

MINUTES
ALBANY PARKING AUTHORITY MEETING
April 27, 2023

1. Call to Order.

The meeting of the Board of Directors was called to order at 8:31am, Thursday, April 27, 2023 at the APA offices. Board members in attendance were Jeff Sperry, Christopher Burke, Bill Pettit, Jordine Jones and Jennifer Ceponis. Present were Executive Director, Matthew Peter, Associate Director, Sean Palladino, Chief Budget Manager, Sheiliesh Hylton, General Counsel, Allan O'Brien, Senior Manager Marketing, Kevin McClintock, Special Assistant, Stephanie Wright and legal counsel, Thomas Owens.

2. Acceptance of Minutes of March 24, 2023.

Following review/discussion, a motion was made to accept the minutes of the March 24th Board meeting by Bill Pettit, seconded by Jennifer Ceponis; passed 5-0.

3. Reports from Finance.

The Finance Committee reported that it had met on Friday, April 21st. Committee Chair Bill Pettit briefed the Board on the highlights from the Committee meeting. March net income was \$143,013 and \$1,013,650 YTD. Revenue experienced a significant increase due to multiple events happening in March. Meter revenue totaled over \$259,000 which represented a 13% increase above projections. Daily garage and lot revenue totaled over \$54,915 which represented a 25% increase above projections. Monthly revenue totaled \$245,000, which was 4% above projections and Event revenue came in at \$70,100, which was 45% of Budget YTD. Operating expenses met projections and we are 23% of Budget YTD.

The Committee reviewed the Quarterly Comparison of Q1 2023. Total revenue for Q1 2023 came in at \$2,749,000, which is 26% of Revenues Budgeted YTD. We have exceeded our 2022 Q1 parking revenue by 14%. Parking Revenue for Q1 2023 is trending closer to our 2020/2019 numbers (within 10%).

Special event and daily revenue continue to exhibit strong revenue recovery. This is due to a combination of more events happening around the City and continued coordination efforts with partnerships and our marketing team. This revenue is on trend to exceed 2023 totals.

4. Reports from Audit.

The Audit Committee reported that it met on Friday, April 21st. Committee Chair, Christopher Burke, briefed the Board on the highlights from the Committee meeting. The Committee evaluated the performance and independence of BST, the APA's Independent Auditor, regarding the annual audit of the FY 2022 financial statements. The Committee determined that no professional conflicts or financial conflicts exist with our current Auditor. The Committee reviewed the Audit Committee Charter. No changes to the charter were recommended to the Board. No action to modify or amend the Charter was taken by the Audit Committee at this time.

5. Performance Metric.

Executive Director, Matthew Peter, reviewed with the Board highlights from the internal Quarterly Performance Metric that staff continues to update on a quarterly basis. This is done in addition to the annually required ABO performance metric.

6. Enforcement Numbers.

Executive Director, Matthew Peter, reviewed with the Board the year-to-date Enforcement numbers.

7. Communications.

Executive Director, Matthew Peter, updated the Board that the parking garages will become Cashless beginning May 1st. Cash continues to account for a very small amount of our Revenue, under 1.5%. Currently all events are credit card only. Signage will be updated, and the public will be made aware prior to the changes.

8. New Business.

Executive Director updated the Board on the following RFPs:

- i. Riverfront Garage Feasibility Study: The APA continues to work with BJH Advisors who were hired to conduct a feasibility study of the Riverfront Garage and Surrounding Areas. Feedback has been received after review of the draft study and both internal and inter-agency stakeholder meetings will be scheduled for final review and to discuss options for public outreach.
- ii. APA staff continues to work with Planetaria on the re-design of the APA Website. June/July is estimated for a final product for review with a goal of a fully functional website by January 2024.
- iii. K and R Signs were awarded the contract for the Design and Installation of New Garage Signage RFP. Installation has begun in Riverfront Garage and completion of all garages is expected in June.
- iv. Cameras in Lots: The APA signed an agreement with the City to cover the excess cost of the project of about \$100,000. The highest scoring bidder will be awarded the contract and will provide a mobilization schedule.
- v. 2023 Garage Repairs: The RFP is expected to be issued in May.

