

AGENDA
BETHLEHEM PARKING AUTHORITY BOARD MEETING
July 24, 2019, AT 4:00 P.M.
85 W. NORTH STREET, BETHLEHEM, PA

- I. Call Meeting to Order
- II. Roll Call
- III. Minutes
- IV. Courtesy of the floor
- V. Reports
 - A. Director's Report
 - B. Solicitor's Report
 - i. Resolution of Condemnation- 61 W. Walnut Street
 - C. Financial Report
- VI. Old Business
 - A. License Agreement- Spring on Southside Bonn Beer Garden
 - B. 2019 Budget
- VII. New Business
 - A. Maser Proposal
 - B. Mayor Memo- Meeting Time Change Request
- VIII. Adjournment

Joseph Hoffmeier – Chairman
Dino Cantelmi – Vice Chairman
Lynn Cunningham – Treasurer
Diana Morganelli – Secretary
Billy Kounoupis – Member
Bryan Callahan – City Council Liaison
Kevin Livingston – Executive Director

Jim Broughal – BPA Solicitor

BETHLEHEM PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A regular meeting of the Bethlehem Parking Authority Board was held on April 24, 2019 at 4:00 p.m. at the offices of the Bethlehem Parking Authority, 85 W. North Street, Bethlehem, PA 18018.

The following were in attendance:

Joseph Hoffmeier – Chairman
Dino Cantelmi – Vice Chairman
Diana Morganelli - Secretary
Lynn Cunningham – Treasurer
Lisa Pereira – Solicitor
Kevin Livingston – Executive Director
Eliana Cruz – Finance Manager

Also, in attendance:

Steve Fernstrom – Operation Manager
Luz Vega – RPP/HP Coordinator
Eric Evans – City of Bethlehem Business Administrator

Mr. Hoffmeier, the Chairman of the Board called the April 24, 2019 meeting of the Bethlehem Parking Authority to order.

MINUTES

Mr. Hoffmeier asked the Board for a motion to approve the Minutes for the March 27, 2019 meeting, Ms. Lynn Cunningham made a motion to approve the Minutes for March 27, 2019 and Mr. Dino Cantelmi second the motion. Motion passed unanimously.

COURTESY OF THE FLOOR

Mr. Brian Hillard from 1510 Dale Lane, Bethlehem suggested immigrating electric vehicle into the Bethlehem Parking Authority Fleet. Mr. Hillard handed to the Board an analysis of how cost effective it would be by having electric vehicles as part of the fleet.

Ms. Cindy Westwood from 1106 Dover Lane, Bethlehem came to appeal the denial of the handicap application for her son, Aiden Westwood. She stated he can walk 200 feet but has severe autism, nonverbal and has a tracking device on his ankle.

Mr. Hoffmeier made an exception and asked for the Board to make a motion to approve the handicap application for Aiden Westwood and to reapply yearly. Mr. Dino Cantelmi made a motion, Ms. Diana Morganelli second. Motion passed unanimously.

Mr. Ed Gallagher of 49 W. Greenwich Street would like the Bethlehem Parking Authority's website to have meeting times and agenda listed on the website. He would also like the minutes to have more of a discussion after motions are made. Mr. Gallagher mentioned that he hasn't heard any discussions on variable meter rates and hopes it doesn't get off the radar.

DIRECTOR'S REPORT

Mr. Kevin Livingston mentioned that a grant from the state was approved for an electronic vehicle charging station for the Walnut Street Garage. Another grant will be applied for, for the Upper Commons Lot.

Mechanic Street Lot #2 will be converted into a transient lot as well as a permit lot with a pay station.

Projects that are going to take up parking for 12 months or longer will receive a 50% discount on the current meter bag and/or no parking sign rates. It would need to be a construction project and be approved so they would not displace the need of parking. An agreement was made for projects that last 6 months will receive a 25% discount and 12 months or more will receive a 50% discount.

Mr. Hoffmeier asked for a motion to approve a resolution for a 25% discount for approved projects of 6 months and 50% discount for 12 months. Ms. Lynn Cunningham made motion and Mr. Dino Cantelmi second. Motion passed unanimously.

SOLICITOR'S REPORT

None

FINANCIAL REPORT

Ms. Eliana Cruz reported that of December 31, 2018, the total revenue was \$630,404. Total expenses before transfers were \$427,518. The change in net position before transfers were \$202,886. Transfer to the City was \$250,000 leaving us with a change in net position of \$47,114.

Total current assets for the month of December 2018 were \$3,232,407. Long term assets were \$32,836,347. Total assets of \$36,068,754. Current liabilities are \$748,857. Long term liabilities are \$23,755,447. Short term loans \$156,406. Total liabilities and equity were \$36,068,754.

Looking at the cash flow we started January 2018 with \$2,073,638 and ending in December 31, 2018 with \$2,231,610.

Mr. Hoffmeier asked for a motion to approve the financials for August through December 2018. Ms. Diana Morganelli made motion and Ms. Lynn Cunningham second. Motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

The South Side Arts District and Bonn Place Brewing would like to have an event in the Mechanic Street Lot. Mr. Livingston asked for approval of the License Agreement to allow them to have the event in the property.

Mr. Hoffmeier asked for a motion to approve the License Agreement for Bonn Place Brewing. Mr. Dino Cantelmi made motion and Ms. Lynn Cunningham second.

BUDGET

- **REVENUE HIGHLIGHTS**
 - Walnut Street and North Street Transient-2019 decrease based on a three-year average
 - Walnut & North Street Garages-2019 decrease based on a three-year average
 - New Street Garage-based on 2018-year end projections
 - Lehigh Riverport Garage-2019 increase is based on a three-year average
 - Commons Garage-2019 based on contracts
 - Surface Lots-2019 increase based on a three-year average
 - Meter & Other Violations-2019 increase in meter violations based on three-year average. Other violations increase based on a three-year average
 - Special Event-2019 increase due to additional special events during Holiday Season.
 - Meters-2019 increase based on increase in meter rate to \$1.50 per hour
 - Advertisement-2019 decrease based on decrease in advertising revenue
 - Park and Shop-2019 revenue is based on three-year average
 - Residential Permits-2019 revenue based on three-year average

- Tow Revenue-2019 decrease based on three-year average
- Valet Revenue-2019 decrease based on ending valet program-Board can add seasonal valet if appropriate
- Miscellaneous Income-2019 decrease based on three-year average
- EXPENDITURE DETAILS
 - Salary Expense-2019 increase based on 3% cost of living increases and added staffing
 - Health Benefits-2019 premium increase of 6% but less employees taking health care
 - Pension-2019 increase due to Minimal Municipal Obligation
 - Fica/Valic/Unemployment-2019 increase due to slight increase in salary expense and increase in participation in the deferred 457B compensation plan
 - Utilities-2019 increase due to more facilities and staff
 - Gasoline-no change from 2018
 - Communications-2019 increase due to the South New Street Garage
 - Repair and Maintenance-2019 increase due to increase in 2018 repairs
 - Vehicle Maintenance-2019 increase due to aging vehicle fleet
 - Valet Expense-2019 decrease to \$0 due to ending valet program
 - Supplies-no change from 2018
 - Auditing-no change from 2018
 - Consultants-2019 increase due to anticipated Polk Street Garage Project-2019/2020 Capital Repair Program-CPA consulting
 - Legal--no change from 2018
 - Payroll-slight increase from 2018 due to cost increase
 - Janitorial-2019 increase due to 12 months of expense and increase in monthly rate
 - Advertising-2019 reflects little change from 2018
 - Elevator-2019 increase due to new service contracts
 - Insurance-2019 increase based on higher insurance rate
 - Postage-2019 reflects little change from 2018
 - Printing-no change from 2018
 - Publication/Membership--no change from 2018
 - Signs-2019 increase due to year end projections
 - Uniforms-2019 increase due to purchasing more uniforms
 - Meeting/Travel-2019 increase due to three-year average
 - Miscellaneous-no change from 2018
 - Special Events-2019 increase based on projected 3% salary increases and additional December 2019 Special Events
 - Depreciation-2019 increase due to increase in assets being depreciated
 - Capital Lease Interest-2019 decrease in interest expense due to paying off short term loans
 - Debt Service Interest-2019 increase due to increase debt service payments
- CAPITAL ITEMS
 - Additional Office Renovation-\$15,000
 - Thinklite/LED Conversion WSG-\$12,000
 - 2019/2020 Garage Capital Improvements-approximate \$900,000
 - License Plate Reader-\$50,000

- M5 Meters-\$92,500
- Meter Housings-\$50,000
- NSG Lighting Inverter-\$30,000
- WSG Wall/Mural-\$50,000
- Broad Street Lot Depression-approximate \$40,000
- Office Computer-approximate \$15,000
- **2019 BUDGET COMPARISON**
 The total 2018 total revenue was \$6,192,455. The 2018 total expenses were \$5,447,342. Total net surplus of \$745,113. The transfer to the City \$512,400. The transfer to the City Mechanic \$12,500. The transfer to the Police \$25,000. Ending 2018 with a net surplus of \$195,113.

 The 2019 budget's projected total revenue for \$6,463,527. Total expenses projected for 2019, \$5,815,546 for a net surplus of \$647,981. Transfer to the City for \$500,000. Transfer to the City Mechanic \$25,000 leaving us with a net surplus of \$122,981.
- **2019 CASH FLOW**
 We begin the year with \$2,231,610. We project to end the year in December 31, 2019 with \$2,594,546.

Mr. Hoffmeier asked for a motion to approve the 2019 Budget. Mr. Dino Cantelmi made a motion, Ms. Lynn Cunningham second. Motion passed unanimously.

Ms. Diana Morganelli announced that this will be her last meeting and that it was an honor and privilege to serve with everyone and that she enjoyed her term.

ADJOURNMENT

Mr. Hoffmeier asked the Board for a motion to adjourn, Ms. Lynn Cunningham made a motion to adjourn the meeting and Mr. Dino Cantelmi second. Motion passed unanimously.

