

**MINUTES**  
**ALBANY PARKING AUTHORITY MEETING**  
**April 25, 2024**

**1. Call to Order.**

The meeting of the Board of Directors was called to order at 8:30am, Thursday, April 25, 2024, at the APA offices. Board members in attendance were Board Chairman, Jeff Sperry, Bill Pettit and Jordine Jones. Jennifer Ceponis attended virtually but did not participate in the voting. Christopher Burke was excused. Present were Executive Director, Sean Palladino, Director of Enforcement, Doug Case, Senior Manager of Marketing, Kevin McClintock, General Counsel, Allan O'Brien, Legal Counsel, Thomas Owens, and Special Assistant, Stephanie Wright.

**2. Acceptance of Minutes of March 22, 2024.**

Following review/discussion, a motion was made to accept the minutes of the March 22<sup>nd</sup> Board meeting by Bill Pettit, seconded by Jordine Jones; passed 3-0.

**3. Reports from Finance.**

Finance Committee Chair, Bill Pettit, reported to the Board that the Committee met on April 19, 2024. Committee Chair, Bill Pettit, presented the Board with the highlights from the meeting. As of this report, March revenue was \$757,574 and expenses were \$452,032, leading to a net income of \$305,542. Parking revenues continue to trend above budget and for March. The APA forecasted \$580,232 for parking revenue and finished the month with \$625,022. Event revenue was 255% higher than forecasted, bringing in \$96,024. This is mostly due to the NCAA Women's Basketball Tournament. Finally, for the First Quarter, meter revenues and expenses totaled \$686,765 and \$357,959. Enforcement revenues totaled \$1,155,482, with 21,535 tickets issued. Total Enforcement reimbursable expenses were \$428,315.

The Board was also briefed on the investment portfolio. The debt service account has a balance of \$1,228,764 and the APA continues to make monthly deposits of \$171,000 to prepare for the next debt service payment in July. The short-term account has a balance of \$614,134. The long-term account has a balance of \$308,758 and holds a T-Bill due on 9/5/2024 at 5.42%. Finally, the EV charger account has a balance of \$6,257.

**4. Reports from Audit.**

Audit Committee member, Bill Pettit, reported to the Board that the Committee met on April 19, 2024. Committee member, Bill Pettit, presented the Board with the highlights from the meeting. The Committee reviewed the performance and independence of BST, the APA's Independent Auditor, regarding the Annual Audit of FY 2023. The Committee determined no professional conflicts or financial conflicts exist with our current auditor. The APA's plan to prevent findings for next year was discussed with the Committee and the auditors agree that the APA's actions will satisfy their findings as well. Additionally, the Committee reviewed the Audit Committee Charter. No changes to the charter were recommended to the Board and no action to modify or amend the charter was taken by the Audit Committee at this time.

**5. Enforcement Numbers.**

Executive Director, Sean Palladino, reviewed YTD enforcement numbers with the Board.

**6. Communications.**

None.

## 7. New Business.

Executive Director, Sean Palladino, updated the Board on the following RFPs and Projects:

- i. Website Re-Design: The new website has gone live, with no problems to report.
- ii. Downtown BID Wayfinding Sign Installation: Proposals were received by the Downtown Bid and reviewed. Board members would like further clarification on the maintenance and replacement agreement for the signs and the resolution will be discussed at the May Board meeting.
- iii. Installation and Enhancement of Lighting and Cameras in Lots: National Grid has energized the lots. ITS is completing the next phase of installing the security cameras and the project is expected to be completed by the end of May.
- iv. Repair and Preventative Maintenance: the 2023 repairs are almost complete and the Contractor for the 2024 Repairs will be mobilizing May 6<sup>th</sup>. A pre-construction meeting has been held with both the Engineer and Contractor. The scope for the repairs includes a 3-year repair schedule and, in addition to, will also include a new reversible lane at Green Hudson Garage as well as green infrastructure alongside of the garage.
- v. Digital Display Sign RFP: The RFP was issued on March 12<sup>th</sup> and proposals were received on April 18<sup>th</sup>. The APA will be reposting the RFP due to proposals being above budget.
- vi. Heated Sidewalk RFP: The RFP was issued on March 18<sup>th</sup> and proposals were received on April 19<sup>th</sup>. The APA will be reviewing the scope and re-issuing the RFP due to the proposal being over budget.
- vii. Garage Camera Expansion Project: ITS is in the early stages of the project and is expected to complete the project by mid-June. The new cameras will cover all blind areas currently throughout the facilities, including stairwells.

Executive Director, Sean Palladino, updated the Board on monthly passes.

Senior Manager of Marketing, Kevin McClintock, presented the Board with the Quarterly Trend Analysis. This analysis shows the parking passes sold on a quarterly basis compared to 2022 and 2023. The Board was also presented with events and nights/weekends compared to 2021, 2022 and 2023.

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. To date, the APA began converting three blocks in the last week to app only, on Holland and part of Quail, as well as part of State Street. This project continues to move gradually.

Executive Director, Sean Palladino, updated the Board on usage of the EV Stations within the APA Garages. There has been a 4% increase since January. Additionally, the APA is collaborating with CDTA for on-street EV Charging Stations. CDTA will be coordinating an installation by the Armory as well as on New Scotland, near Albany Med. Finally, Executive Director, Sean Palladino, updated the Board on his recent attendance at the Common Council meeting for National Grid to acquire an easement to complete installation of EV Chargers in lot 3.

Executive Director, Sean Palladino, updated the Board on the status of the DRI reimbursement. The final payment request is being processed and we expect reimbursement by Q3.

Executive Director, Sean Palladino, updated the Board on the ARPA grant for the installation of cameras and lights in lots. The APA has received its first reimbursement for the project and is working on the second payment request to be submitted. The ESD grant reimbursement, for the Riverfront Feasibility Study, is on schedule for 2Q of 2024. The APA is awaiting the grant disbursement agreement.

**8. Unfinished Business.**

None.

**9. Executive Session.**

On a motion by Jordine Jones, seconded by Bill Pettit and unanimously approved, the Board entered Executive Session at 8:59am to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. On a motion by Jordine Jones, seconded by Bill Pettit and unanimously approved, the Executive Session adjourned at 9:21am and returned to the open meeting. No action was taken.

**10. Adjournment.**

There being no further business, a motion was made by Bill Pettit, seconded by Jordine Jones and unanimously approved, the meeting adjourned at 9:22am.