

**MINUTES**  
**ALBANY PARKING AUTHORITY MEETING**  
**October 26, 2023**

**1. Call to Order.**

The meeting of the Board of Directors was called to order at 8:32am, Friday, September 28, 2023, at the APA offices. Board members in attendance were Board Chairman, Jeff Sperry, Bill Pettit, Jordine Jones, and Jennifer Ceponis. Board Vice Chairman, Christopher Burke, was excused. Present were Associate Director, Sean Palladino, Director of Enforcement Doug Case, Chief Budget Manager, Dariah Duncan, Part-time Chief Budget Manager, Misty Ferguson, General Counsel, Allan O'Brien, Senior Manager Marketing, Kevin McClintock, Legal Counsel, Thomas Owens, and Special Assistant, Stephanie Wright.

**2. Acceptance of Minutes of September 28, 2023.**

Following review/discussion, a motion was made to accept the minutes of the September 28<sup>th</sup> Board meeting by Jennifer Ceponis, seconded by Jordine Jones; passed 4-0.

**3. Reports from Finance.**

Committee Chair, Bil Pettit, reported that the Finance Committee met on October 20, 2023 and provided the highlights of the meeting to the Board. As of this report, September net income was \$159,009 and over \$1.6 million year-to-date. Parking revenues continue to trend above budget, totaling just over \$565,000 for the month and over \$4.9 million year-to-date. Compared to last year, we are averaging \$40,000 more in revenue each month. The improved revenue primarily comes from meter revenue, which is averaging \$26,000 more per month than last year. More notably, meter revenue is averaging just \$4,100 below the 2019 average. Monthly parking has recently experienced significant growth due to the 80-parker account with Hyatt added to Quackenbush. Similarly, Green-Hudson added about 39 parker accounts with Omni; however, this account is temporary.

Additionally, the Investment Portfolio was reviewed with the Committee where it was discussed that the Debt Service Account has a balance of \$340,397 and we will deposit an additional \$171,000 for the September debt service set aside. We opted to purchase a T-Bill rather than staying in the money market because the interest rate was a bit higher on the T-bill. The T-bill will come due on 12/28, which will be in plenty of time for our first interest installment due on 01/15.

Finally, minor changes were made to the FY2024 proposed budget including updates to salaries and healthcare costs. Monthly revenue was also adjusted at Quackenbush Garage to reflect the 80 new parkers that were recently added. These changes reduced the year-end surplus from \$58,000 to \$14,000 and the debt ratio from 1.65 to 1.64. In all, these changes were nominal and will not impact the Authority's financial status or the ability to continue to make deposits to our reserve accounts.

**4. Resolution Approving Adopted Annual 2024 Budget.**

Following review/discussion, a motion was made to approve Resolution 2023-10-01. Approving the 2024 Adopted Annual Budget by Jordine Jones, seconded by Jennifer Ceponis; passed 4-0.

**5. Reports from Audit.**

Committee member, Jennifer Ceponis, reported that the Audit Committee met on October 20, 2023 and provided the highlights of the meeting to the Board. The APA's Independent Auditor from

BST, Jonathan Gibbs, discussed the scope of the Annual Audit pertaining to 2023. No other significant changes are to be expected from the 2023 Audit. The Audit fieldwork is expected to begin in January. The committee recommended engaging BST for the 2023 Audit.

Additionally, the Committee reviewed the Ethics, Defense/Indemnification, Conflict of Interest, and Whistleblower policies. These policies shall serve as a guide for official conduct and are intended to enhance the ethical and professional performance of the APA's directors and employees and to preserve public confidence in the APA's mission. Minor changes to APA Ethics and Conflict of Interest policies were recommended by the Committee which will be presented to the APA Board for approval.

**6. Resolution Approving Ethics & Conflict of Interest Policies (Resolution 2023-10-02).**

Following review/discussion, a motion was made to approve Resolution 2023-10-02. Approving the Changes to the Ethics & Conflict of Interest Policies by Bill Pettit, seconded by Jennifer Ceponis; passed 4-0.

**7. Resolution Approving Office Space Lease (Resolution 2023-10-03).**

Following review/discussion, a motion was made to approve Resolution 2023-10-03. Approving the New Office Space Lease by Jordine Jones, seconded by Jennifer Ceponis; passed 4-0.

**8. Enforcement Numbers.**

Associate Director, Sean Palladino, reviewed with the Board the year-to-date Enforcement numbers.

**9. Communications.**

Associate Director, Sean Palladino, updated the Board that APA staff will be attending the 2024 IPMI Conference which is being held in Columbus, Ohio. The conference will take place from June 9th-12<sup>th</sup>.

**10. New Business.**

Associate Director updated the Board on the following RFPs:

- i. APA staff continues to work with Planetaria on the re-design of the APA website. The new website is in its beta testing phase and all minor issues are being addressed. The final product schedule is pushed out slightly due to payment portals and testing being finalized and the expected launch is January 2024.
- ii. The installation for the Design and Installation of New Garage Signage project is in progress, the base scope of the project is complete. The only remaining item is a change order and it is expected to be completed in the next few weeks.
- iii. Cameras in Lots: project has mobilized and project completion is expected in late-November to early-December.
- iv. 2023 Garage Repairs: the repairs are on schedule. There are currently no materials on back order and the repairs are expected to be completed on time.
- v. Milling and Paving in Lots continues to be on schedule with two lots remaining. The project is expected to be complete by November.

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.

Associate Director, Sean Palladino, 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 with 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. Testing continues to be moving successfully. All signs have been ordered and are expected to arrive within the next few weeks. There has been a removal of about 7 multi-space meters and approximately 100 single-space meters, which will be a substantial savings in back office expenses and labor expense.

Associate Director, Sean Palladino, 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 currently are in the process of deed preparation and OSC approval. The Fast Charger installation project with NYPA, at the Authority's Quackenbush Garage, is complete. The Level II usage is at approximately 92 sessions/month which is a 20% increase from last year.

Additionally, the APA is collaborating with CDTA for on-street EV charging stations. Currently the APA is researching possible testing on Livingston Ave EV charging stations.

General Counsel, Allan O'Brien, updated the Board that the Authority is working with the City to ensure surface public parking lots comply 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 compliance letter to lot owners has been distributed.

Associate Director, Sean Palladino, 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.

Associate Director, Sean Palladino, updated the Board on various grant updates. The ESD grant reimbursement for the Riverfront Feasibility study is currently being processed and expected to be issued in Q1 of 2024. The ARPA grant reimbursement reporting continues as the project moves forward.

## **11.Unfinished Business.**

None.

## **12.Executive Session.**

On a motion by Bill Pettit, seconded by Jennifer Ceponis and unanimously approved, the Board entered Executive Session at 8:52am to discuss the employment history of certain individuals.

On a motion by Jordine Jones, seconded by Bill Pettit and unanimously approved, the Executive Session adjourned at 8:57am and returned to open meeting.

The Board voted unanimously to set Executive Director's salary at \$160,600.00 for 2024.

**Adjournment.**

There being no further business, a motion was made by Jordine Jones, seconded by Bill Pettit and unanimously approved, the meeting adjourned at 8:58am.