Bethlehem Parking Authority

Balance Sheet

January 31, 2019

Assets and Deferred Outflow of Resources**Current Assets**

Cash and cash equivalents	\$	2,700,842
Pa Investment-Cash Equivalent		1,251
A/R Tkts (net \$256,866 allowance)		325,307
Prepaid Expenses		205,777
Other Assets - COB Escrow		8,547
Other Receivables		<u>62,379</u>

Total current assets 3,304,103

Long-Term Assets

Land		1,852,044
Southside Parking Project		8,661
Walnut Garage Project		130,370
Polk St Garage Project		48,318
North Garage Project		-
Commons Garage Project		-
Lehigh RP Garage Project		21,255
South Main St Project		135
Union Blvd Project		(3,400)
Long St project		508,498
Mechanic Street Project		2,098
Building less Accum Depr		28,678,223
FFO less Accum Depr		536,772
Improv Lots less Accum Depr		18,429
Fleet less Accum Depr		194,479
Issuance Costs		255,597
Deferred Loss on Refinancing		442,363
Deferred Costs		27,553
Deferred Outflow Pension		<u>561,272</u>

Total long-term assets 33,282,667

Total assets \$ 36,586,770

Liabilities and Net Position**Current Liabilities**

Accrued Interest Payable	\$	220,297
Other Payables		34,506
Deposits Payable		62,677
Accrued Benefits		129,394
Unearned Revenue		<u>314,974</u>

Total current liabilities 761,848

Long-Term Liabilities

Series A 2015		360,000
Series B 2015		7,470,000
Series A 2016		2,270,000
Series B 2016		13,140,000
1993 Bonds Payable		(230)
Premium Bond Payable		32,969
Net Pension Liability		<u>482,478</u>

Total Long-Term Liabilities 23,755,217

Short Term Loan

Quakertown National Bank		<u>543,625</u>
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Total liabilities 25,060,690

Total Equity

11,526,080

Total liabilities and Equity \$ 36,586,770

Bethlehem Parking Authority

Statement of Revenues, Expenses, and Changes in Net Position

Month and year-to-date ended January 31, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Summary						
Total Revenues	\$ 470,201	\$ 607,388	\$ 137,187	\$ 470,201	\$ 607,388	\$ 137,187
Total Expenses before transfers	421,041	446,483	25,442	417,328	446,483	29,155
Change in net position before transfers	\$ 49,160	\$ 160,905	\$ 111,725	\$ 52,873	\$ 160,905	\$ 108,012
Transfer to the City						
Change in net position		\$ 160,905	\$ 160,905		\$ 160,905	\$ 160,905
Revenues						
Off Street Parking:						
WSG Monthly	\$ 45,860	\$ 76,179	\$ 30,319	\$ 45,860	\$ 76,179	\$ 30,319
NSG Monthly	56,556	67,278	10,722	56,556	67,278	10,722
New Monthly	14,854	35,470	20,616	14,854	35,470	20,616
Riverport Monthly	20,221	20,238	17	20,221	20,238	17
South Main St Monthly	4,414	11,940	7,526	4,414	11,940	7,526
Lots Monthly	18,498	54,381	35,883	18,498	54,381	35,883
WSG Transient	23,294	23,383	179	23,294	23,383	179
NSG Transient	12,760	14,303	1,543	12,760	14,303	1,543
New Transient	7,210	10,145	2,935	7,210	10,145	2,935
Total Off Street Parking	203,577	313,317	109,740	203,577	313,317	109,740
Ticket Revenue:						
Meter Original	19,354	13,422	(5,932)	19,354	13,422	(5,932)
Meter W/Penalty	13,467	9,915	(3,552)	13,467	9,915	(3,552)
Meter Magistrates	3,330	8,856	5,526	3,330	8,856	5,526
Other Original	27,404	35,959	8,555	27,404	35,959	8,555
Other W/Penalty	14,990	13,173	(1,817)	14,990	13,173	(1,817)
Other Magistrates	9,155	23,107	13,952	9,155	23,107	13,952
Total Ticket Revenue	87,700	104,432	16,732	87,700	104,432	16,732
Other Revenue:						
Special Events	-	1,486	1,486	-	1,486	1,486
Parking Meters	157,152	168,585	11,433	157,152	168,585	11,433
Advertisement	721	776	55	721	776	55
Park and Shop	3,988	11,111	7,123	3,988	11,111	7,123
Interest	-	1,480	1,480	-	1,480	1,480
RPP Permits	2,033	2,653	620	2,033	2,653	620
Tow Revenue	1,030	96	(934)	1,030	96	(934)
Valet Revenue	-	17	17	-	17	17
Misc Revenue	14,000	3,416	(10,584)	14,000	3,416	(10,584)
Total Other Revenue	178,924	189,619	10,695	178,924	189,619	10,695
Total Revenues	470,201	607,388	137,187	470,201	607,388	137,187
Expenses						
Salaries & Fringe Benefits:						
Salaries	97,939	86,912	(11,027)	97,939	86,912	(11,027)
Health Benefits	22,912	22,010	(902)	22,912	22,010	(902)
Pension	22,044	21,402	(642)	22,044	21,402	(642)
FICA/Un/D Compl/Unem	8,252	2,229	(6,023)	8,252	2,229	(6,023)
Total Salaries & Fringe	151,147	132,553	(18,594)	151,147	132,553	(18,594)
Total Expenses	421,041	446,483	25,442	417,328	446,483	29,155
Change in net position	\$ 49,160	\$ 160,905	\$ 111,725	\$ 52,873	\$ 160,905	\$ 108,012
Transfer to the City						
Change in net position		\$ 160,905	\$ 160,905		\$ 160,905	\$ 160,905

Bethlehem Parking Authority

Statement of Revenues, Expenses, and Changes in Net Position
Month and year-to-date ended January 31, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Operating Expenses:						
Repairs & Maintenance	19,585	32,722	13,137	19,585	32,722	13,137
Bank Charges	20,000	30,773	10,773	20,000	30,773	10,773
Communications	13,221	8,177	(5,044)	13,221	8,177	(5,044)
Utilities	6,709	12,548	5,839	6,709	12,548	5,839
Vehicle Maintenance	2,333	1,968	(365)	2,333	1,968	(365)
Gasoline	6,420	8,531	2,111	6,420	8,531	2,111
Snow Removal	5,000	-	(5,000)	5,000	-	(5,000)
Garbage Removal	-	362	362	-	362	362
Supplies	1,000	4,575	3,575	1,000	4,575	3,575
Valuel Expense	-	(9,555)	(9,555)	-	(9,555)	(9,555)
Rental Fee	-	3,734	3,734	-	3,734	3,734
Appraisal fee	-	157	157	-	157	157
Total Operating Expenses	74,268	93,992	19,724	74,268	93,992	19,724
						21.1%
Professional Fees:						
Auditing	-	-	-	-	-	-
Comp Consulting	1,751	1,500	(251)	1,751	1,500	(251)
Consulting	4,660	4,660	-	4,660	4,660	-
Enforcement Consulting	7,369	-	(7,369)	7,369	-	(7,369)
Temporary Services	-	-	-	-	-	-
Legal	3,487	(2,533)	(6,020)	3,487	(2,533)	(6,020)
Payroll Service	600	493	(107)	600	493	(107)
Janitorial Service	700	639	(61)	700	639	(61)
Total Professional Fees	18,567	4,759	(13,808)	18,567	4,759	(13,808)
						1.1%
General Expenses:						
Advertising	3,309	(65)	(3,374)	3,309	(65)	(3,374)
Elevator	2,594	-	(2,594)	2,594	-	(2,594)
Insurance	11,764	5,544	(6,220)	11,764	5,544	(6,220)
Postage	300	37	(263)	300	37	(263)
Printing	1,380	6,198	4,848	1,380	6,198	4,848
Publ/Mbrshp	375	316	(59)	375	316	(59)
Signs	1,000	-	(1,000)	1,000	-	(1,000)
Uniforms	1,500	(1,391)	(2,891)	1,500	(1,391)	(2,891)
Total General Expenses	22,192	10,639	(11,553)	22,192	10,639	(11,553)
						2.4%
Other Expenses:						
Meetings/Travel	1,166	629	(537)	1,166	629	(537)
St. John Wln Church and Riverport	3,713	-	(3,713)	3,713	-	(3,713)
Miscellaneous	17,553	12,893	(4,660)	17,553	12,893	(4,660)
Special Events	-	-	-	-	-	-
Depreciation	131,189	131,997	808	131,189	131,997	808
Debt Int & Costs	1,246	59,021	57,775	1,246	59,021	57,775
Total Other Expenses	154,967	204,540	49,573	151,154	204,540	49,573
						45.8%
Total Expenses	421,041	446,483	25,442	417,328	446,483	28,442
						100.0%
Change in net position before transfers						
	\$ 49,160	\$ 160,885	\$ 111,725	\$ 52,873	\$ 160,885	\$ 111,725
Transfers						
Transfer to City	-	-	-	-	-	-
Transfer to City 1/2 Mechanic	-	-	-	-	-	-
Transfer to Police	-	-	-	-	-	-
Total Transfers	-	-	-	-	-	-
Change in net position after transfers						
Net Position, Beginning						
Net Position, Ending				\$ 11,365,195	\$ 11,365,195	
				\$ 11,526,080	\$ 11,526,080	

Bethlehem Parking Authority

Balance Sheet

February 28, 2019

Assets and Deferred Outflow of Resources**Current Assets**

Cash and cash equivalents	\$	2,672,410
Pa Investment-Cash Equivalent		1,251
A/R Tktls (net \$256,866 allowance)		314,097
Prepaid Expenses		202,622
Other Assets - COB Escrow		8,547
Other Receivables		<u>174,314</u>

Total current assets 3,373,241

Long-Term Assets

Land		1,852,044
Southside Parking Project		8,661
Walnut Garage Project		130,320
North Garage Project		-
Commons Garage Project		-
Lehigh RP Garage Project		21,255
South Main St Project		135
Polk St Garage Project		48,318
Union Blvd Project		(3,400)
Long St project		508,498
Mechanic Street Project		2,098
Building less Accum Depr		28,570,453
FFO less Accum Depr		612,506
Improv Lots less Accum Depr		18,097
Fleet less Accum Depr		186,349
Issuance Costs		254,580
Deferred Loss on Refinancing		439,204
Deferred Costs		30,892
Deferred Outflow Pension		<u>561,272</u>

Total long-term assets 33,241,282

Total assets \$ 36,614,523

Liabilities and Net Position**Current Liabilities**

Accrued Interest Payable	\$	275,373
Other Payables		62,497
Deposits Payable		63,157
Accrued Benefits		116,125
Unearned Revenue		<u>307,840</u>

Total current liabilities 824,992

Long-Term Liabilities

Series A 2015		360,000
Series B 2015		7,470,000
Series A 2016		2,270,000
Series B 2016		13,140,000
1993 Bonds Payable		(230)
Premium Bond Payable		32,739
Net Pension Liability		<u>482,478</u>

