

AGENDA
BETHLEHEM PARKING AUTHORITY BOARD MEETING
June 26, 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
 - C. Financial Report
- VI. Old Business
 - A. License Agreement- Spring on Southside Bonn Beer Garden
 - B. 2019 Budget
- VII. New Business
 - A. Maser Proposal
- 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		62,379

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	561,272

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		314,974

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	482,478

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	\$ 607,368	\$ 137,167	\$ 470,201	\$ 607,368	\$ 137,167
Total Expenses before transfers	421,041	446,683	25,442	417,328	446,483	29,155
Change in net position before transfers	\$ 49,160	\$ 160,885	\$ 111,725	\$ 52,873	\$ 160,885	\$ 108,012
Transfer to the City						
Change in net position		\$ 160,885			\$ 160,885	
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	23,204	23,383	179	23,204	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	19,854	13,422	(5,932)	19,854	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	-	1,485	1,485	-	1,485	1,485
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	607,368	137,167	470,201	607,368	137,167
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/Life/ID Comp/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	470,201	607,368	137,167	470,201	607,368	137,167
Total Salaries & Fringe						
Salaries & Fringe Benefits:						
Salaries						
Health Benefits						
Pension						
FICA/Life/ID Comp/Unem						
Total Salaries & Fringe						

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	7.3%
Bank Charges	20,000	30,773	10,773	20,000	30,773	10,773	6.9%
Communications	13,221	8,177	(5,044)	13,221	8,177	(5,044)	1.8%
Utilities	6,709	12,548	5,839	6,709	12,548	5,839	2.8%
Vehicle Maintenance	2,333	1,968	(365)	2,333	1,968	(365)	0.4%
Gasoline	6,420	8,531	2,111	6,420	8,531	2,111	1.9%
Snow Removal	5,000	-	(5,000)	5,000	-	(5,000)	0.0%
Garbage Removal	-	362	362	-	362	362	0.1%
Supplies	1,000	4,575	3,575	1,000	4,575	3,575	1.0%
Valet Expense	-	(9,555)	(9,555)	-	(9,555)	(9,555)	-2.1%
Rental Fee	-	3,734	3,734	-	3,734	3,734	0.8%
Appraisal fee	-	157	157	-	157	157	0.0%
Total Operating Expenses	74,268	93,992	19,724	74,268	93,992	19,724	21.1%
Professional Fees:							
Auditing	-	-	-	-	-	-	0.0%
Comp Consulting	1,751	1,500	(251)	1,751	1,500	(251)	0.3%
Consulting	4,660	4,660	-	4,660	4,660	-	1.0%
Enforcement Consulting	7,369	-	(7,369)	7,369	-	(7,369)	0.0%
Temporary Services	-	-	-	-	-	-	0.0%
Legal	3,487	(2,533)	(6,020)	3,487	(2,533)	(6,020)	-0.6%
Payroll Service	600	493	(107)	600	493	(107)	0.1%
Janitorial Service	700	639	(61)	700	639	(61)	0.1%
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)	0.0%
Elevator	2,594	-	(2,594)	2,594	-	(2,594)	0.0%
Insurance	11,764	5,544	(6,220)	11,764	5,544	(6,220)	1.2%
Postage	300	37	(263)	300	37	(263)	0.0%
Printing	1,350	6,188	4,848	1,350	6,188	4,848	1.4%
Pub/Mbrshp	375	316	(59)	375	316	(59)	0.1%
Signs	1,000	-	(1,000)	1,000	-	(1,000)	0.0%
Uniforms	1,500	(1,391)	(2,891)	1,500	(1,391)	(2,891)	-0.3%
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)	0.1%
St. John Win Church and Ivierport	3,713	-	(3,713)	3,713	-	(3,713)	0.0%
Miscellaneous	17,553	12,893	(4,660)	17,553	12,893	(4,660)	2.9%
Special Events	-	-	-	-	-	-	0.0%
Depreciation	131,189	131,987	808	131,189	131,987	808	29.6%
Debt Int & Costs	1,246	59,021	57,775	1,246	59,021	57,775	13.2%
Total Other Expenses	154,867	204,540	49,673	154,867	204,540	49,673	45.8%
Total Expenses	421,041	446,483	25,442	421,041	446,483	25,442	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					160,885	160,885	
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 Tkts (net \$256,866 allowance)		314,097
Prepaid Expenses		202,622
Other Assets - COB Escrow		8,547
Other Receivables		174,314

