

MINUTES

Reading Parking Authority

25 July 2012

The Reading Parking Authority held their meeting on Wednesday, 25 July 2012 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

Mark Cianciosi, Board Member

Mike Polyak, Board Member

Absent

None

Others Present

Lawrence Lee, Executive Director, RPA

Christina Gilfert, Finance Manager, RPA

James Lillis, Solicitor

Donna Reed, City Council Member

Vaughn Spencer, Mayor

Guest(s)

Carole Duran, Reading Eagle

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

Public Comments

Ms. Donna Reed and the Mayor Spencer addressed the board relative to parking initiatives in the downtown corridor.

Reading and Approval of the Minutes

Motion 2012-40 was made by Mr. Polyak to accept the minutes from the last meeting. The motion was seconded by Mr. Darlington. The motion passed.

Correspondence

None

Executive Director's Report

South Penn Repair

Repairs are ongoing at the South Penn garage. More damage has been uncovered with the examination of the steel tendons within the concrete. The main entrance to the garage will be closed for approximately five days during the construction process. The Authority requested double sealer for the entrances to the garage and the change order will cost \$63,900. We are approximately 25% over budget for repairs (\$37,500). Therefore with the change order and the overage, the project cost is approximately \$251,500. The project monies set aside is \$300,000. The first pay application for \$46,120.50 is being reviewed by the engineer of record.

DoubleTree Pedestrian Bridge

The project was announced in the Reading Eagle on 10 July. A pre-bid meeting was 16 July with bids due on 6 August. The board authorized execution of the bid if it was less than \$35,000. Further discussion will allow bids to reach \$40,000 and allow the executive director to award the contract.

Authority Ticket Complaints

The Authority had captured statistical data relative to customer ticket complaints. The intent in providing these numbers to the board is to show our unbiased review of customer ticket complaints.

	Dismissed	Valid	Total	% Dismissed
2011	283	592	875	32%
2012	122	272	394	31%

Civil Versus Criminal Parking Ticket Adjudication

The project has hit a snag with an anticipated vote pushed back to November 2012. The executive director and Tom Caltagirone will attend a city council meeting on 8 August to discuss House Bill 1803 – Civil Ticket Processing for Third Class Cities.

Pending Parking Agreements

The Authority completed their parking agreement with St. Joes and SAMS contract will arrive in a few days. The Greater Berks Development Fund contract is working.

Web Site Development

Our web site went live on 18 July. Customers can now pay tickets directly to the Parking Authority and we are also accepting complaints on line. Jon & Christina were trained on maintaining the site this week. A final payment for the web site development for \$5,170.50 was also made.

Wyndham Garage Sale

The closing details for the sale of the Wyndham garage are moving forward. According to the agreement of sale the closing is to occur prior to 30 Sep 12. Many items of resolution confront the Wyndham hotel and an extension for these items may be required and will be addressed upon receipt.

Parking Meeting

Mike Polyak, Mark Cianciosi, Jon Haney and Christina Gilfert attended an initial meeting on 3 May 2012 concentrating on downtown parking and merchants concerns along with Donna Reed and DID. A follow up meeting was scheduled for 12 July, but was subsequently rescheduled to obtain a collective view by the administration and city council on downtown parking resolutions. Another meeting will be scheduled by the administration to address parking in the downtown

corridor. The Mayor stated that he looks forward to the Authority's participation in the next parking meeting.

Union Negotiations

The next scheduled union negotiation is 22 August at 9:00 AM.

Lighting Initiative

MET-ED has been resistant in providing actual meter readings on the 4th and Cherry garage with yet another estimated meter reading for July. Using the estimated readings the Authority is saving \$400 per month on electricity at 4th and Cherry with a 17 month ROI projected.

The Authority is working on Front and Washington to realize even more savings on the larger garage.

Reed & Court Garage Closure

The Reed & Court parking garage will be closed to ALL TRAFFIC from 5AM to noon on 30 July 2012 for Court Street paving prohibiting access to the garage. All permits holders and jurors will be allowed access to the DoubleTree Convention Center garage which will allow entry from Court Street AND Penn Street.

Hardware/Software Upgrades

The Parking Authority is pursuing upgrades to our computer technology and network systems. Our existing server will no longer be viable beyond 2013 and planning is on going to change the server and computer system upgrades to the Windows 7 operating system. Both the Clancy ticketing system and MAS 90 (accounting program) presents challenges to the new server to accommodate both operating systems with 64 bit processing capability. The server and other upgrades (software & hardware) will cost approximately \$20,166.93. The conversion will be 15 Oct 2012.

Final Audit

The final audit for the \$6.0MM grant obtained for the DoubleTree Convention Center garage will be held on 13 & 14 September 2012. Mr. Randy Lacroix from the state's audit department will be conducting the audit.

Budget Review

2012 Budget Review

The Finance Manager addressed the financial status of the Budget/Revenue for 2012.

-Operating Budget: The Authority is \$47,348 under budget for operations. Some of the line items are paid up front (elevator contracts, insurance, etc.) which skews early budget compliance. The high cost of worker's compensation insurance for 2012 is also adversely effecting budget projections.

-Revenue Report: The Authority revenues are \$25,114 BEHIND last year's revenue at this time. The garage's revenues are up \$101,858 over last year, but violations are down \$194,000. Back logs in the courts are being addressed by the administrative courts.

-Cash Flow: The cash flow as of 30 June 2012 is \$5,271,966 compared to \$5,234,434 in 2011.

Motions for the Board

1. That the board passes a motion to accept the minutes from the last board meeting.
Motion 2012-40.

2. That the board accepts the accounts payable from the previous meeting.
Motion 2012-41.

Solicitor's Report: None

Approval of Accounts Payable

Motion 2012-41 was made by Mr. Lantrip and seconded by Mr. Cianciosi to accept the accounts payable. Motion 2012-41 passed.

Old Business: None

New Business

The next JW convention will be from 27-29 July 2012.

Parking agreements for 2013 with the Sovereign Center and the Reading Royals were signed. Top of the Block will have an event in the DoubleTree Convention Center garage on 3 August from 5:30 PM to 10:00 PM.

Other Business: None

Executive Session

Executive session included real estate and personnel issues.
The meeting adjourned at 7:45 PM.

RPA Next Regular Meeting

The next board meeting is scheduled for 22 August 2012.