Total Long-Term Liabilities 23,754,987

Short Term Loan

Quakertown National Bank		<u>543,625</u>
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Total liabilities 25,123,604

Total Equity

11,490,919

Total liabilities and Equity \$ 36,614,523

Bethlehem Parking Authority
Statement of Revenues, Expenses, and Changes in Net Position
 Month and year-to-date ended February 28, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Summary						
Total Revenues	\$ 486,899	\$ 738,564	\$ 251,665	\$ 957,100	\$ 1,345,932	\$ 388,832
Total Expenses before transfers	408,359	773,725	365,366	829,399	1,220,208	390,809
Change in net position before transfers	\$ 78,540	\$(65,161)	\$ (113,701)	\$ 127,701	\$ 125,724	\$ (1,977)
Transfer to the City						
Change in net position		\$(65,161)			\$ 125,724	
Revenues						
Off Street Parking:						
WSS Monthly	\$ 44,478	\$ 70,899	\$ 26,361	\$ 90,338	\$ 147,018	\$ 56,680
NSG Monthly	48,062	78,234	30,172	104,618	145,512	40,894
New Monthly	14,854	32,331	17,477	29,708	67,801	38,093
Riverport Monthly	20,221	18,298	(1,922)	40,442	38,477	(1,965)
South Main St Monthly	4,414	7,823	3,409	8,628	19,763	10,935
Lots Monthly	16,915	46,050	29,235	35,313	100,431	65,118
WSS Transient	25,116	23,208	(1,907)	48,320	46,592	(1,728)
NSG Transient	13,735	12,620	(1,115)	26,495	26,923	428
New Transient	7,210	7,807	597	14,420	17,952	3,532
Total Off Street Parking	194,905	297,152	102,247	398,492	610,469	211,987
Ticket Revenue:						
Meter Original	20,728	15,006	(5,722)	40,082	28,428	(11,654)
Meter W/Penalty	13,788	9,920	(3,868)	27,255	19,835	(7,420)
Meter Magistrates	4,711	8,969	4,278	8,041	17,845	9,804
Other Original	27,366	32,076	4,710	54,770	68,035	13,265
Other W/Penalty	14,852	10,482	(4,370)	29,642	23,655	(5,987)
Other Magistrates	11,781	20,777	8,996	20,936	43,884	22,948
Total Ticket Revenue	93,026	97,250	4,224	180,726	201,682	20,956
Other Revenue:						
Special Events	-	(392)	(392)	-	1,093	1,093
Parking Meters	175,045	199,076	24,031	332,197	367,661	35,464
State Grant	-	130,698	130,698	-	130,698	130,698
Advertisement	721	675	(46)	1,442	1,451	9
Park and Shop	4,843	8,000	3,157	6,931	19,111	10,280
Interest	-	1,409	1,409	-	2,889	2,889
RPP Permits	3,329	2,258	(1,071)	5,362	4,911	(451)
Tow Revenue	1,030	(25)	(1,055)	2,060	71	(1,989)
Valet Revenue	-	(6)	(6)	-	11	11
Misc Revenue	14,000	2,469	(11,531)	28,000	5,885	(22,115)
Total Other Revenue	198,968	344,162	145,194	377,892	533,781	155,889
Total Revenues	486,899	738,564	251,665	957,100	1,345,932	388,832
Expenses						
Salaries & Fringe Benefits:						
Salaries	90,148	90,483	335	188,087	177,995	(10,692)
Health Benefits	22,912	19,770	(3,142)	45,824	41,780	(4,044)
Pension	22,044	21,402	(642)	44,088	42,804	(1,284)
FICA/Life/D Comp/Uhem	8,267	7,641	(626)	16,518	9,870	(6,648)
Total Salaries & Fringe	143,371	139,296	(4,075)	294,517	271,849	(22,668)
Total Expenses	408,359	773,725	365,366	829,399	1,220,208	390,809
Total Salaries & Fringe	143,371	139,296	(4,075)	294,517	271,849	(22,668)
Total Other Revenue	198,968	344,162	145,194	377,892	533,781	155,889
Total Revenues	486,899	738,564	251,665	957,100	1,345,932	388,832
Total Expenses	408,359	773,725	365,366	829,399	1,220,208	390,809
Change in net position before transfers	\$ 78,540	\$(65,161)	\$ (113,701)	\$ 127,701	\$ 125,724	\$ (1,977)
Transfer to the City						
Change in net position		\$(65,161)			\$ 125,724	
Total Revenues	\$ 486,899	\$ 738,564	\$ 251,665	\$ 957,100	\$ 1,345,932	\$ 388,832
Total Expenses before transfers	408,359	773,725	365,366	829,399	1,220,208	390,809
Change in net position before transfers	\$ 78,540	\$(65,161)	\$ (113,701)	\$ 127,701	\$ 125,724	\$ (1,977)
Transfer to the City						
Change in net position		\$(65,161)			\$ 125,724	

Bethlehem Parking Authority

Statement of Revenues, Expenses, and Changes in Net Position

Month and year-to-date ended February 28, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var	
Operating Expenses:							
Repairs & Maintenance	22,035	12,532	(9,503)	41,620	45,254	3,634	3.7%
Bank Charges	20,000	18,217	(1,783)	40,000	48,980	8,980	4.0%
Communications	13,221	12,187	(1,034)	26,442	20,964	(6,078)	1.7%
Utilities	6,709	10,290	3,581	13,418	22,838	9,420	1.9%
Vehicle Maintenance	2,333	1,141	(1,192)	4,666	3,109	(1,557)	0.3%
Gasoline	-	-	-	6,420	8,551	2,111	0.7%
Snow Removal	2,000	-	(2,000)	7,000	-	(7,000)	0.0%
Garbage Removal	-	-	-	-	362	362	0.0%
Supplies	1,000	5,627	4,627	2,000	10,202	8,202	0.8%
Valet Expense	-	-	-	-	(9,555)	(9,555)	-0.8%
Rental Fee	-	3,713	3,713	-	7,447	7,447	0.6%
Appraisal fee	-	-	-	-	157	157	0.0%
Total Operating Expenses	67,298	63,707	(3,591)	141,566	157,699	16,133	12.9%
Professional Fees:							
Auditing	-	-	-	-	-	-	0.0%
Comp Consulting	1,751	2,875	1,124	3,502	4,375	873	0.4%
Consulting	7,525	7,527	2	12,185	12,187	2	1.0%
Enforcement Consulting	7,369	7,535	166	14,738	7,535	(7,203)	0.6%
Temporary Services	-	3,685	3,685	-	3,685	3,685	0.3%
Legal	3,487	4,309	822	6,974	1,778	(5,196)	0.1%
Payroll Service	600	429	(171)	1,200	922	(278)	0.1%
Janitorial Service	700	638	(62)	1,400	1,277	(123)	0.1%
Total Professional Fees	21,432	26,998	5,566	39,999	31,757	(8,242)	2.6%
General Expenses:							
Advertising	3,309	562	(2,747)	6,618	487	(6,121)	0.0%
Elevator	2,594	525	(2,069)	5,188	525	(4,663)	0.0%
Insurance	11,764	4,824	(6,940)	23,528	10,368	(13,160)	0.8%
Postage	300	300	-	600	337	(263)	0.0%
Printing	1,350	960	(390)	2,700	7,158	4,458	0.6%
Publi/Mbrshp	375	61	(314)	750	377	(373)	0.0%
Signs	1,000	66	(934)	2,000	66	(1,934)	0.0%
Uniforms	700	2,285	1,585	2,200	894	(1,306)	0.1%
Total General Expenses	21,392	9,683	(11,609)	43,584	20,222	(23,362)	1.7%
Other Expenses:							
Meetings/Travel	1,166	552	(614)	2,332	1,181	(1,151)	0.1%
Miscellaneous	17,553	27,014	9,461	35,106	39,907	4,801	3.3%
St John Win Church and riverport	3,713	-	(3,713)	7,426	-	(7,426)	0.0%
Depreciation	131,188	131,997	809	262,377	263,994	1,617	21.6%
Debt Int & Costs	1,248	374,578	373,332	2,492	433,599	431,107	35.5%
Total Other Expenses	154,866	534,141	379,275	309,733	738,681	428,948	60.5%
Total Expenses	408,359	773,725	365,366	829,399	1,220,208	390,809	100%
Change in net position before transfers	\$ 78,540	\$ (35,161)	\$ (113,701)	\$ 127,701	\$ 125,724	\$ (1,977)	
Transfers							
Transfer to City	-	-	-	-	-	-	
Transfer to City 1/2 Mechanic	-	-	-	-	-	-	
Transfer to Police	-	-	-	-	-	-	
Total Transfers							
Change in net position after transfers					125,724		
Net Position, Beginning					11,365,195		
Net Position, Ending				\$	\$ 11,490,919		

Bethlehem Parking Authority

Balance Sheet

March 31, 2019

Assets and Deferred Outflow of Resources**Current Assets**

Cash and cash equivalents	\$	2,980,981
Pa Investment-Cash Equivalent		1,253
A/R Tkts (net \$256,866 allowance)		299,767
Prepaid Expenses		200,082
Other Assets - COB Escrow		8,547
Other Receivables		<u>294,794</u>

Total current assets 3,785,424

Long-Term Assets

Land		1,852,044
Southside Parking Project		8,661
Walnut Garage Project		130,320
North Garage Project		-
Commons Garage Project		-
Lehigh RP Garage Project		21,255
South Main St Project		135
Poik St Garage Project		48,318
Union Blvd Project		(3,400)
Long St project		508,498
Mechanic St Project		2,300
Building less Accum Depr		28,461,620
FFO less Accum Depr		596,740
Improv Lots less Accum Depr		17,766
Fleet less Accum Depr		178,219
Issuance Costs		253,565
Deferred Loss on Refinancing		436,044
Deferred Costs		30,892
Deferred Outflow Pension		<u>561,272</u>

Total long-term assets 33,104,249

Total assets \$ 36,889,673

Liabilities and Net Position**Current Liabilities**

Accrued Interest Payable	\$	330,448
Other Payables		89,825
Deposits Payable		63,546
Accrued Benefits		106,269
Unearned Revenue		<u>300,707</u>

Total current liabilities 890,795

Long-Term Liabilities

Series A 2015		360,000
Series B 2015		7,470,000
Series A 2016		2,270,000
Series B 2016		13,140,000
1993 Bonds Payable		(230)
Premium Bond Payable		32,509
Net Pension Liability		<u>482,478</u>

Total Long-Term Liabilities 23,754,757

Short Term Loan

Quakertown National Bank		<u>543,625</u>
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Total liabilities 25,189,177

