

MINUTES
ALBANY PARKING AUTHORITY MEETING
November 30, 2023

1. Call to Order.

The meeting of the Board of Directors was called to order at 8:30am, Thursday, November 30, 2023, at the APA offices. Board members in attendance were Board Chairman, Jeff Sperry, Vice Chairman, Christopher Burke, Bill Pettit, Jordine Jones, and Jennifer Ceponis. Present were Executive Director, Matthew Peter, Associate Director, Sean Palladino, Director of Enforcement Doug Case, Chief Budget Manager, Dariah Duncan, General Counsel, Allan O'Brien, Senior Manager Marketing, Kevin McClintock, Legal Counsel, Thomas Owens, and Special Assistant, Stephanie Wright.

2. Acceptance of Minutes of October 26, 2023.

Following review/discussion, a motion was made to accept the minutes of the October 26th Board meeting by Christopher Burke, seconded by Bill Pettit; passed 5-0.

3. Reports from Governance.

Committee Chair, Jordine Jones, reported that the Governance Committee met on November 17, 2023 and provided the highlights. The ABO requires the Board to conduct an annual evaluation of its performance. Confidential Board Evaluation forms were provided to the Board and are due back by the first week of January 2024. The individual Board member comments are protected from disclosure, but the summary results of the assessment are to be provided to the ABO in March and will be reviewed by the Board.

The Governance Committee reviewed the attainment of the APA's 2023 performance goals. The Committee recommended one additional goal for 2024, to diversify its revenue stream by placing a greater emphasis on weekday event, daily and tourist markets. A resolution approving the attainment of the APA's 2023 performance goals and the 2024 goals will be brought before the Board in January and will be submitted to the ABO.

Additionally, the Committee made a positive recommendation to the Board that all current committee members continue on their respective committee in 2024.

4. Review of Financials.

Executive Director Matthew Peter, presented the financials to the Board. As of this report, October's total revenue and expenses were \$769,000 and \$574,000, respectively. This resulted in a net income of \$195,000. As discussed, the Authority opened an investment account for the purposes of depositing our monthly debt service set aside. In October, our debt service account had \$513,000, short term investment account had \$302,000 and our long-term investment account had \$603,000.

All revenues streams continue to trend above budget projections. In total, parking revenues exceeded budget projections by nearly \$78,000 (14%). Expenses, excluding enforcement, totaled \$334,000 in October which exceeded budget forecasts for the month; however, YTD expenses are still well below budget expectations.

5. Resolution Approving Office Renovations Contract.

Following review/discussion, a motion was made to approve Resolution 2023-11-01. Approving New Office Renovations Contract by Jordine Jones, seconded by Jennifer Ceponis; passed 5-0.

6. Enforcement Numbers.

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

7. Communications.

None.

8. New Business.

Executive Director, Matthew Peter, 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 updated expected launch is 1st Quarter of 2024.
- ii. The Wayfinding and Sign Design is expected to have a complete install in Spring 2024.
- iii. Cameras in Lots: the updated project completion date is January 2024.
- iv. 2023 Garage Repairs: the repairs are on schedule. Repair estimates for 2024 is at \$1.5M, which includes three years of construction projects.
- v. Milling and Paving in Lots is completed.
- vi. New Office Renovations: this is scheduled for mid-December. The estimated move-in time is the first week of January.

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. Executive Director, Matthew Peter, reviewed with the Board a resolution approving a contract with the Water Authority. After discussion, a motion was made by Bill Pettit, seconded by Christopher Burke and approved unanimously, passing Resolution 2023-11-02.

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 as the APA continues to expand this project.

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.

Additionally, the APA is collaborating with CDTA for on-street EV charging stations and continues research on various providers.

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. 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.

9. Unfinished Business.

None.

10. Executive Session.

On a motion by Jordine Jones, seconded by Bill Pettit and unanimously approved, the Board entered Executive Session at 9:37am to discuss the proposed acquisition of real property. On a motion by Jordine Jones, seconded by Bill Pettit and unanimously approved, the Executive Session adjourned at 9:44am and returned to open meeting. No action was taken.

Adjournment.

There being no further business, a motion was made by Christopher Burke, seconded by Jordine Jones and unanimously approved, the meeting adjourned at 9:47am.