

**MINUTES**  
**ALBANY PARKING AUTHORITY MEETING**  
**June 29, 2023**

**1. Call to Order.**

The meeting of the Board of Directors was called to order at 8:30am, Thursday, June 29, 2023, at the APA offices. Board members in attendance were Jeff Sperry, Christopher Burke, Bill Pettit, and Jennifer Ceponis. Present were Executive Director, Matthew Peter, Chief Budget Manager, Sheiliesh Hylton, General Counsel, Allan O'Brien, Senior Manager Marketing, Kevin McClintock, Special Assistant, Stephanie Wright and legal counsel, Thomas Owens. Present via zoom and not voting was Board member Jordine Jones.

**2. Acceptance of Minutes of May 25, 2023.**

Following review/discussion, a motion was made to accept the minutes of the May 25<sup>th</sup> Board meeting by Christopher Burke, seconded by Bill Pettit; passed 4-0.

**3. Review of Financials.**

Executive Director, Matthew Peter, presented the financials to the Board. As of this report, the Net Income for the month of Mya is \$199,515. The APA is continuing to see a growth in its revenue numbers and is still within Budget. Total revenue YTD is 50% of Budget. Daily garage and lot revenue came in at \$55,467 which is 16% above our monthly forecast. Meter revenue was \$248,339 for the month, which is 14% above our monthly forecast. Monthly and other revenue was \$259,653, which is 4.7% above our monthly forecast. Event revenue for the month came in at \$28,747, which is 63% of Budget YTD.

Additionally, Executive Director, Matthew Peter, reviewed the revenue history and key numbers with the Board.

**4. Enforcement Numbers.**

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

**5. Communications.**

Executive Director, Matthew Peter, reviewed with the Board the APA capital projects. The APA staff have developed 3-4 years of capital projects. Joe Scott, with Hodgson Russ, presented the Board with further details into bond financing and placement options for future capital projects.

Executive Director, Matthew Peter, shared with the Board, the recent update to the Authority's Bond Rating. The APA has maintained its current bond rating, after concern from S&P that the Authority was not meeting its 2019 numbers and possibly downgrading the rating. Additionally, the Authority moved from a negative outlook to a stable outlook.

It was also discussed that the Authority would be holding an August Board meeting to review and discuss to approve Bond Issuance. The Authority will also be renewing its relationship with Hugh Johnson Investment Services. The APA is looking to invest between 1.5 and 2 million dollars in the near future.

Finally, it was discussed with the Board of the updates made to the Reserve Fund Policy. This will be presented for approval in the July Board meeting. The APA is working to establish a Reserve

Fund Policy where it maintains an Unrestricted General Reserve with a minimum budgetary target of 10% of the approved annual budget and a goal of 25%. It was suggested by Board members to include a timeframe for operation such as a minimum unrestricted cash reserve of two months of the annual budget and a goal of four months to ensure continued operations. The APA will update the policy and distribute to the Board for review and feedback.

## **6. New Business.**

Executive Director updated the Board on the following RFPs:

- i. Riverfront Garage Feasibility Study: The APA is reviewing the final report and once completed the final report will be posted on the APA website.
- 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 started the installation for the Design and Installation of New Garage Signage project and are currently finishing Quackenbush Garage.
- iv. Cameras in Lots: Stilsing Electric was awarded the contract. Mobilization is expected for mid-July due to the availability of materials. Project completion is expected in the fall.
- v. 2023 Garage Repairs: After review of the proposals and scoring, the APA seeks to award the contract to Krisha Construction, who came in as the lowest bidder. On a motion made by Bill Pettit and seconded by Jennifer Ceponis, the resolution to award the Repair and Preventative Maintenance RFP 2023-6-01 was approved unanimously. Additionally, after review the Board, Executive Director Matthew Peter presented Resolution 2023-06-04 asking for approval for the Intent to Bond for the 2023 Repairs and Preventative Maintenance. On a motion made by Bill Pettit, seconded by Jennifer Ceponis, the Resolution was passed with a vote of 4-0.
- vi. Milling and Paving in Lots: The RFP was issued, and proposals were due June 14<sup>th</sup>. Bids were received and all were rejected. The RFP was reissued and the proposal date is July 10<sup>th</sup>.

Executive Director, Matthew Peter, presented the Board with a Resolution to Approve the purchase of GPS and Dashboard Cameras for Parking Enforcement. On a motion made by Jennifer Ceponis, seconded by Christopher Burke, Resolution 2023-06-02 was passed unanimously.

Executive Director, Matthew Peter, presented the Board with a Resolution to Approve an Internet Service Provider. On a motion made by Christopher Burke, seconded by Bill Pettit, the resolution was passed unanimously.

Executive Director, Matthew Peter, updated the Board on the Flash Parking PARCS (“Flash”) installation. This initiative is complete. APA staff continue to work with Flash on is the night and weekend passes, which is a separate item from the RFP.

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. The APA continues to work with the City to develop a maintenance agreement for the elevator at Jennings Landing.

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

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. Testing continues to be moving successfully. Additionally, the Lockout/Duration Pilot Program went very well and was implemented on May 8<sup>th</sup>, City-wide. All meters are now set 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. 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 the end of June. Usage of current EV Chargers at APA facilities continues to be steady.

Additionally, the APA is collaborating with CDTA for on-street EV Charging Stations. A proposal was received for four charging units and two of the units will be used by CarShare.

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.

## **7. Unfinished Business.**

None.

## **8. Executive Session.**

On a motion by Bill Pettit, seconded by Christopher Burke and unanimously approved, the Board entered into Executive Session at 10:06am to discuss proposed acquisition of real property that if publicly discussed, could substantially affect the value thereof and the employment history of certain individuals. On a motion by Christopher Burke, seconded by Bill Pettit and unanimously approved, the Executive Session adjourned at 10:41am and returned to open meeting. No actions were taken.

**Adjournment.**

There being no further business, a motion was made by Christopher Burke, seconded by Jennifer Ceponis and unanimously approved, the meeting adjourned at 10:42am.