

MINUTES
ALBANY PARKING AUTHORITY MEETING
May 28, 2020

1. Call to Order.

Pursuant to Executive Order 202.1, the meeting of the Board of Directors was called to order at 8:31am, Thursday, May 28, 2020 via Zoom Video Conference and the APA offices which provided the public with the ability to view and/or listen. Board members in attendance were Jeff Sperry, Christopher Burke, Bill Pettit, Jordine Jones and Jennifer Ceponis. Present was Executive Director Matthew Peter, Associate Director Sean Palladino, Director of Enforcement Doug Case, Director of Administration Lyle Winokur, General Counsel Sevil Barber, Chief Budget Manager Misty Ferguson, Executive Assistant Stephanie Wright and APA legal counsel Thomas Owens.

2. Acceptance of minutes of Thursday, April 30, 2020.

Following review/discussion, a motion was made to accept the minutes of the April 30, 2020 Board meeting: motion Christopher Burke, second Jordine Jones: passed 5-0.

3. Reports from Governance Committee.

The Governance Committee reported that it had met on Friday, May 22nd. Committee Chairperson Jordine Jones and Executive Director Matthew Peter briefed the Board on the highlights from the Committee meeting. Following the guidance of the Authorities Budget Office (ABO), with a checklist to assist authorities in meeting their disclosure and reporting obligations, APA staff periodically reviews the public documents posted on the website. The APA website, as it stands today, includes up to date documents of the items required by the ABO. The Committee discussed the importance of transparency and compliance regarding a public authority's website.

Executive Director Matthew Peter also reviewed with the Board the results of the Confidential Evaluation of Board Performance which was discussed during the Committee meeting. The summary results indicate that all Board members have a clear understanding of the APA's mission and policies and feel confident with how the Board functions and its processes. The Board compared the results to summary results from years prior. The results have been submitted to the ABO. No further action was required by the Board.

Board Chairman Jeff Sperry acknowledged that the Board of Directors have received and accepted the reports from the May Governance Committee. A motion to accept the report was made by Jennifer Ceponis, second Chris Burke; passed 5-0.

4. Review of Financials.

Executive Director Matthew Peter reviewed with the board the financials. April revenues totaled \$423,696 and expenses totaled \$497,395, which resulted in a monthly net income loss of \$73,699. Year-to-date revenues total \$2,521,03, or 29.13% of the budget, and year-to-date expenses total \$2,144,158 or 27.75% of the budget.

As anticipated, no meter collections occurred for the month of April and daily garage revenues were below normal levels due to COVID-19. Although there were no meter collections during the month of April, meter revenue totaled \$8,701 due to meter bagging orders and vendor payments. Daily garage revenue totaled \$1,881. Monthly parking revenue remains relatively stable. April's monthly parking revenue totaled \$266,989, which is a decrease of \$12,055 from last month and a decrease of \$10,000 from April 2019.

Executive Director Matthew Peter also provided the Board with updates on the Authority's investment services, including updates on the status of long-term investments.

5. Communications.

Executive Director Matthew Peter discussed with the Board that the Authority is updating its website, adding features that will create a more user-friendly experience. The Authority's Marketing Dept is working to make the website more transparent with the Authority's parking options for all types of customers including residential, business and daily.

Executive Director Matthew Peter also updated the Board on the status of the APA office, which had experienced flooding mid-Spring. The Authority is in communication with the Bull Moose Club to possibly rent out office space while the renovations are being done at the main office, in preparation for re-opening in regard to Covid-19.

6. New Business.

Executive Director Matthew Peter updated the Board on various employment positions.

It was discussed with the Board that the Authority continues to follow the Governor's guidelines and timeline for its operations during this Covid-19 pandemic.

Executive Director Matthew Peter provided the Board an update regarding the Authority's Repair and Preventative Maintenance RFP, which is issued annually. The annual preventative maintenance is required for the Authority's bonds. The reports are also sent to the Codes Department annually. The APA received 6 Bids for the 2020 Repair and Preventative Maintenance. The Bids are being reviewed by the Authority's Engineering firm, O&S Engineers. Once reviewed and it is determined that the bid from Scholar Painting is complete and proper, Executive Director Matthew Peter is requesting Board approval to award the contract to Scholar Painting as the lowest qualified and responsible bidder. A motion to approve Resolution 2020-05-01, to award Scholar Painting the Bid for the 2020 Repair and Preventative Maintenance, was made by Jordine Jones, second Chris Burke; passed 5-0.

Executive Director Matthew Peter, along with Associate Director Sean Palladino, updated the Board on the installation of the new snow melt system at Riverfront Garage. The Authority will be reimbursed for this expense through the Repair & Replacement Account.

Executive Director Matthew Peter presented to the Board the request to extend the contract with the Authority's current meter provider, Parkeon, for an additional 3 years for the back office system. Following review/discussion, a motion to approve the Parkeon Contract Extension for the Back Office System, Resolution (2020-05-02), was made by Jennifer Ceponis, second Chris Burke; passed 5-0.

Executive Director Matthew Peter updated the Board that the Authority continues to work with its website provider to improve the features, making it more user-friendly.

Executive Director Matthew Peter also updated the Board on the Authority's research into future IT infrastructure upgrades, including a new entry/exit system throughout the garages. The Authority, during this process, will be issuing a survey to all existing customers for feedback regarding the use of the current system.

Executive Director Matthew Peter updated the Board that the Authority continues to work with the Albany Center Gallery and hopes to achieve 3-4 murals during 2020.

Executive Director Matthew Peter updated the Board that the Authority continues to work together with the City on an initiative to improve the landscape in/around APA facilities and equipment and reduce its carbon footprint through a City-wide Tree Initiative.

Additionally, Executive Director Matthew Peter updated the Board that the Authority has been in communication with its NYSDOS contact for the Downtown Revitalization Initiative (“DRI”) contract. The Authority continues to work with other City partners and NYSDOT to ensure permits are in place and design elements are reviewed and approved for when the DRI contract and additional required documents are finalized.

Executive Director Matthew Peter explained there are no new updates with Liberty Park.

7. Unfinished Business.

None.

8. Executive Session.

On a motion by Jeff Sperry, second by Jennifer Ceponis and unanimously approved, the Board entered into Executive Session at 9:12am to discuss the employment history of certain individuals or corporations. On a motion by Chris Burke, second by Jordine Jones and unanimously approved, the Executive Session was adjourned at 9:45am and returned to the open meeting. During Executive Session, safety procedures and re-opening standards for all employees was discussed. On adjournment from Executive Session and a return to open meeting, a motion by Chris Burke, second Jordine Jones was made to pass these safety/reopening procedures/standards was made; passed 5-0.

9. Adjournment.

There being no further business, the meeting adjourned at 9:36am.