

# **MINUTES**

## **Reading Parking Authority**

**27 April 2011**

The Reading Parking Authority held their meeting on Wednesday, 27 April 2011 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

Mark Cianciosi, Board Member

### **Absent**

None

### **Others Present**

Lawrence Lee, Executive Director, RPA

Christina Gilfert, Finance Manager, RPA

James Lillis, Solicitor

### **Guest(s)**

Carol Duran, Reporter - Reading Eagle

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

### **Public Comments**

None

### **Guest**

Mr. Christopher Turtell, auditor from Herbein and Company, addressed the board on the external audit for 2010. Mr. Turtell pointed out the following major points: no material adjustments, the Authority still has a receivable for \$815,512 due from the grant, parking facilities jumped from \$45MM to \$60MM with the completion of the DoubleTree garage and the \$1MM renovation of the 4<sup>th</sup> and Cherry garage, income from operations were consistent from 2009 to 2010 at \$8,064,729 to \$8,097,941 respectively, noted was the income from operations that INCLUDES the \$5.0MM from the grant and the BAB federal subsidy. It was also noted by the auditor that the Act 47 suggested schedule of payment by the Parking Authority is NOT a financial obligation and is subject to change on an annual basis relative to the financial posture of the Parking Authority. The auditor did note that a formal written review for general ledger and checking account balance review should be documented on a quarterly basis by the executive director.

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

Motion 2010-09 was made by Mr. Darlington to accept the minutes from the last meeting. The motion was seconded by Mr. Lantrip. The motion passed.

### **Correspondence**

None

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

#### Convention Center Garage

No significant change in the status of the DoubleTree Convention Center garage from the previous report in March. Whiting Turner (general contractor) has completed some warm weather repairs (replacing glass, caulking and roof leaks) and the Authority is retaining \$135,000 to ensure the repairs are completed. When all construction is completed to satisfaction, the Authority will apply for our remaining grant monies (\$1MM).

#### Wyndham Repairs

Demolition of the old stairs is complete with construction of the new stairs in progress. Estimated completion of the stair work is on/about 4 May 2011. The project is on schedule and will be completed next week.

#### State Ethics Forms

State Ethics and city supplemental statement of financial interest forms have been distributed to all members of the board. All documents have been filed.

#### ThyssenKrupp Elevator Problems

The second ThyssenKrupp Elevator at Poplar and Walnut repair of an overhead oil line from the pump unit directly to the jack to eliminate leakage has been completed. The remaining two elevator overhead oil line upgrades were also completed the week of 11 April at a cost of \$17,922.

#### Board of Appeals

The Authority has received our tax refund from the IRS of \$5,240.86 for taxes erroneously billed to the RPA for electricity usage.

#### Used/New Equipment Procurement

The Authority has commenced Phase I of our automation/revenue control upgrade for all our parking facilities. Equipment upgrades have been installed in the Reed and Court and Chiarelli Plaza garages. The Authority met with union representatives on 13 April and again on 18 April to ensure our compliance with contractual guidelines for those affected employees for layoffs. The executive director authorized a temporary reduction in hourly rates at the Chiarelli Plaza garage due to the limitation of the new pay station at that location that does not accept/give coins. Therefore, it is recommended that the rate be changed at Chiarelli from \$2 for the first hour and \$1.50 per hour thereafter for a maximum current daily rate of \$11 to \$2 for the first hour and \$1 thereafter for a maximum daily rate of \$8. It should be noted that the hourly rates under the new equipment will operate 24/7. Therefore, the previous \$2 fee for evening/weekend parking will no



The process will continue to be evaluated and an update provided to the board at the May meeting.

Police tickets would NOT be effected by this new process and will continue with the existing judicial district justice system.

#### JNET Access (Pennsylvania Justice Network)

The Parking Authority included an additional 275 late notices in this month's late delinquent ticket batch run that included twenty one states outside of Pennsylvania. Our JNET/CLEAN access now allows us the ability to process out of state addresses and includes the out of state late notices along with the in state violators.

#### Bond Interest Payment Due

The following bond payment is due on 2 May 2011 to our bond holder (US Bank):

2004 - 188,467.50 (Actual)  
2006 - \$30,615.00 (Actual)  
2009 - \$216,422.50 (Estimate)  
Total: \$435,505.00

The 2009 payment will be available by the end of this week and must be computed relative to up to date interest.

#### 2011 Budget Review

The Finance Manager addressed the financial status of Budget/Revenue for 2011.

-Operating Budget: The Authority is \$5,067 ahead of budget projections for operations.

However, it should be noted that some line item numbers have been paid in advance skewing the report.

-Revenue Report: The Authority revenues are \$111,187 ahead of last year's revenue at this time. Violation revenues have improved and are currently \$81,642 ahead of violation revenues from last year (2010). Increased ticket prices and out of state collections are accounting for the increase.

-Cash Flow: The cash flow as of 31 March 2011 is \$4,493,844 compared to \$4,394,602 in 2010.

#### **Motions for the Board**

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

Motion 2011-09.

2. That the board accepts the accounts payable from the previous meeting. Motion 2011-10.

3. That the board approves a hourly rate REDUCTION of fees at Chiarelli Plaza and 4<sup>th</sup> and Cherry garages from \$2 for the first hour and \$1.50 thereafter to \$2 for the first hour and \$1 thereafter for a maximum daily rate of \$8. Motion 2011-11 was made by Mr. Lantrip and seconded by Mr. Darlington. The motion passed.

4. That the board approves a payment of \$66,265 to Best Associates (revenue control vendor) to complete the automation/upgrade of our revenue control equipment for Parking Authority facilities. Motion 2011-12 was made by Mr. Cianciosi and seconded by Mr. Polyak. The motion passed.

5. That the board authorizes an estimated bond interest payment for the 2004, 2006, and 2009 bonds for \$435,505.00 to be paid by the executive director not later than 2 May 2011. Motion 2011-13 was made by Mr. Lantrip and seconded by Mr. Darlington. The motion passed.

#### **Solicitor's Report**

None

#### **Approval of Accounts Payable**

Motion 2011-10 was made by Mr. Polyak and seconded by Mr. Cianciosi to accept the accounts payable. Motion 2011-10 passed.

#### **Old Business**

None

#### **New Business**

The Chairman signed a contract with Haven Behavioral for sixty-five (65) parking spaces for three years at the Poplar and Walnut garage.

UtiliTech under the approval of the board analyzed our electrical usage, natural gas usage, and telecommunications. Improvements recommended to our telephone operations will save the Parking Authority approximately \$1,000 per year. The company's payment for services is based on 50% of the net savings. The executive director did sign an agreement with UtiliTech to implement the recommended changes to telephone operations.

**Other Business**

None

**Executive Session**

No executive session.

The meeting adjourned at 6:25 PM.

**RPA Next Regular Meeting**

The next board meeting is scheduled for 25 May 2011.