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		561,272

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		307,840

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		482,478

Total Long-Term Liabilities 23,754,987

Short Term Loan

Quakertown National Bank		543,625
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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	
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	48,990	8,990	4.0%
Communications	13,221	12,167	(1,054)	26,442	20,364	(6,078)	1.7%
Utilities	6,709	10,290	3,581	13,418	22,688	9,420	1.9%
Vehicle Maintenance	2,333	1,141	(1,192)	4,666	3,109	(1,557)	0.3%
Gasoline	-	-	-	6,420	8,531	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	7,359	166	(7,193)	14,738	7,535	(7,203)	0.6%
Temporary Services	-	3,686	3,686	-	3,685	3,685	0.3%
Legal	3,487	4,309	822	6,974	1,776	(5,198)	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)	2.5%
General Expenses:							
Advertising	3,309	582	(2,727)	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%
Publ/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	9,583	(11,809)	45,564	20,222	(25,342)	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	39,997	4,891	3.3%
St John Wfn Church and nverport	3,713	-	(3,713)	7,426	-	(7,426)	0.0%
Depreciation	131,188	131,987	809	262,377	263,984	1,617	21.9%
Debt Int & Costs	1,245	374,578	373,332	2,452	433,599	431,147	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	\$ (85,161)	\$ (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
Polk 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	\$ 663,767	\$ 125,287	\$ 1,485,580	\$ 1,989,699	\$ 514,119
Total Expenses before transfers	392,051	444,190	52,139	1,221,451	1,684,389	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	62,666	14,236	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)	60,563	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	15,348	17,154	1,805	41,844	44,077	2,233
New Transient	7,210	10,987	3,787	21,630	28,949	7,319
Total Off Street Parking	203,572	311,724	108,152	602,054	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	8,908	2,983	13,966	26,753	12,787
Other Original	33,172	37,468	4,296	87,942	105,503	17,561
Other W/Penalty	17,966	11,760	(6,206)	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	564,374	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	4,165	3,476	(689)	9,527	8,387	(1,140)
Tow Revenue	1,030	-	(1,030)	3,090	71	(3,019)
Valet Revenue	-	-	-	-	11	11
Misc Revenue	14,000	2,439	(11,561)	42,000	8,324	(33,676)
Total Other Revenue	215,060	230,063	14,993	592,982	763,864	170,882
Total Revenues	528,480	653,767	125,287	1,485,580	1,989,699	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)	66,132	64,206	(1,926)
FICA/Life/D Comp/Unem	8,285	6,970	(1,315)	24,803	16,840	(7,963)
Total Salaries & Fringe	135,751	128,454	(7,297)	430,268	400,303	(29,965)
Total Expenses	392,051	444,190	52,139	1,221,451	1,684,389	442,947
Total Revenues	528,480	653,767	125,287	1,485,580	1,989,699	514,119
Total Expenses	392,051	444,190	52,139	1,221,451	1,684,389	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	
Total Revenues	\$ 528,480	\$ 663,767	\$ 125,287	\$ 1,485,580	\$ 1,989,699	\$ 514,119
Total Expenses before transfers	392,051	444,190	52,139	1,221,451	1,684,389	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	
Total Off Street Parking	203,572	311,724	108,152	602,054	922,193	320,139
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	564,374	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	4,165	3,476	(689)	9,527	8,387	(1,140)