Executive Director, Matthew Peter reviewed with the Board the APA's desired capital projects list. The APA is currently researching loan, cash and bonding options.

Associate Director, Sean Palladino, updated the Board on the Flash Parking PARCS ("Flash") installation. All hardware issues and standard rates have been fixed. The only outstanding item that APA staff continue to work with Flash on is the night and weekend passes.

Per the APA's updated Enabling Legislation, the APA is able to make improvements to properties that are adjacent to APA facilities which are dependent on and supported by parking such as Quackenbush Square. The APA continues to manage Quackenbush Square effectively. There are no new updates at this time.

Executive Director, Matthew Peter, updated the Board on the status of Monthly Passes sold.

Senior Manager of Marketing, Kevin McClintock, reviewed the Quarterly Trend Analysis with the Board. This analysis shows the parking passes sold on a quarterly basis compared to 2019, 2021 and 2022. Additionally, the Board was presented revenue numbers for events and nights/weekends compared to 2021 and 2022.

The Authority's meter pilot program began testing App Only parking which reduces multi-space meters in various areas as well as using App Only in low-use areas where current single space meters are located. The testing has been moving successfully and currently areas on State Street,

Pearl Street and Monroe. The next focus will be on a portion of Orange Street and Robin Street. Additionally, the Lockout/Duration Pilot Program went very well and full implementation of the changes will occur on May 8th. All meters throughout the City that currently end at 6pm will be changed to end at 5pm.

Executive Director, Matthew Peter, updated the Board that the Authority continues to work with the New York State Power Authority (“NYPA”) to install DC Fast Chargers in various APA facilities. The APA continues to try and have fast chargers installed in Central Avenue Lot 3 and Lot 8, which are owned by DOT, and operated by the APA under a permit, as originally planned. The APA continues to work with the City and DOT on plans to acquire DOT lots for the installation of the chargers, a Surplus Property Application was submitted by the City which was approved internally by DOT and sent for final review/approval to the FHWA. Additionally, the APA and City of Albany have drafted an agreement that the City of Albany will submit the Surplus Application to the DOT and if the DOT surpluses the Lots to the City, the City agrees to lease the property to the APA. The EV installation project with NYPA is, however, moving forward at the Authority’s Quackenbush Garage and the Fast Chargers are expected to be completed by mid-May. Usage of current EV Chargers at APA facilities continues to trend upwards from the previous year.

Executive Director, Matthew Peter, updated the Board that the Authority is working with the City to ensure surface public parking lots are in compliance with Americans with Disabilities Act (“ADA”) accessibility standards as required under the City of Albany Unified Sustainable Development Ordinance (“USDO”) and the NYS Uniform Building Code. An ordinance has been approved by the Common Council unanimously. A draft letter to lot owners is currently being reviewed.

Executive Director, Matthew Peter, updated the Board that all DRI projects are completed. The Authority continues to work with the NY Department of State to complete the reimbursement requirements for the DRI projects.

Executive Director, Matthew Peter, updated the Board on various Grant updates.

9. Unfinished Business.

None.

10. Executive Session.

On a motion by Christopher Burke, seconded by Bill Pettit and unanimously approved, the Board entered into Executive Session at 9:39am to discuss proposed acquisition of real property that if publicly discussed, could substantially affect the value thereof. On a motion by Jordine Jones, seconded by Jennifer Ceponis and unanimously approved, the Executive Session adjourned at 10:05am and returned to open meeting. No actions were taken.

Adjournment.

There being no further business, a motion was made by Jordine Jones, seconded by Jennifer Ceponis and unanimously approved, the meeting adjourned at 10:06am.