

MINUTES
ALBANY PARKING AUTHORITY MEETING
September 28, 2023

1. Call to Order.

The meeting of the Board of Directors was called to order at 8:31am, Friday, September 28, 2023, at the APA offices. Board members in attendance were Board Vice Chairman, Christopher Burke, Bill Pettit, Jordine Jones, and Jennifer Ceponis. Board Chairman, Jeff Sperry, was excused. Present were Executive Director, Matthew Peter, Associate Director, Sean Palladino, 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 July 31, 2023.

Following review/discussion, a motion was made to accept the minutes of the July 31st Board meeting by Bill Pettit, seconded by Jordine Jones; passed 4-0.

3. Reports from Finance.

Executive Director, Matthew Peter, reported that the Finance Committee met on September 22, 2023 and provided the highlights of the meeting to the Board. As of this report, August net income was \$178,728 and over \$1.5M YTD. Parking Revenues continue to trend above budget, totaling just over \$570,000 for the month and over \$4.4M YTD. 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 \$4,700 per month below the 2019 average.

Executive Director, Matthew Peter, presented the Board with highlights from the FY2024 Preliminary Budget that was reviewed in the Finance Committee. Highlights include \$9.24M in revenues, \$9.18M in expenses including a \$300,000 transfer to reserves, a \$2M debt payment including a \$368,000 payment toward the new bond debt. The APA is still projected to see a debt ratio of 1.65 at year-end even with the added bond debt payment. Additionally, the debt service set aside is \$170,728. The APA plans to maintain new investment accounts for the debt service set-aside, long-term investments to build up cash reserves, short-term investments to earn interest while keeping cash accessible and create an investment plan for EV charging revenues.

4. Resolution Approving Proposed Annual 2024 Budget.

Following review/discussion, a motion was made to approve Resolution 2023-09-01. Approving the 2024 Proposed Annual Budget by Bill Pettit, seconded by Jennifer Ceponis; passed 4-0.

5. Enforcement Numbers.

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

6. Communications.

Executive Director discussed with the Board the current office space structure of the APA, including the Enforcement office space. APA staff have reviewed three quotes for office space in the downtown area, to help consolidate current office space. A motion was made to approve Resolution 2023-09-02 the Leasing of New Office Space by Jordine Jones, seconded by Jennifer Ceponis; passed 4-0.

7. New Business.

Executive 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 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 and the updated completion date is mid-October.
- iii. Cameras in Lots: mobilization is now expected for October due to the availability of materials. Project completion is expected in late-November to early-December.
- iv. 2023 Garage Repairs: Krisha Construction is expected to mobilize in late August.
- v. Milling and Paving in Lots is about half-way to completion and the project is expected to be complete by November.
- vi. New Reversible Lane/Dog Park RFP received a proposal that was substantially higher than the anticipated budget. The RFP will be re-issued in spring of 2024.

Executive Director, Matthew Peter, updated the Board on the Flash Parking PARCS (“Flash”) installation. This initiative is complete and the APA is working with Flash to complete any requested upgrades in the first quarter of 2024.

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.

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 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.

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.

Executive Director, Matthew Peter, 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.

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.

8. Unfinished Business.

None.

9. Executive Session.

On a motion by Jordine Jones, seconded by Jennifer Ceponis and unanimously approved, the Board entered Executive Session at 9:44am 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 Bill Pettit, seconded by Jordine Jones and unanimously approved, the Executive Session adjourned at 10:24am and returned to open meeting. No actions were taken.

Adjournment.

There being no further business, a motion was made by Bill Pettit, seconded by Jordine Jones and unanimously approved, the meeting adjourned at 10:25am.