Tow Revenue	1,030	-	(1,030)	3,090	71	(3,019)
Valet Revenue	-	-	-	-	11	11
Misc Revenue	14,000	2,439	(11,561)	42,000	8,324	(33,676)
Total Other Revenue	215,060	230,063	14,993	592,982	763,864	170,882
Total Revenues	528,480	653,767	125,287	1,485,580	1,989,699	514,119
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)	66,132	64,206	(1,926)
FICA/Life/D Comp/Unem	8,285	6,970	(1,315)	24,803	16,840	(7,963)
Total Salaries & Fringe	135,751	128,454	(7,297)	430,268	400,303	(29,965)
Total Expenses	392,051	444,190	52,139	1,221,451	1,684,389	442,947
Total Revenues	528,480	653,767	125,287	1,485,580	1,989,699	514,119
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Transfer to the City						
Change in net position		\$ 209,577			\$ 335,301	
Total Revenues	\$ 528,480	\$ 663,767	\$ 125,287	\$ 1,485,580	\$ 1,989,699	\$ 514,119
Total Expenses before transfers	392,051	444,190	52,139	1,221,451	1,684,389	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	
Total Off Street Parking	203,572	311,724	108,152	602,054	922,193	320,139
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	564,374	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	4,165	3,476	(689)	9,527	8,387	(1,140)
Tow Revenue	1,030	-	(1,030)	3,090	71	(3,019)
Valet Revenue	-	-	-	-	11	11
Misc Revenue	14,000	2,439	(11,561)	42,000	8,324	(33,676)
Total Other Revenue	215,060	230,063	14,993	592,982	763,864	170,882
Total Revenues	528,480	653,767	125,287	1,485,580	1,989,699	514,119
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Health Benefits	22,912	18,685	(4,227)	68,736	60,465	(8,271)
Pension	22,044	21,402	(642)	66,132	64,206	(1,926)
FICA/Life/D Comp/Unem	8,285	6,970	(1,315)	24,803	16,840	(7,963)
Total Salaries & Fringe	135,751	128,454	(7,297)	430,268	400,303	(29,965)
Total Expenses	392,051	444,190	52,139	1,221,451	1,684,389	442,947
Total Revenues	528,480	653,767	125,287	1,485,580	1,989,699	514,119
Total Expenses	392,051	444,190	52,139	1,221,451	1,684,389	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	
Total Revenues	\$ 528,480	\$ 663,767	\$ 125,287	\$ 1,485,580	\$ 1,989,699	\$ 514,119
Total Expenses before transfers	392,051	444,190	52,139	1,221,451	1,684,389	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	
Total Off Street Parking	203,572	311,724	108,152	602,054	922,193	320,139
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	564,374	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	4,165	3,476	(689)	9,527	8,387	(1,140)
Tow Revenue	1,030	-	(1,030)	3,090	71	(3,019)
Valet Revenue	-	-	-	-	11	11
Misc Revenue	14,000	2,439	(11,561)	42,000	8,324	(33,676)
Total Other Revenue	215,060	230,063	14,993	592,982	763,864	170,882
Total Revenues	528,480	653,767	125,287	1,485,580	1,989,699	514,119
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)	66,132	64,206	(1,926)
FICA/Life/D Comp/Unem	8,285	6,970	(1,315)	24,803	16,840	(7,963)
Total Salaries & Fringe	135,751	128,454	(7,297)	430,268	400,303	(29,965)
Total Expenses	392,051	444,190	52,139	1,221,451	1,684,389	442,947
Total Revenues	528,480	653,767	125,287	1,485,580	1,989,699	514,119
Total Expenses	392,051	444,190	52,139	1,221,451	1,684,389	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	
Total Revenues	\$ 528,480	\$ 663,767	\$ 125,287	\$ 1,485,580	\$ 1,989,699	\$ 514,119
Total Expenses before transfers	392,051	444,190	52,139	1,221,451	1,684,389	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	
Total Off Street Parking	2					