Total Equity

11,700,496

Total liabilities and Equity \$ 36,889,673

Bethlehem Parking Authority

Statement of Revenues, Expenses, and Changes in Net Position
 Month and year-to-date ended March 31, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Summary						
Total Revenues	\$ 528,480	\$ 653,767	\$ 125,287	\$ 1,485,580	\$ 1,999,699	\$ 514,119
Total Expenses before transfers	392,051	444,180	52,129	1,221,451	1,654,998	442,947
Change in net position before transfers	\$ 136,429	\$ 209,577	\$ 73,148	\$ 264,129	\$ 335,301	\$ 71,172
Transfer to the City						
Change in net position		\$ 209,577			\$ 335,301	
Revenues						
Off Street Parking:						
WSG Monthly	\$ 46,785	\$ 70,562	\$ 23,777	\$ 137,123	\$ 217,580	\$ 80,457
NSG Monthly	48,430	62,665	14,235	153,048	208,177	55,129
New Monthly	14,854	28,622	13,768	44,562	96,423	51,861
Riverport Monthly	20,221	19,742	(479)	60,663	58,219	(2,444)
South Main St Monthly	4,414	7,750	3,336	13,242	27,513	14,271
Lots Monthly	18,610	59,967	41,357	53,923	160,398	106,475
WSG Transient	27,699	34,265	6,566	76,019	80,857	4,838
NSG Transient	15,349	17,154	1,805	41,844	44,077	2,233
New Transient	7,210	10,997	3,787	21,630	28,949	7,319
Total Off Street Parking	203,572	311,724	108,152	502,054	922,193	320,139
Ticket Revenue:						
Meter Original	22,248	18,800	(3,448)	62,330	47,228	(15,102)
Meter W/Penalty	16,954	12,065	(4,889)	44,209	31,900	(12,309)
Meter Magistrates	5,925	8,808	2,883	13,966	26,763	12,787
Other Original	33,172	37,468	4,296	87,942	105,503	17,561
Other W/Penalty	17,986	11,760	(6,226)	47,638	35,415	(12,223)
Other Magistrates	13,523	22,959	9,436	34,459	66,843	32,384
Total Ticket Revenue	109,818	111,960	2,142	290,544	313,642	23,098
Other Revenue:						
Special Events	-	-	-	-	1,093	1,093
Parking Meters	190,261	216,713	26,452	522,458	584,374	61,916
State Grant	-	-	-	-	130,698	130,698
Advertisement	721	697	(24)	2,163	2,148	(15)
Park and Shop	4,913	4,765	(148)	13,744	23,876	10,132
Interest	-	1,993	1,993	-	4,882	4,882
RPP Permits	4,185	3,476	(689)	9,527	8,387	(1,140)
Tow Revenue	1,090	-	(1,090)	3,090	71	(3,019)
Valet Revenue	-	-	-	-	11	11
Misc Revenue	14,000	2,439	(11,561)	42,000	9,324	(32,676)
Total Other Revenue	215,090	230,083	14,993	592,982	763,864	170,882
Total Revenues	528,480	653,767	125,287	1,485,580	1,999,699	514,119
Expenses						
Salaries & Fringe Benefits:						
Salaries	82,510	81,397	(1,113)	270,597	258,792	(11,805)
Health Benefits	22,912	18,685	(4,227)	68,736	60,465	(8,271)
Pension	22,044	21,402	(642)	64,132	64,208	76
FICA/Life/D Comp/Unem	8,265	6,970	(1,295)	24,803	16,840	(7,963)
Total Salaries & Fringe	135,731	128,454	(7,277)	430,268	400,303	(29,965)
Total Expenses	528,480	653,767	125,287	1,485,580	1,999,699	514,119
Total Other Revenue	215,090	230,083	14,993	592,982	763,864	170,882
Total Revenues	528,480	653,767	125,287	1,485,580	1,999,699	514,119
Total Expenses	528,480	653,767	125,287	1,485,580	1,999,699	514,119
Change in net position						
Total Salaries & Fringe	135,731	128,454	(7,277)	430,268	400,303	(29,965)
Total Expenses	528,480	653,767	125,287	1,485,580	1,999,699	514,119
Total Other Revenue	215,090	230,083	14,993	592,982	763,864	170,882
Total Revenues	528,480	653,767	125,287	1,485,580	1,999,699	514,119
Total Expenses	528,480	653,767	125,287	1,485,580	1,999,699	514,119

Bethlehem Parking Authority**Statement of Revenues, Expenses, and Changes in Net Position**

Month and year-to-date ended March 31, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Operating Expenses:						
Repairs & Maintenance	19,035	10,239	(8,796)	60,656	55,483	(5,163)
Bank Charges	20,000	28,111	8,111	60,000	77,101	17,101
Communications	13,221	13,455	234	33,663	(5,844)	(39,507)
Utilities	6,709	7,419	710	20,127	30,257	10,130
Vehicle Maintenance	2,333	2,957	624	6,969	6,066	(903)
Gasoline	-	-	-	6,420	8,551	2,111
Snow Removal	2,000	-	(2,000)	9,000	-	(9,000)
Garbage Removal	-	180	180	-	542	542
Supplies	1,000	3,894	2,894	3,000	14,096	11,096
Valet Expense	-	-	-	-	(9,555)	(9,555)
Rental Fee	-	3,714	3,714	-	11,161	11,161
Appraisal fee	-	-	-	-	157	157
Total Operating Expenses	64,298	69,969	5,671	205,865	227,668	21,803
Professional Fees:						
Auditing	-	-	-	-	-	-
Comp Consulting	1,751	1,600	(151)	5,253	5,875	622
Consulting	1,837	1,837	-	14,022	14,024	2
Enforcement Consulting	7,369	6,812	(557)	22,107	14,347	(7,760)
Temporary Services	-	10,891	10,891	-	14,576	14,576
Legal	3,487	4,564	1,077	10,461	6,340	(4,121)
Payroll Service	600	372	(228)	1,800	1,284	(506)
Janitorial Service	700	639	(61)	2,100	1,916	(184)
Total Professional Fees	15,744	26,615	10,871	55,743	58,372	2,629
General Expenses:						
Advertising	3,309	-	(3,309)	9,927	497	(9,430)
Elevator	2,594	1,078	(1,516)	7,782	1,603	(6,179)
Insurance	11,764	8,033	(3,731)	35,292	18,401	(16,891)
Postage	300	598	298	900	935	35
Printing	1,350	494	(856)	4,050	7,652	3,602
Publ/Mbrship	375	61	(314)	1,125	438	(687)
Signs	1,000	70	(930)	3,000	136	(2,864)
Uniforms	700	1,342	642	2,900	2,236	(664)
Total General Expenses	21,392	11,676	(9,716)	64,976	31,898	(33,078)
Other Expenses:						
Meetings/Travel	1,166	121	(1,045)	3,498	1,302	(2,196)
St John Win Church and riverport	3,713	-	(3,713)	11,139	-	(11,139)
Miscellaneous	17,563	15,274	(2,279)	52,659	55,181	2,522
Special Events	-	-	-	-	-	-
Depreciation	131,188	133,061	1,873	393,565	397,055	3,490
Debt Int & Costs	1,246	59,020	57,774	3,738	492,619	488,881
Total Other Expenses	154,866	207,476	52,610	484,599	946,157	461,558
Total Expenses	392,051	444,190	52,139	1,221,451	1,664,398	442,947
Change in net position before transfers	\$ 156,429	\$ 209,577	\$ 73,148	\$ 254,129	\$ 335,301	\$ 71,172
Transfers						
Transfer to City	-	-	-	-	-	-
Transfer to City 1/2 Mechanic	-	-	-	-	-	-
Transfer to Police	-	-	-	-	-	-
Total Transfers	-	-	-	-	-	-
Change in net position after transfers						
Net Position, Beginning						
Net Position, Ending						

Net Position, Beginning
Net Position, Ending

\$ 11,700,496

Bethlehem Parking Authority

Balance Sheet

April 30, 2019

Assets and Deferred Outflow of Resources**Current Assets**

Cash and cash equivalents	\$	3,140,459
Pa Investment-Cash Equivalent		1,253
A/R Tkts (net \$256,866 allowance)		285,317
Prepaid Expenses		197,915
Other Assets - COB Escrow		8,547
Other Receivables		400,459

Total current assets 4,033,950

Long-Term Assets

Land		1,852,044
Southside Parking Project		8,661
Walnut Garage Project		130,320
North Garage Project		-
Commons Garage Project		-
Lehigh RP Garage Project		21,255
South Main St Project		135
Polk St Garage Project		2,151,109
Union Blvd Project		(3,400)
Long St project		508,498
Mechanic St Project		6,545
Mechanical Street Rest		2,538
Charging Station Project		12,110
Building less Accum Depr		28,352,787
FFO less Accum Depr		587,448
Improv Lots less Accum Depr		17,434
Fleet less Accum Depr		170,089
Issuance Costs		253,295
Deferred Loss on Refinancing		436,044
Deferred Costs		30,892
Deferred Outflow Pension		561,272

Total long-term assets 35,099,076

Total assets \$ 39,133,026

Liabilities and Net Position**Current Liabilities**

Accrued Interest Payable	\$	355,921
Other Payables		117,848
Deposits Payable		69,876
Accrued Benefits		95,609
Unearned Revenue		293,574

Total current liabilities 932,828

Long-Term Liabilities

Series A 2015		360,000
Series B 2015		7,470,000
Series A 2016		2,270,000
Series B 2016		13,140,000
1993 Bonds Payable		(230)
Premium Bond Payable		32,509
Net Pension Liability		482,478

Total Long-Term Liabilities 23,754,757

Short Term Loan

Quakertown National Bank		2,543,625
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Total Short Term Liabilities 2,543,625

