Finance Committee Agenda Wednesday, September 6, 2017 One Port Center, 11th Floor, Board Room

1. Financial Update

SS&R (for consideration)

- 2. Modification of Current Temporary Workers Contracts
- 3. Authorization to Negotiate Amendment of Existing Parking Lease with US Court, District of NJ Authorization to Negotiate Amendment of Existing Parking Lease with US Court, District of NJ

Executive Session

SUMMARY STATEMENT

ITEM NO. DRPA-17-xxx SUBJECT: Modification of Current Temporary

Workers Contracts

COMMITTEE: Finance

COMMITTEE MEETING DATE: September 6, 2017

BOARD ACTION DATE: September 20, 2017

PROPOSAL:

That the Board authorizes staff to modify the current four (4) three year General Services contracts with the staffing firms: Accounting Principals, Accountants for You & Office Staff For You, Custodial & Accounting Consultants and Perry Resources to add an additional One Million Dollars (\$1,000,000) to the existing "not to exceed" contract amount. This amount is expected to cover the remainder of the contract period.

PURPOSE:

To provide adequate funds for the continued use by DRPA and PATCO of temporary workers to cover the increase in the use of temporary staff to assist full time staff during SAP training, testing and implementation, as well as to substitute for regular full-time employees on short and/or long-term disability and to fill on a temporary basis any vacancies left by full-time employees.

BACKGROUND:

On May 18, 2016 pursuant to Board Resolution DRPA-16-061, staff entered into and executed four contracts for the provision of temporary services with the following staffing agencies:

- 1) Accountants for You & Office Staff for You
- 2) Accounting Principals
- 3) Perry Resources
- 4) Custodial & Accounting Consultants

DRPA and PATCO have been using temporary workers to substitute for regular full-time employees who are out on short and/or long-term disability and to fill, on a temporary basis, any vacancies left by full-time employees. In many cases these vacancies have not been filled because we anticipate the duties will change or some positions may be eliminated once SAP has been fully implemented. In addition, temporary staff are used and will continue to be used to supplement and assist regular staff during SAP training, testing, consultation and implementation. The use of temporary help has been beneficial to full-

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time staff as it works to continue to implement SAP throughout the Authority. It is expected that the need for temporary staff will increase throughout many departments to assist with daily tasks as work with SAP continues. Currently, approximately Fifty-Five Thousand Dollars (\$55,000) is spent monthly on temporary staffing.

The original total value of the contracts is One Million Dollars (\$1,000,000) over a three year period. However, due to the continued use and the anticipated increase in use of the temporary workers only \$350,000 remains. Staff estimates that for the remainder of the term of the Temporary Workers contracts (which will expire in June 2019), an additional One Million Dollars (\$1,000,000) will need to be added to the contract amount to ensure adequate funding for the continued use of temporary staff until the expiration of the contract.

SUMMARY: Amount: n-t-e \$1,000,000

Source of Funds: Revenue Fund, General Fund, 2013

Revenue Bond Project Funds

Capital Project #: #TE0702

Operating Budget: DRPA and PATCO Contractual Services

(Commitment #710000)

Master Plan Status: N/A
Other Fund Sources: N/A

Duration of Contract: 20 months (remaining on 3 year contract)

Other Parties Involved: N/A

Finance Committee September 6, 2017
Board Date: September 20, 2017
Modification of Current
Temporary Workers Contracts

RESOLUTION

RESOLVED: That the Board authorizes staff to modify the current four (4) three year

General Services contracts with the staffing firms: Accounting Principals, Accountants for You & Office Staff For You, Custodial & Accounting Consultants and Perry Resources to add an additional One Million Dollars (\$1,000,000) to the revised "not to exceed" amount of One Million Dollars (\$1,000,000) over the three year term; and be it

further

RESOLVED: That the Board recognizes that no one of the four (4) temporary staff

firms is guaranteed any portion of the \$1 Million; and be it further

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve

and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer

shall execute such documents on behalf of DRPA.