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	55,493	(5,163)
Bank Charges	20,000	28,111	8,111	60,000	77,101	17,101
Communications	13,221	13,455	234	39,663	33,819	(5,844)
Utilities	6,709	7,419	710	20,127	30,257	10,130
Vehicle Maintenance	2,333	2,957	624	6,999	6,066	(933)
Gasoline	-	-	-	6,420	8,531	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	69,959	5,671	205,865	227,668	21,803
Professional Fees:						
Auditing	-	-	-	-	-	-
Comp Consulting	1,751	1,500	(251)	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	1,294	(506)
Janitorial Service	700	639	(61)	2,100	1,916	(184)
Total Professional Fees	15,744	26,615	10,871	55,743	56,372	2,629
General Expenses:						
Advertising	3,309	-	(3,309)	9,927	497	(9,430)
Elevator	2,554	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
Pub/Mbrshp	375	61	(314)	1,125	438	(687)
Signs	1,000	70	(930)	3,000	136	(2,864)
Uniforms	700	1,342	642	2,500	2,236	(264)
Total General Expenses	21,392	11,676	(9,716)	64,576	31,898	(33,078)
Other Expenses:						
Meetings/Travel	1,166	121	(1,045)	3,498	1,302	(2,196)
St John Win Church and nverport	3,713	-	(3,713)	11,139	-	(11,139)
Miscellaneous	17,553	15,274	(2,279)	52,659	55,161	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	464,599	946,157	481,558
Total Expenses	392,051	444,130	52,139	1,221,451	1,664,398	442,947
Change in net position before transfers	\$ 136,429	\$ 209,577	\$ 73,148	\$ 264,129	\$ 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					335,301	
Net Position, Ending					11,355,195	
					\$ 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	807,598	410,098	(397,500)	2,029,049	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	261,203	64,774
New Monthly	14,854	30,063	15,209	59,416	126,486	67,070
Riverport Monthly	20,221	18,917	(1,304)	80,884	77,136	(3,748)
South Main St Monthly	4,414	7,965	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	58,263	3,147
New Transient	7,210	10,469	3,259	28,840	39,418	10,578
Total Off Street Parking	192,273	284,839	92,626	794,327	1,207,092	412,765
Ticket Revenue:						
Meter Original	20,098	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)	125,634	143,078	17,444
Other W/Penalty	18,207	8,960	(9,247)	65,945	44,375	(21,470)
Other Magistrates	13,263	17,484	4,201	47,722	84,307	36,585
Total Ticket Revenue	111,177	96,885	(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	4,597	10,148	5,551	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)	58,000	12,356	(43,644)
Total Other Revenue	220,865	229,634	9,169	813,647	963,698	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	21,402	(642)	86,176	85,808	(368)
FICA/Life/D Comp/Unem	14,526	10,892	(3,634)	39,329	27,732	(11,597)
Total Salaries & Fringe	151,629	142,530	(9,099)	581,897	562,833	(39,064)
Total Expenses	807,598	410,098	(397,500)	2,029,049	2,074,496	45,447
Total Revenues	524,115	611,418	87,303	2,009,695	2,611,117	601,422
Total Expenses	807,598	410,098	(397,500)	2,029,049	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	
Total Ticket Revenue	111,177	96,885	(14,492)	401,721	410,327	8,606
Total Other Revenue	220,865	229,634	9,169	813,647	963,698	180,051
Total Revenues	524,115	611,418	87,303	2,009,695	2,611,117	601,422
Total Salaries & Fringe	151,629	142,530	(9,099)	581,897	562,833	(39,064)
Total Expenses	807,598	410,098	(397,500)	2,029,049	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	