Total liabilities 27,231,210

Total Equity

11,901,816

Total liabilities and Equity \$ 39,133,026

Bethlehem Parking Authority

Statement of Revenues, Expenses, and Changes in Net Position

Month and year-to-date ended April 30, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Summary						
Total Revenues	\$ 524,115	\$ 611,418	\$ 87,303	\$ 2,009,695	\$ 2,611,117	\$ 601,422
Total Expenses before transfers	607,598	410,098	(397,500)	2,074,496	2,074,496	45,447
Change in net position before transfers	\$ (283,483)	\$ 201,320	\$ 484,803	\$ (19,354)	\$ 536,621	\$ 555,975
Transfer to the City						
Change in net position		\$ 201,320			\$ 536,621	
Revenues						
Off Street Parking:						
WSG Monthly	\$ 45,202	\$ 61,143	\$ 15,941	\$ 182,325	\$ 278,723	\$ 96,398
NSG Monthly	43,381	53,026	9,645	196,429	281,203	84,774
New Monthly	14,854	30,063	15,209	59,416	126,486	67,070
Riverport Monthly	20,221	18,917	(1,304)	80,684	77,136	(3,748)
South Main St. Monthly	4,414	7,665	3,551	17,656	35,478	17,822
Lots Monthly	17,102	55,750	38,648	71,025	216,148	145,123
WSG Transient	26,597	33,360	6,763	102,616	114,217	11,601
NSG Transient	13,292	14,206	914	55,136	58,283	3,147
New Transient	7,210	10,468	3,259	26,840	39,418	10,578
Total Off Street Parking	192,273	284,889	92,626	794,327	1,207,092	412,765
Ticket Revenue:						
Meter Original	20,088	15,050	(5,038)	82,418	62,278	(20,140)
Meter W/Penalty	14,458	10,860	(3,598)	58,667	42,760	(15,907)
Meter Magistrates	7,469	6,776	(693)	21,435	33,529	12,094
Other Original	37,692	37,575	(117)	125,934	143,078	17,444
Other W/Penalty	18,207	8,960	(9,247)	65,845	44,375	(21,470)
Other Magistrates	13,263	17,464	4,201	47,722	84,307	36,585
Total Ticket Revenue	111,177	96,685	(14,492)	401,721	410,327	8,606
Other Revenue:						
Special Events	-	-	-	-	1,093	1,093
Parking Meters	198,004	207,571	9,567	720,462	791,945	71,483
State Grant	-	-	-	-	130,698	130,698
Advertisement	721	4,876	4,155	2,884	7,024	4,140
Park and Shop	4,587	10,148	5,561	18,331	34,024	15,693
Interest	-	1,409	1,409	-	6,291	6,291
RPP Permits	2,323	1,753	(570)	11,850	10,140	(1,710)
Tow Revenue	1,030	45	(985)	4,120	116	(4,004)
Valet Revenue	-	-	-	-	11	11
Misc Revenue	14,000	4,032	(9,968)	96,000	12,359	(43,644)
Total Other Revenue	220,665	228,634	9,169	813,647	993,698	180,051
Total Revenues	524,115	611,418	87,303	2,009,695	2,611,117	601,422
Expenses						
Salaries & Fringe Benefits:						
Salaries	92,147	90,490	(1,657)	362,744	349,282	(13,462)
Health Benefits	22,912	19,746	(3,166)	91,648	80,211	(11,437)
Pension	22,044	21,042	(1,002)	86,176	85,608	(568)
FICA/Life/D Comp/Unem	14,526	10,892	(3,634)	39,329	27,752	(11,577)
Total Salaries & Fringe	151,629	142,170	(9,099)	581,897	542,833	(39,064)
Total Expenses	607,598	410,098	(397,500)	2,074,496	2,074,496	45,447
Change in net position	(283,483)	201,320	484,803	(19,354)	536,621	555,975

Bethlehem Parking Authority

Statement of Revenues, Expenses, and Changes in Net Position

Month and year-to-date ended April 30, 2019

	Month Budget		Month Actual		YTD Budget		YTD Actual		Var
Operating Expenses:									
Repairs & Maintenance	19,035	8,847	(10,188)	2.2%	79,691	64,340	(15,351)	3.1%	
Bank Charges	20,000	19,720	(280)	4.8%	80,000	96,821	16,821	4.7%	
Communications	13,221	16,002	2,781	3.9%	52,884	49,821	(3,063)	2.4%	
Utilities	6,709	8,945	2,236	2.2%	26,836	39,202	12,366	1.9%	
Vehicle Maintenance	2,333	3,704	1,371	0.9%	9,332	9,770	438	0.5%	
Gasoline	-	5,869	5,869	1.4%	6,420	14,400	7,980	0.7%	
Snow Removal	-	-	-	0.0%	9,000	-	(9,000)	0.0%	
Garbage Removal	-	174	174	0.0%	-	716	716	0.0%	
Supplies	1,000	4,938	3,938	1.2%	4,000	19,034	15,034	0.9%	
Valet Expense	-	-	-	0.0%	-	(9,555)	(9,555)	-0.5%	
Rental Fee	-	4,213	4,213	1.0%	-	15,374	15,374	0.7%	
Appraisal fee	-	-	-	0.0%	-	157	157	0.0%	
Total Operating Expenses	62,298	72,412	10,114	17.7%	268,163	300,080	31,917	14.5%	
Professional Fees:									
Auditing	-	-	-	-	-	-	-	-	
Comp Consulting	1,751	1,500	(251)	0.4%	7,004	7,375	371	0.4%	
Consulting	8,333	-	(8,333)	0.0%	22,355	14,024	(8,331)	0.7%	
Enforcement Consulting	7,368	7,523	154	1.8%	29,476	21,870	(7,606)	1.1%	
Temporary Services	-	-	-	0.0%	-	14,576	14,576	0.7%	
Legal	3,487	4,209	722	1.0%	13,948	10,549	(3,399)	0.5%	
Payroll Service	600	389	(211)	0.1%	2,400	1,683	(717)	0.1%	
Janitorial Service	700	638	(62)	0.2%	2,800	2,554	(246)	0.1%	
Total Professional Fees	22,240	14,259	(7,981)	3.5%	77,983	72,631	(5,352)	3.5%	
General Expenses:									
Advertising	3,309	-	(3,309)	0.0%	13,236	497	(12,739)	0.0%	
Elevator	2,584	-	(2,584)	0.0%	10,376	1,603	(8,773)	0.1%	
Insurance	11,784	4,574	(7,190)	1.1%	47,056	22,875	(24,081)	1.1%	
Postage	300	770	470	0.2%	1,200	1,705	505	0.1%	
Printing	1,350	1,275	(75)	0.3%	5,400	8,927	3,527	0.4%	
Publ/Mbrshp	375	45	(330)	0.0%	1,500	483	(1,017)	0.0%	
Signs	1,000	350	(650)	0.1%	4,000	486	(3,514)	0.0%	
Uniforms	700	757	57	0.2%	3,600	2,993	(607)	0.1%	
Total General Expenses	21,382	7,771	(13,621)	1.9%	86,388	39,659	(46,699)	1.9%	
Other Expenses:									
Meetings/Travel	1,166	265	(901)	0.1%	4,664	1,567	(3,097)	0.1%	
Miscellaneous	17,553	14,966	(2,587)	3.6%	70,212	70,147	(65)	3.4%	
St John Win Church and riverport	3,713	-	(3,713)	0.0%	14,852	-	(14,852)	0.0%	
Special Events	-	-	-	0.0%	-	-	-	0.0%	
Depreciation	131,188	132,152	964	32.2%	524,753	529,207	4,454	25.5%	
Debt Int & Costs	396,419	25,743	(370,676)	6.3%	400,157	518,952	118,205	25.0%	
Total Other Expenses	550,039	173,126	(376,913)	42.2%	1,014,638	1,119,283	104,645	54.0%	
Total Expenses	807,598	410,098	(397,500)	100.0%	2,029,049	2,074,496	45,447	100%	
Change in net position before transfers	\$ (283,483)	\$ 201,320	\$ 484,803		\$ (19,354)	\$ 536,621	\$ 555,975		
Transfers									
Transfer to City	-	-	-	-	-	-	-	-	
Transfer to City 1/2 Mechanic	-	-	-	-	-	-	-	-	
Transfer to Police	-	-	-	-	-	-	-	-	
Total Transfers									
Change in net position after transfers									
Net Position, Beginning						536,621			
Net Position, Ending						11,365,195			
						\$ 11,901,816			

Bethlehem Parking Authority

Balance Sheet

May 31, 2019

Assets and Deferred Outflow of Resources**Current Assets**

Cash and cash equivalents	\$	3,173,888
Pa Investment-Cash Equivalent		1,255
A/R Tkts (net \$256,866 allowance)		270,562
Prepaid Expenses		267,810
Other Assets - COB Escrow		8,547
Other Receivables		520,400

Total current assets 4,242,462

Long-Term Assets

Land	1,852,044
Southside Parking Project	8,681
Walnut Garage Project	130,320
North Garage Project	-
Commons Garage Project	-
Lehigh RP Garage Project	21,255
South Main St Project	135
Polk St Garage Project	2,151,109
Union Blvd Project	(3,400)
Long St project	508,498
Mechanic St Project	44,295
Mechanical St Rest	2,538
Charging Station Project	12,110
Building less Accum Depr	28,243,954
FFO less Accum Depr	630,269
Improv Lots less Accum Depr	17,290
Fleet less Accum Depr	161,958
Issuance Costs	253,026
Deferred Loss on Refinancing	436,044
Deferred Costs	30,892
Deferred Outflow Pension	561,272

Total long-term assets 35,062,270

Total assets \$ 39,304,732

Liabilities and Net Position**Current Liabilities**

Accrued Interest Payable	\$	381,394
Other Payables		149,663
Deposits Payable		63,695
Accrued Benefits		80,933
Unearned Revenue		286,441

Total current liabilities 962,126

Long-Term Liabilities

Series A 2015	360,000
Series B 2015	7,470,000
Series A 2016	2,270,000
Series B 2016	13,140,000
1993 Bonds Payable	(230)
Premium Bond Payable	32,509
Net Pension Liability	482,478

Total Long-Term Liabilities 23,754,757

Short Term Loan

Quakertown National Bank	<u>2,533,379</u>
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Total liabilities 27,250,262

