drawing on the \$6.0MM bridge loan from Metro Bank in March.

The Authority has directly purchased electrical components from a local vendor in an effort to save change order costs.

We are awaiting February construction bills before submitting a grant withdraw of approximately \$2.5MM.

The Parking Authority is awaiting action on the \$64,476 reimbursement for environmental cleanups from the Reading Redevelopment Authority.

#### District Justice Operations

Collections for fine reimbursements from the District Justice increased \$102,403 over 2008 figures. Starting in March, the Authority will break out fine reimbursements between four district justices in an effort to eliminate backlogs at the one DJ and spread the workload among the other DJs.

#### 4<sup>th</sup> and Cherry Garage

Concrete Protection and Restoration returned on 17 February for a week to continue with minor repairs for the garage. Once these repairs are completed, the only work remaining includes caulking, water proofing, and line painting.

The Authority is looking into the loss of 24 florescent lights and 4 plastic covers damaged during the construction. The lights are expensive (\$150.00 a piece with the cover lenses costing \$50 apiece).

#### Act 47

Mr. Stephen Herzenberg, Keystone Research Center, and the Parking Authority executed the agreement between the two organizations for a fee of \$6,000. The agreement will address past/present cooperative financial agreements with the city, the Authority's economic contributions to the city, potential additional missions for consideration, and recommendations for increasing revenue contributions to the City of Reading.

The Executive Director and Finance Manager met with Dean Kaplan, City Act 47 Coordinator, and John Espenshade, attorney for Stevens & Lee, to discuss the Parking Authority's collective contributions to the city over the years. The meeting went very well with the team accepting a number of recommendations from the Authority.

#### External Audit

A preliminary meeting is scheduled with Herbein and Company on 26 February to discuss a number of audit items for 2009. Complex borrowing and refinancing actions has necessitated the early meeting before the official audit.

#### Administration's Request for Funding

The Executive Director as a result of the last board meeting provided a check for \$150,000 to the City of Reading. A motion is required.

### Budget Review

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

-Operating Budget: The Authority's budget for the first month is \$32,061 under budget for the same period of time in 2009.

-Revenue Report: The Authority revenues are \$18,513 under last year's revenue at this point in time. Violation revenues due to inclement weather and the closure of Penn Court account for the loss in revenue compared to 2009.

-Cash Flow: The cash flow as of 31 January 2010 is \$3,315,778 compared to \$7,256,443 in 2009. The cash flow is influenced by the unexpected expense of \$886,000 for repairs of the 4<sup>th</sup> and Cherry garage in 2009 and early 2010. The Authority has also used a considerable amount of operating account money on the construction of the convention center garage. An expected grant draw in March should help with the reduction of cash in 2010.

### Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meeting.

Motion 2010-05.

2. That the board accepts the accounts payable from the previous meeting. Motion 2010-06.

3. That the board approves providing \$150,000 to the City of Reading for their budget operations for 2010. Motion 2010-07 was made by Mr. Lantrip and seconded by Mr. Darlington. The motion passed.

### **Solicitor's Report**

The solicitor reported that Kozloff Stoudt attorneys have supported recent unemployment hearing on behalf of the Parking Authority with positive outcomes.

The solicitor further stated that he would contact Police Chief Heim on legal matters pertaining to appearances at the district justice for parking ticket violations.

### **Approval of Accounts Payable**

Motion 2010-06 was made by Mr. Lantrip and seconded by Mr. Polyak. The motion passed.

### **Old Business**

The executive director received Mr. Polyak's ethics form and Mr. Lantrip sent his directly to the city clerk. The executive director will mail all of the remaining forms to the city clerk on 25 Feb 10.

### **New Business**

The Parking Authority is pursuing the ability to work directly with states other than Pennsylvania to track unpaid parking tickets. The process includes a background check by the state police and the FBI. The executive director will schedule a meeting with the solicitor to develop a mechanism for nonpayment of tickets outside Pennsylvania with a possible collection agency involvement.

### **Other Business**

Parking Authority is working on parking plans for Jazz Fest and upcoming college/high school graduations in the spring.

Mr. Polyak addressed the board relative to contacting Mr. Mark Cianciosi to serve on the Parking Authority Board of Directors. The executive director received preliminary approval from the Mayor pending his review of his application and discussion with him. The Authority would hope to bring Mr. Cianciosi on board for the March meeting.

Mr. Cook commented on the outstanding job the maintenance department did during the cleanup from the recent snow storms.

The executive director also brought up a request for a \$1,000 contribution from the Parking Authority for a mural on the wall along the 6<sup>th</sup> and Cherry open lot from Drew Cavanaugh, the proprietor of DRH. The board decided to not make the contribution citing reduced revenues and other city hardships.

The executive director also reported that the Parking Authority will donate 50% of the parking revenue from the Battle of the Badges hockey game scheduled for Sunday, 28 Feb 10 towards the Battle of the Badges Scholarship fund.

### **Executive Session**

Personnel matters were discussed.

The meeting adjourned at 6:03 PM.

### **RPA Next Regular Meeting**

The next board meeting is scheduled for 24 March 2010.