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	
Operating Expenses:							
Repairs & Maintenance	19,035	8,847	(10,188)	79,891	64,340	(15,351)	3.1%
Bank Charges	20,000	19,720	(280)	80,000	96,821	16,821	4.7%
Communications	13,221	16,002	2,781	52,884	49,821	(3,063)	2.4%
Utilities	6,709	8,945	2,236	26,836	39,202	12,366	1.9%
Vehicle Maintenance	2,333	3,704	1,371	9,332	9,770	438	0.5%
Gasoline	-	5,869	5,869	6,420	14,400	7,980	0.7%
Snow Removal	-	-	-	9,000	-	(9,000)	0.0%
Garbage Removal	-	174	174	-	716	716	0.0%
Supplies	1,000	4,938	3,938	4,000	18,034	15,034	0.9%
Valet Expense	-	-	-	-	(9,555)	(9,555)	-0.5%
Rental Fee	-	4,213	4,213	-	15,374	15,374	0.7%
Appraisal fee	-	-	-	-	157	157	0.0%
Total Operating Expenses	62,298	72,412	10,114	268,163	300,080	31,917	14.5%
Professional Fees:							
Auditing	-	-	-	-	-	-	0.0%
Comp Consulting	1,751	1,500	(251)	7,004	7,375	371	0.4%
Consulting	8,333	-	(8,333)	22,355	14,024	(8,331)	0.7%
Enforcement Consulting	7,969	7,523	154	29,476	21,870	(7,606)	1.1%
Temporary Services	-	-	-	-	14,576	14,576	0.7%
Legal	3,487	4,209	722	13,948	10,549	(3,399)	0.5%
Payroll Service	600	389	(211)	2,400	1,683	(717)	0.1%
Janitorial Service	700	638	(62)	2,800	2,554	(246)	0.1%
Total Professional Fees	22,240	14,259	(7,981)	77,983	72,631	(5,352)	3.5%
General Expenses:							
Advertising	3,309	-	(3,309)	13,236	487	(12,739)	0.0%
Elevator	2,594	-	(2,594)	10,376	1,603	(8,773)	0.1%
Insurance	11,764	4,574	(7,190)	47,056	22,975	(24,081)	1.1%
Postage	300	770	470	1,200	1,705	505	0.1%
Printing	1,350	1,275	(75)	5,400	8,927	3,527	0.4%
Publ/Mbrshp	375	45	(330)	1,500	483	(1,017)	0.0%
Signs	1,000	350	(650)	4,000	486	(3,514)	0.0%
Uniforms	700	757	57	3,600	2,993	(607)	0.1%
Total General Expenses	21,392	7,771	(13,621)	86,368	39,669	(46,699)	1.9%
Other Expenses:							
Meetings/Travel	1,166	285	(901)	4,664	1,567	(3,097)	0.1%
Miscellaneous	17,553	14,966	(2,587)	70,212	70,147	(65)	3.4%
St John Win Church and riverport	3,713	-	(3,713)	14,852	-	(14,852)	0.0%
Special Events	-	-	-	-	-	-	0.0%
Depreciation	131,188	132,152	964	524,753	529,207	4,454	25.5%
Debt Int. & Costs	395,419	25,743	(370,676)	400,157	518,362	118,205	25.0%
Total Other Expenses	550,039	173,126	(376,913)	1,014,638	1,119,283	104,645	54.0%
Total Expenses	807,598	410,098	(397,500)	2,023,049	2,074,496	45,447	100%
Change in net position before transfers	\$ (283,483)	\$ 201,320	\$ 484,803	\$ (18,354)	\$ 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							
					536,621		
Net Position, Beginning					11,365,195		
Net Position, Ending					\$ 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		<u>520,400</u>

Total current assets 4,242,462

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		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		<u>561,272</u>

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		<u>286,441</u>

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		<u>482,478</u>

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



Engineers
Planners
Surveyors
Landscape Architects
Environmental Scientists

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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 – 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*	0.58 / 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



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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