Total Equity 12,054,470

Total liabilities and Equity \$ 39,304,732

Bethlehem Parking Authority

Statement of Revenues, Expenses, and Changes in Net Position

Month and year-to-date ended May 31, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Summary						
Total Revenues	\$ 546,042	\$ 719,131	\$ 173,089	\$ 2,555,737	\$ 3,330,248	\$ 774,511
Total Expenses before transfers	453,753	491,477	37,724	2,482,802	2,565,973	83,171
Change in net position before transfers	\$ 92,289	\$ 227,654	\$ 135,365	\$ 72,935	\$ 764,275	\$ 691,340
Transfer to the City		(75,000)			(75,000)	
Change in net position		\$ 152,654			\$ 689,275	
Revenues						
Off Street Parking:						
WSG Monthly	\$ 47,021	\$ 80,133	\$ 33,112	\$ 229,346	\$ 358,856	\$ 129,510
NSG Monthly	49,273	77,973	28,700	245,702	338,176	93,474
New Monthly	14,854	31,419	16,565	74,270	157,905	83,635
Riverport Monthly	20,221	18,804	(1,417)	101,105	95,940	(5,165)
South Main St Monthly	4,414	7,725	3,311	22,070	43,203	21,133
Los Monthly	17,053	51,908	34,855	86,078	266,056	179,978
WSG Transient	31,059	36,981	5,922	133,675	151,188	17,523
NSG Transient	14,567	15,324	757	69,703	73,607	3,904
New Transient	7,210	10,777	3,567	36,050	50,195	14,145
Total Off Street Parking	205,672	331,044	125,372	899,899	1,538,136	538,137
Ticket Revenue:						
Meter Original	21,495	23,910	2,415	103,913	86,188	(17,725)
Meter W/Penalty	12,319	17,250	4,931	70,986	60,010	(10,976)
Meter Magistrates	6,274	6,775	501	27,709	40,304	12,595
Other Original	46,601	65,345	18,744	172,235	208,423	36,188
Other W/Penalty	20,393	20,450	57	86,238	64,825	(21,413)
Other Magistrates	7,393	17,464	10,081	55,105	101,771	46,666
Total Ticket Revenue	114,465	151,194	36,729	516,166	561,521	45,355
Other Revenue:						
Special Events	-	-	-	-	1,093	1,093
Parking Meters	201,135	210,477	9,342	921,597	1,002,422	80,825
State Grant	-	-	-	-	130,698	130,698
Advertisement	721	686	(35)	3,605	7,720	4,115
Park and Shop	3,704	9,659	5,955	22,035	43,683	21,648
Interest	-	1,445	1,445	-	7,736	7,736
RPP Permits	5,315	5,446	131	17,165	15,586	(1,579)
Tow Revenue	1,030	-	(1,030)	5,150	116	(5,034)
Valet Revenue	-	-	-	-	11	11
Misc Revenue	14,000	9,170	(4,830)	70,000	21,526	(48,474)
Total Other Revenue	225,905	236,893	10,988	1,039,652	1,230,591	191,039
Total Revenues	546,042	719,131	173,089	2,555,737	3,330,248	774,511
Expenses						
Salaries & Fringe Benefits:						
Salaries	139,150	139,813	663	501,894	489,095	(12,799)
Health Benefits	22,912	21,027	(1,885)	114,560	101,238	(13,322)
Pension	22,044	21,402	(642)	110,220	107,010	(3,210)
FICA/Life/D Comp/Unem	8,501	12,277	3,776	47,830	40,009	(7,821)
Total Salaries & Fringe	192,607	194,519	1,912	774,504	737,352	(37,152)
Total Expenses	453,753	491,477	37,724	2,482,802	2,565,973	83,171
Total Salaries & Fringe	192,607	194,519	1,912	774,504	737,352	(37,152)
Total Other Revenue	225,905	236,893	10,988	1,039,652	1,230,591	191,039
Total Revenues	546,042	719,131	173,089	2,555,737	3,330,248	774,511
Total Expenses	453,753	491,477	37,724	2,482,802	2,565,973	83,171
Change in net position before transfers	\$ 92,289	\$ 227,654	\$ 135,365	\$ 72,935	\$ 764,275	\$ 691,340
Transfer to the City		(75,000)			(75,000)	
Change in net position		\$ 152,654			\$ 689,275	
Total Ticket Revenue	114,465	151,194	36,729	516,166	561,521	45,355
Total Other Revenue	225,905	236,893	10,988	1,039,652	1,230,591	191,039
Total Revenues	546,042	719,131	173,089	2,555,737	3,330,248	774,511
Total Salaries & Fringe	192,607	194,519	1,912	774,504	737,352	(37,152)
Total Expenses	453,753	491,477	37,724	2,482,802	2,565,973	83,171
Change in net position before transfers	\$ 92,289	\$ 227,654	\$ 135,365	\$ 72,935	\$ 764,275	\$ 691,340
Transfer to the City		(75,000)			(75,000)	
Change in net position		\$ 152,654			\$ 689,275	

Bethlehem Parking Authority

Statement of Revenues, Expenses, and Changes in Net Position

Month and year-to-date ended May 31, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var	
Operating Expenses:							
Repairs & Maintenance	19,385	12,293	(7,092)	99,076	76,633	(22,443)	3.0%
Bank Charges	20,000	17,402	(2,598)	100,000	114,223	14,223	4.5%
Communications	13,221	12,425	(796)	66,105	62,246	(3,859)	2.4%
Utilities	6,709	6,307	(402)	33,545	45,509	11,964	1.6%
Vehicle Maintenance	2,333	702	(1,631)	11,665	10,472	(1,193)	0.4%
Gasoline	-	-	-	6,420	14,400	7,980	0.6%
Snow Removal	-	-	-	9,000	-	(9,000)	0.0%
Garbage Removal	-	186	186	-	902	902	0.0%
Supplies	1,000	4,538	3,538	5,000	23,572	18,572	0.9%
Valet Expense	-	-	-	-	(9,555)	(9,555)	-0.4%
Rental Fee	-	3,713	3,713	-	19,087	19,087	0.7%
Appraisal fee	-	-	-	-	157	157	0.0%
Total Operating Expenses	62,548	57,566	(5,082)	330,811	357,646	26,835	13.9%
Professional Fees:							
Auditing	-	-	-	-	-	-	0.0%
Comp Consulting	1,751	1,500	(251)	8,755	6,875	120	0.3%
Consulting	8,333	19,928	11,595	30,688	33,952	3,264	1.3%
Enforcement Consulting	7,369	8,731	1,362	36,845	30,601	(6,244)	1.2%
Temporary Services	-	-	-	-	14,576	14,576	0.6%
Legal	3,487	4,183	696	17,435	14,732	(2,703)	0.6%
Payroll Service	600	514	(86)	3,000	2,197	(803)	0.1%
Janitorial Service	700	639	(61)	3,500	3,193	(307)	0.1%
Total Professional Fees	22,240	35,495	13,255	100,223	108,126	7,903	4.2%
General Expenses:							
Advertising	3,309	-	(3,309)	16,545	487	(16,048)	0.0%
Elevator	2,594	-	(2,594)	12,970	1,603	(11,367)	0.1%
Insurance	11,764	11,270	(494)	58,820	34,245	(24,575)	1.3%
Postage	300	-	(300)	1,900	1,705	205	0.1%
Printing	1,350	2,494	1,084	6,750	11,361	4,611	0.4%
Pub/Mbrship	375	203	(172)	1,875	686	(1,189)	0.0%
Signs	1,000	630	(370)	5,000	1,116	(3,884)	0.0%
Uniforms	700	2,198	1,498	4,300	5,191	891	0.2%
Training and Development	-	849	849	-	849	849	0.0%
Total General Expenses	21,392	17,584	(3,808)	107,760	57,253	(50,507)	2.2%
Other Expenses:							
Meetings/Travel	1,166	890	(276)	5,830	2,457	(3,373)	0.1%
Miscellaneous	17,553	15,713	(1,840)	87,785	85,860	(1,905)	3.3%
St John Win Church and riverport	3,713	-	(3,713)	18,565	-	(18,565)	0.0%
Special Events	-	-	-	-	-	-	0.0%
Depreciation	131,188	133,722	2,534	655,941	662,929	6,988	25.8%
Debt Int & Costs	1,246	35,988	34,742	401,403	554,360	152,947	21.6%
Total Other Expenses	154,866	186,313	31,447	1,169,504	1,305,596	136,092	50.9%
Total Expenses	453,753	491,477	37,724	2,482,802	2,565,973	83,171	100%
Change in net position before transfers	\$ 92,289	\$ 227,654	\$ 135,365	\$ 72,935	\$ 754,275	\$ 681,340	
Transfers							
Transfer to City	-	37,500	37,500	-	37,500	37,500	
Transfer to City 1/2 Mechanic	-	12,500	12,500	-	12,500	12,500	
Transfer to Police	-	25,000	25,000	-	25,000	25,000	
Total Transfers	-	75,000	75,000	-	75,000	75,000	
Change in net position after transfers	\$ 92,289	\$ 152,654	\$ 60,365	\$ 72,935	\$ 681,340	\$ 608,405	
Net Position, Beginning							
Net Position, Ending							

Bethlehem Parking Authority

Balance Sheet

June 30, 2019

Assets and Deferred Outflow of Resources**Current Assets**

Cash and cash equivalents	\$	3,159,551
Pa Investment-Cash Equivalent		1,258
A/R Tkts (net \$256,866 allowance)		405,794
Prepaid Expenses		257,048
Other Assets - COB Escrow		8,547
Other Receivables		630,546

Total current assets 4,462,744

Long-Term Assets

Land		1,852,044
Southside Parking Project		8,861
Walnut Garage Project		130,320
North Garage Project		-
Commons Garage Project		-
Lehigh RP Garage Project		21,255
South Main St Project		135
Poik St Garage Project		2,156,109
Union Blvd Project		(3,400)
Long St project		508,498
Mechanic St Project		50,240
Mechanical St Rest		2,538
Charging Station Project		12,110
Building less Accum Depr		28,135,121
FFO less Accum Depr		613,654
Improv Lots less Accum Depr		17,146
Fleet less Accum Depr		153,828
Issuance Costs		252,294
Deferred Loss on Refinancing		426,564
Deferred Costs		30,892
Deferred Outflow Pension		561,272

Total long-term assets 34,929,281

Total assets \$ 39,392,025

Liabilities and Net Position**Current Liabilities**

Accrued Interest Payable	\$	131,494
Other Payables		177,226
Deposits Payable		65,055
Accrued Benefits		70,524
Unearned Revenue		279,307

Total current liabilities 723,606

Long-Term Liabilities

Series A 2015		360,000
Series B 2015		7,470,000
Series A 2016		2,270,000
Series B 2016		13,140,000
1993 Bonds Payable		(230)
Premium Bond Payable		32,509
Net Pension Liability		482,478

Total Long-Term Liabilities 23,754,757

Short Term Loan

Quakertown National Bank		2,543,625
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Total liabilities 27,021,988

Total Equity

12,370,037

Total liabilities and Equity \$ 39,392,025

Bethlehem Parking Authority

Statement of Revenues, Expenses, and Changes in Net Position
 Month and year-to-date ended June 30, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Summary						
Total Revenues	\$ 524,148	\$ 785,379	\$ 261,231	\$ 3,079,885	\$ 4,115,627	\$ 1,035,742
Total Expenses before transfers	470,157	229,047	(181,120)	2,892,969	2,795,020	(97,949)
Change in net position before transfers	\$ 113,981	\$ 556,332	\$ 442,351	\$ 186,916	\$ 1,320,607	\$ 1,133,691
Transfer to the City		(240,765)			(315,765)	
Change in net position		\$ 315,567			\$ 1,004,842	