SUMMARY: Amount: n-t-e \$1,000,000

Source of Funds: Revenue Fund, General Fund, 2013

Revenue Bond Project Funds

Capital Project #: #TE0702

Operating Budget: DRPA and PATCO Contractual Services

(Commitment #710000)

Master Plan Status: N/A
Other Fund Sources: N/A

Duration of Contract: 20 months (remaining on 3 year contract)

Other Parties Involved: N/A

SUMMARY STATEMENT

ITEM NO.: DRPA-17- SUBJECT: Authorization to Negotiate

Amendment of Existing Parking Lease with U.S.

Court, District of New Jersey

COMMITTEE: Finance

COMMITTEE MEETING DATE: September 6, 2017

BOARD ACTION DATE: September 20, 2017

PROPOSAL: That the Board authorizes staff to negotiate the material business terms

and conditions of an Amendment, or such other necessary agreements, to the existing parking lease agreement with the U.S. Court, District of New Jersey, to permit Dean Taly Spirits, Inc. and/or ATS Group, LLC, to utilize DRPA property located at 3rd and Market Streets in Camden

for evening and/or weekend parking for restaurant patrons.

PURPOSE: To allow the patrons of new, planned restaurants in downtown Camden

to utilize the parking lot owned by the DRPA for evening and/or weekend parking only. This lot is presently used by the U.S. Court,

District of New Jersey for daytime parking only.

BACKGROUND: The DRPA owns a parcel of real property in the City of Camden located

at the Northeast corner of the intersection of 3rd and Market Streets (the "Property"). In 1998, the DRPA leased the Property to the U.S. Court, District of New Jersey (the "Court") so that the Court could use the Property for parking by its agents, representatives and invitees. Since 1998, the Court has generally used the Property as a parking lot for its employees and/or federal jurors during the Court's regular

daytime business hours.

Recently, the DRPA was approached by representatives of Dean Taly Spirits Inc. and ATS Group, LLC which expressed interest in utilizing the Property for evening and/or weekend parking for the patrons of restaurants its client plans to construct, own and/or operate in the downtown Camden area. This use would not interfere with the Court's present use of the Property for federal jury parking.

Accordingly, staff is seeking authorization to negotiate an amendment to the existing parking lease agreement with the Court, in order to allow patrons of the new restaurants in the downtown Camden area to utilize the Property for evening and/or weekend parking.

SUMMARY STATEMENT

Finance: September 6, 2017

Authorization to Negotiate Amendment of
Existing Parking Lease with U.S. Court, District
of New Jersey

SUMMARY: Amount: TBD

Source of Funds: N/A
Capital Project #: N/A
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: TBD
Other Parties Involved: N/A

DRPA-17-xxx

Finance Committee: September 6, 2017
Board Date: September 20, 2017
Authorization to Negotiate Amendment of
Existing Parking Lease with U.S. Court,
District of New Jersey

RESOLUTION

RESOLVED:

That the Board authorizes staff to negotiate the material business terms and conditions of an Amendment, or such other necessary agreements, to the existing parking lease agreement with the U.S. Court, District of New Jersey, or such other necessary agreements, that would permit Dean Taly Spirits, Inc. and/or ATS Group, LLC. to utilize DRPA's property at 3rd and Market Streets in Camden for evening and/or weekend parking; and be it further

RESOLVED:

That the Board authorizes staff to negotiate the material business term and conditions of a parking license agreement with Dean Taly Spirits, Inc. and/or ATS Group, LLC to permit evening and/or weekend parking for patrons of restaurants and local businesses to be developed at the $3^{\rm rd}$ and Market Street site; and be it further

RESOLVED:

That the Chairman, Vice Chairman and Chief Executive Officer, with the advice and counsel of the Authority's Chief Financial Officer/Treasurer and General Counsel/Corporate Secretary, must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive officer. If both the Chairman and Vice Chairman are absent or unavailable and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY:

Amount: TBD N/A **Source of Funds: Capital Project #:** N/A **Operating Budget:** N/A **Master Plan Status:** N/A **Other Fund Sources:** N/A **Duration of Contract: TBD Other Parties Involved:** N/A