Revenues	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Off Street Parking:						
WSG Monthly	\$ 45,957	\$ 67,057	\$ 21,100	\$ 275,303	\$ 425,913	\$ 150,610
NSG Monthly	49,323	72,666	23,343	295,025	411,842	116,817
New Monthly	14,854	32,880	18,026	89,124	190,785	101,661
Riverport Monthly	20,221	19,022	(1,199)	121,326	114,962	(6,364)
South Main St Monthly	4,414	7,840	3,426	26,484	51,043	24,559
Los Monthly	16,947	52,686	35,739	106,025	320,741	215,716
WSG Transient	29,167	27,262	(1,905)	162,842	178,460	15,618
NSG Transient	14,458	13,273	(1,185)	84,161	86,890	2,719
New Transient	7,210	10,500	3,290	43,260	60,695	17,435
Total Off Street Parking	202,551	303,185	100,634	1,202,650	1,841,321	638,771
Ticket Revenue:						
Meter Original	17,692	123,202	105,510	121,605	209,390	87,785
Meter W/Penalty	10,657	11,520	863	81,643	71,530	(10,113)
Meter Magistrates	6,621	6,935	314	34,330	47,239	12,909
Other Original	43,463	67,569	24,106	215,698	296,982	80,284
Other W/Penalty	18,224	15,295	(2,929)	104,462	80,120	(24,342)
Other Magistrates	6,235	18,364	12,129	61,340	120,135	58,795
Total Ticket Revenue	102,892	262,895	159,993	619,078	824,406	205,328
Other Revenue:						
Special Events	-	-	-	-	1,093	1,093
Parking Meters	187,158	191,758	4,600	1,108,755	1,194,180	85,425
State Grant	-	-	-	-	130,698	130,698
Advertisement	721	697	(24)	4,326	8,417	4,091
Park and Stop	3,896	8,193	4,297	25,971	51,876	25,905
Interest	-	1,367	1,367	-	9,103	9,103
RPP Permits	11,860	13,893	2,033	29,025	29,479	454
Tow Revenue	1,030	245	(785)	6,180	361	(5,819)
Valet Revenue	-	-	-	-	11	11
Misc Revenue	14,000	3,156	(10,844)	84,000	24,682	(59,318)
Total Other Revenue	218,705	219,309	604	1,258,257	1,449,900	191,643
Total Revenues	524,148	785,379	261,231	3,079,885	4,115,627	1,035,742

Expenses	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Salaries & Fringe Benefits:						
Salaries	90,812	93,266	2,454	592,706	582,361	(10,345)
Health Benefits	22,912	21,930	(982)	137,472	129,168	(8,304)
Pension	22,044	21,401	(643)	132,264	128,411	(3,853)
FCAL/RetD Comp/Unem	12,403	8,895	(3,508)	60,233	48,694	(11,539)
Total Salaries & Fringe	148,171	145,282	(2,889)	922,675	892,634	(40,041)

Expenses	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Total Other Revenue	218,705	219,309	604	1,258,257	1,449,900	191,643
Total Revenues	524,148	785,379	261,231	3,079,885	4,115,627	1,035,742
Total Expenses	470,157	229,047	(181,120)	2,892,969	2,795,020	(97,949)
Change in net position	113,981	556,332	442,351	186,916	1,320,607	1,133,691
Transfer to the City		(240,765)			(315,765)	
Change in net position		315,567			1,004,842	

Bethlehem Parking Authority

Statement of Revenues, Expenses, and Changes in Net Position
 Month and year-to-date ended June 30, 2019

	Month Budget	Month Actual	Var	YTD Budget	YTD Actual	Var
Operating Expenses:						
Repairs & Maintenance	19,435	18,854	(581)	118,511	95,487	(23,024)
Bank Charges	20,000	19,356	(644)	120,000	133,579	13,579
Communications	13,221	14,159	938	79,326	78,405	(921)
Utilities	6,709	4,876	(1,833)	40,294	50,385	10,131
Vehicle Maintenance	2,333	1,051	(1,282)	13,998	11,523	(2,475)
Gasoline	-	-	-	6,423	14,400	7,983
Snow Removal	-	-	-	9,000	-	(9,000)
Garbage Removal	-	188	188	-	1,098	1,098
Supplies	1,000	3,510	2,510	6,000	27,082	21,082
Value Expense	-	-	-	-	(9,555)	(9,555)
Rental Fee	-	3,213	3,213	-	22,300	22,300
Appraisal fee	-	-	-	-	157	157
Total Operating Expenses	62,698	65,205	2,507	393,509	422,851	29,342
Professional Fees:						
Auditing	-	-	-	-	-	-
Comp Consulting	1,751	1,500	(251)	10,506	10,375	(131)
Consulting	8,383	32,728	24,390	39,021	86,675	47,654
Enforcement Consulting	7,369	8,957	1,588	44,214	39,558	(4,656)
Temporary Services	-	-	-	-	14,578	14,578
Legal	3,487	2,329	(1,158)	20,922	17,061	(3,861)
Payroll Service	600	398	(201)	3,600	2,596	(1,004)
Janitorial Service	700	-	(700)	4,200	3,193	(1,007)
Total Professional Fees	22,240	45,908	23,668	122,463	154,034	31,571
General Expenses:						
Advertising	3,309	35,223	31,914	19,854	35,720	15,866
Elevator	2,594	-	(2,594)	15,564	1,803	(13,761)
Insurance	11,784	11,270	(494)	70,584	45,515	(25,069)
Postage	300	578	278	1,800	2,283	483
Printing	1,350	6,270	4,920	8,100	17,631	9,531
Pub/Mbrshp	375	949	574	2,250	1,635	(615)
Signs	1,000	1,022	22	6,000	2,138	(3,862)
Uniforms	1,500	1,536	36	5,800	6,727	927
Training and Development	-	595	595	-	1,444	1,444
Total General Expenses	22,192	57,443	35,251	129,952	114,696	(15,256)
Other Expenses:						
Meetings/Travel	1,166	635	(531)	6,996	3,092	(3,904)
Miscellaneous	17,553	18,109	556	105,318	103,989	(1,349)
St John Wfn Church and Riverport	3,713	-	(3,713)	22,278	-	(22,278)
Special Events	-	-	-	-	-	-
Depreciation	131,188	133,722	2,534	767,129	766,651	(478)
Debt Int & Costs	1,246	(237,257)	(238,503)	402,849	317,093	(85,756)
Total Other Expenses	154,989	(84,791)	(239,657)	1,324,370	1,220,805	(103,565)
Total Expenses	410,167	229,047	(181,120)	2,892,969	2,795,020	(97,949)
Change in net position before transfers	\$ 113,991	\$ 556,332	\$ 442,351	\$ 186,916	\$ 1,320,607	\$ 1,133,691
Transfers						
Transfer to City	-	240,766	240,766	-	278,265	278,265
Transfer to City/ 1/2 Mechanic	-	-	-	-	12,500	12,500
Transfer to Police	-	-	-	-	28,000	28,000
Total Transfers		240,766	240,766		315,765	315,765
Change in net position after transfers		\$ 315,567			\$ 1,004,842	\$ 11,365,195
Net Position, Beginning						11,365,195
Net Position, Ending					\$ 12,370,037	

Bethlehem Parking Authority
2019 Cash Flow Analysis

	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Prepared 07/16/2019	2,231,610	2,636,937	2,888,301	3,397,622	3,969,039	4,572,275	4,572,275
Surplus/Loss	198,544	8,990	257,150	201,323	152,655	313,791	313,791
Depreciation	131,810	131,810	132,873	132,152	133,722	133,722	133,722
Less Costs	1,246	1,246	1,246	270	270	0	-
Ticket Write Off	9,425	11,210	14,330	14,450	14,755	15,560	15,560
Def Rev	(4,933)	(4,933)	(4,933)	(7,133)	(7,133)	(7,133)	(7,133)
Accounts receivable	(3,505)	100,725	106,150	91,215	105,187	245,377	245,377
DEI Contract Renewal	-	-	-	-	-	-	-
Lafayette Bank Renewal	-	-	-	-	-	-	-
Adams Advertisement	-	-	-	-	-	-	-
Prepaid Expense	36,070	(3,883)	(1,238)	(3,944)	69,626	(10,762)	(10,762)
Pension Payable/Accounts Payable	56,081	6,201	3,540	21,402	21,405	21,405	21,405
Capital Expenses:							
Polk St Parking Project/Desman	500,000	-	-	2,102,791.18	-	5,000	5,000
Walnut St Project-Desman/Maser/Maarv	130,370.22	-	-	-	-	-	-
Long Street Project-Maser/West Side	-	-	-	-	-	-	-
Mechanic Street Project	-	-	202.50	6,783.01	37,750	5,945	5,945
Charging Station Project	-	-	-	12,110.00	-	-	-
Demolition of Bus Station	-	-	-	-	-	-	-
Meter Housings	-	-	-	-	-	-	-
M5 Meters	(94,000)	-	-	-	-	-	-
Broad Street Lot Depression	-	-	-	-	-	-	-
Genetic Server	-	-	-	-	-	-	-
Office Renovation	-	-	-	-	-	-	-
Think/Dief-NMSG/Billifier-NMSG/LRQ/WSSG	-	-	-	-	-	-	-
Charging Station	-	-	-	-	-	-	-
License Plate Reader	-	-	-	-	-	-	-
Office Computer	-	-	-	-	-	-	-
North Street Lighting Inverter	-	-	-	-	-	-	-
City of Bethlehem Escrow	(8,547)	-	-	-	-	-	-
Accrued Interest	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Due to City \$475,000	-	-	-	-	-	(240,765)	(240,765)
Due to City-1/2 Mechanic	-	-	-	-	75,000	-	-
Due to City Police	-	-	-	-	-	-	-
Debt Service Payments	-	-	-	-	-	-	-
Due Quakertown Bank Line of Credit	(47,735)	-	-	(2,000,000.00)	-	-	-
Less Project and Debt Service Funds	-	-	-	-	-	-	-
Monthly CF	2,636,937	2,888,301	3,397,622	3,969,039	4,572,275	5,054,415	5,054,415

BETHLEHEM PARKING AUTHORITY

RESOLUTION NO. ____

**RESOLUTION OF THE BETHLEHEM PARKING AUTHORITY AUTHORIZING
PREPARATION AND SUBMISSION OF A DECLARATION OF TAKING AND
RELATED DOCUMENTATION FOR THE CONDEMNATION OF LAND FOR PUBLIC
PARKING FACILITIES IN THE CITY OF BETHLEHEM, PENNSYLVANIA**

WHEREAS, the Bethlehem Parking Authority (the "AUTHORITY") has been incorporated under and is governed by the Parking Authority Law, approved June 5, 1945, P.L. 458, as amended and supplemented (the "Act"); and

WHEREAS, the AUTHORITY, by virtue of the Act, has power and authority, among other things, to acquire, hold, construct, improve, maintain, operate, own and lease, either in the capacity of lessor or lessee, parking lots and facilities; and

WHEREAS, the AUTHORITY, in accordance with its powers, has undertaken a project (the "Project") consisting of, among other things, the repair and/or replacement of a certain public parking facility in the City of Bethlehem, Pennsylvania known as the Walnut Street Parking Garage; and

WHEREAS, in order to complete the Project, the AUTHORITY, must effectuate the condemnation of certain lands held by the former TC Salon & Day Spa, a commercial building, located in the Walnut Street Parking Garage at 61 West Walnut Street Bethlehem, Northampton County, Pennsylvania 18018; Northampton County Tax ID P6NE1D-14-13.

NOW THEREFORE, be it resolved and it is resolved by the AUTHORITY as follows:

1. That the Solicitor is hereby authorized and directed to prepare, and the proper officers to execute, a Declaration of Taking for the Property, and notice of condemnation in accordance with the provisions of the Pennsylvania Eminent Domain Code of 1964 as amended.
2. That the Solicitor is hereby authorized and directed to file the Declaration of Taking in the Office of the Prothonotary of Northampton County.
3. That the Solicitor is hereby authorized and directed to record the Notice of Filing of Declaration of Taking in the Office of the Recorder of Deeds of Northampton County.

4. That the AUTHORITY, acting by its Solicitor, is hereby authorized and directed to pay, or offer to pay, within sixty (60) days from the filing of the herein above-mentioned Declaration of Taking, just compensation to condemnee as provided in Section 407 of the Eminent Domain Code.

5. That the Solicitor is hereby authorized and directed to send the notice required by Section 405 of the Eminent Domain Code to the record owners of property in the condemnation area by certified mail or by publication, if necessary.

6. In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not effect or impair any remaining provision, section, sentence, clause or part of this Resolution, it being the intent of this Board that such remainder shall be and shall remain in full force and effect.

7. All resolutions or parts of resolutions, insofar as the same shall be inconsistent herewith, shall be and the same expressly are hereby repealed.

8. That the institution of such proceedings, and any compensation which may be agreed upon or awarded to any party in interest, including the owner of the Property, shall be paid out of the funds of the AUTHORITY.

9. That this Resolution shall take effect immediately.

DULY ADOPTED, this ____ day of ____, 2019 by the Board of the Bethlehem Parking Authority, in lawful session duly assembled.

BETHLEHEM PARKING AUTHORITY

By: _____

Attest: _____



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

941 Marcon Boulevard
Suite 801
Allentown, PA 18109
T: 610.868.4201
F: 610.264.4672
www.maserconsulting.com

May 29, 2019

VIA E-MAIL

Mr. Kevin Livingston, Executive Director
Bethlehem Parking Authority
85 W. North Street
Bethlehem, PA 18018

Re: Proposal for Professional Services
Traffic Signal Assessment
City of Bethlehem, Northampton County, PA
MC Proposal No. 17007401P

Dear Mr. Livingston:

Maser Consulting P.A. is pleased to submit this proposal to provide traffic related engineering services for the following two intersections in conjunction with the Bethlehem Parking Authority's North Street Garage:

- Guetter Street and West Broad Street
- Old York Road and Union Boulevard

It is understood that the traffic signal revisions will be limited to timing modifications. A cursory review of the existing signal conditions shows that generally they comply with the MUTCD and therefore we do not anticipate any physical enhancements to the traffic signals.

This proposal is divided into four sections as follows:

- Section I – Scope of Services
- Section II – Technical Staff Hourly Rate Schedule and Reimbursable Expenses
- Section III – Client Contract Authorization

SECTION I – SCOPE OF SERVICES

Based on our conversations and information noted above, we propose to complete the following:

PHASE 1.0 TRAFFIC ANALYSIS

Maser Consulting P.A. will prepare an updated Traffic Assessment from the initial study along the Main Street corridor between West Broad Street and West Union Boulevard to determine the optimal signal timings at the adjacent signalized intersections of West Union Boulevard with Old



York Road and West Broad Street with Guetter Street. To this end, Maser Consulting P.A. will perform the following tasks:

1. **Field Investigation.** Maser Consulting P.A. will conduct a field inspection to obtain an inventory of existing roadway geometries, traffic control operations, signage, lane markings, locations and geometry of adjacent driveways, existing sight restrictions and to observe the daily operations of the roadway system and existing traffic patterns in the area immediately adjacent to the site.
2. **Manual Data Collection.** Manual Turning Movement Counts will be performed at the following intersections during typical weekday morning (7AM – 9AM) and weekday evening (4PM – 6PM) Peak Hour of Operations.
 - Guetter Street and West Broad Street
 - Old York Road and West Union Boulevard
3. **Capacity Analyses.** Capacity analyses will be conducted to evaluate the operation and level of service at the aforementioned intersections. The study intersections will be analyzed for the weekday AM and PM peak hour periods. A Synchro model will be prepared to determine the optimal signal timings for each of intersections within the study area. It is noted the signal timings along the Main Street corridor that were previously optimized will remain fixed for this analysis.

A traffic assessment will be prepared summarizing the results of the analysis and the recommendations to optimize the signal timings.

PHASE 1.0 LUMP SUM FEE **\$6,000.00**

PHASE 2.0 TRAFFIC SIGNAL PERMIT PLAN REVISIONS

Our office will prepare the traffic signal plans in CADD format for the two (2) signalized intersections referenced above. Based on the results of the traffic analysis, our office will modify each of the traffic signal plans to reflect the determined signal timing changes and coordination amongst each of the signals. Also, any necessary changes to the phasing diagrams and notes on the plans will be prepared.

PHASE 2.0 LUMP SUM FEE **\$3,500.00**

PHASE 3.0 EXISTING PLAN DEVELOPMENT (IF REQUIRED)

If it is determined CADD files for each of the intersections **are not available** to utilize to prepare the traffic signal permit plan revisions, our team will do a complete field investigation to locate all



above-ground traffic signal features and will coordinate with the City to access all available underground electrical facilities as well so that it meets PennDOT requirements.

PHASE 3.0 LUMP SUM FEE (PER INTERSECTION) \$5,250.00

PHASE 4.0 PENNDOT SUBMISSION/COORDINATION

Maser Consulting will prepare the Traffic Signal submission to the PennDOT District 5-0 office. Once submitted, our office will coordinate with the District 5-0 office on the status of the application review. In addition, this scope includes addressing up to two (2) rounds of comments received from PennDOT and handling the resubmission to PennDOT.

PHASE 4.0 LUMP SUM FEE \$3,000.00

EXPENSES AND REIMBURSABLES

Delivery, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice in accordance with the attached rate schedule.

This Contract and Fee Schedule are based upon the acceptance of Maser Consulting's Business Terms and Conditions contained in Section II of this Contract. Delivery, printing and reproduction, overnight mail service and postage costs are not included in the lump sum fees and will be added to each monthly invoice.



SECTION III – CLIENT CONTRACT AUTHORIZATION

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, please sign where indicated above in Section III, and return one signed copy to this office.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Very truly yours,

MASER CONSULTING P.A.

A handwritten signature in black ink, appearing to read 'C. Roseberry'.

C. Richard Roseberry P.E., A.I.C.P.
Principal /LEED Green Associate

CRR/djl

cc: Leonardo E. Ponzio, PLS, Maser Consulting (via e-mail)

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SECTION III – 2019 RATE SCHEDULE

TECHNICAL STAFF RATES

TECHNICAL STAFF RATES

BILLING TITLES	HOURLY RATES
Project Manager	170.00
Senior Project Specialist	165.00
Project Specialist	155.00
Technical Professional	145.00
Technical Specialist	135.00
Specialist	125.00
Senior Data Technician	115.00
Senior Technical Assistant	105.00
Technical Assistant	95.00
Data Technician	85.00
Survey Crew – 2 Man	200.00
Survey Crew – 1 Man w/Robotic Equipment	175.00
Expert Testimony	325.00
Sr. LSRP	240.00
LSRP	215.00

REIMBURSABLE EXPENSES

General Expenses	Cost + 15%
Travel (Hotel, Airfare, Meals)	Cost
Sub-Consultants/Sub-Contractors	Cost + 15%
Mileage Reimbursement*	0.56 / Per Mile
Plotting	3.75/Each
Computer Mylars / Color Plots	50.00/Each
Photo Copies	0.10/Each
Color Photo Copies	1.75/Each
Document Binding	3.00/Each
Portable Media	75.00/Each
Exhibit Lamination (24"x36" or larger)	Cost + 20%
Initial Digital Signature	250.00
Additional Digital Signatures	50.00/Each

* Mileage reimbursement subject to change based upon IRS standard mileage rate

RATES ARE EFFECTIVE THROUGH DECEMBER 31, 2019



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

Phone: 610-865-7100

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www.bethlehem-pa.gov

rdonchez@bethlehem-pa.gov

Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor

To: Darlene Heller, Planning & Zoning Director
Jay D. Schuster, Executive Director, Housing Authority
Stephen Repasch, Bethlehem Authority Executive Director
Alicia Karner, Executive Director, Bethlehem Revitalization and Improvement Authority
Kevin Livingston, Director, Bethlehem Parking Authority
Tony Hanna, Executive Director, Redevelopment Authority

Date: June 5, 2019

Re: Follow up on Meeting Time Change Request

This letter serves as a follow up to my May 6th memo requesting all boards and authorities consider moving their meeting time to either 6pm or 7pm beginning January 2020. Please review this request with your boards and provide me with a decision by September 6th, 2019.

As previously mentioned, in the spirit of transparency and open government, I am also requesting that your meetings be either videotaped, live streamed or recorded for the public to access. Town Hall has the capability to live stream meetings.

Thank you for your attention to this matter. I look forward to your reply by the September deadline.

By:


Robert J. Donchez
Mayor

Cc: Department Heads