



Ted Zeller – Chairperson
Santo Napoli – Vice Chairperson
Daryl Hendricks – Secretary
Bina Patel – Treasurer
Yamilett Gomez - Member
John N. Morgan – Executive Director
Dan McCarthy, Davison McCarthy – APA Solicitor

ALLENTOWN PARKING AUTHORITY BOARD OF DIRECTORS MINUTES

A regular meeting of the Allentown Parking Authority Board of Directors was held at 12:00 p.m. on Wednesday, May 24, 2023, at The Americus Hotel, located at 555 Hamilton Street, Allentown, PA 18101.

The following attended:

Ted Zeller – Chairperson
Santo Napoli – Vice Chairperson (via phone)
Daryl Hendricks – Secretary
Bina Patel – Treasurer (Absent)
Yamilett Gomez - Member
Dan McCarthy – APA Solicitor
John Morgan – Executive Director
Jon Haney – Deputy Director
Christina Dayton – Deputy Director
Jill Fessler – Finance Manager
Christina Nolden – Minutes (Absent)
Jayme Adams – HR Assistant

Guests:

Zachary Sienicki, City Center
Chris Betley, Buckno Lisicky & Company
Lindsay Weber, Morning Call

CALL TO ORDER

Mr. Zeller called the meeting to order at 12:05 pm.

Mr. Zeller welcomes our newest board member, Mrs. Yamillet Gomez.

APPROVAL OF THE APRIL MINUTES

Mr. Zeller made a motion to approve the April minutes. Mr. Napoli seconded the motion. The Board voted and approved the April minutes.

2022 APA AUDIT REPORT

Mr. Zeller introduced Chris Betley of Buckno Lisicky & Company who is the shareholder in charge of the audit. He goes over some financial highlights.

On page 1 of the audit, he clarifies what the audit has given an opinion on (balance sheet, income statement, cash flows, & financial statements). It is an unmodified opinion. The audit was conducted in compliance with generally accepted auditing standards and independent of the APA. It is management's job to pay out the financial statements in accordance with GAP and it is management's job to prevent misstatements by preparing accurate controls over misstatements. It is the auditor's responsibility to obtain reasonable assurance that the financial statements are free of material misstatement. The audit found the APA's controls to be strong and there is good segregation of duties.

The balance sheet:

Cast 3.4 million up 250,000 from last year. Investments remained about the same. New this year lease receivable non-current – the lease standard implemented last year, there's no distinction between capital lease and operating lease. All the leases are finance leases and get reported. Lessor agreements reported whose future payments have been reported on now those get reported as lease receivable and deferred inflow of leases. The present value of future payments get booked as a lease receivable. We have a lease receivable or current & non-current of 3.9 million on the books. 6.7 million unearned revenue amounts got moved into deferred influence (the 99-year lease – we got the payments up front – before it was unearned revenue but the lease was moved to deferred influence.

Net pension asset prior year 928,000 – loss in net investment 700,000 for the year.

Line of credit – 5000 last year 300,000 we paid down our line of credit.

Construction loan payable 17.7 million last year that was 10.5 that's the Maple Street garage.

Post employment benefit 142,000 last year 141,000 – good that it stayed the same, positive net pension.

Income statement:

Operating revenue - \$11.2 million up 1.5 million from last year

Operating expenses of \$8.6 million up 1.7 million from last year

Operating income 2.5 million last 2.8 down 250,000

Gain on sale of capital assets of 966,000 – sale of 9th and Walnut Streets

Interest expense 1.9 million last year 1.3 million – Maple St garage loans

Net position at end of year \$23.5 million

The governance letter indicates if there were any issues or corrections it would be reported and there were no issues when doing the audit.

This was Ms. Fessler's first year under the audit. It went smoothly. Items were not only in timely but early. There were no major audit adjustments, and this is rare for similar entities.

Mr. Zeller made a motion to accept the draft report of the audit. Mr. Hendricks seconded the motion. The motion was passed.

EXECUTIVE DIRECTOR'S REPORT

Mr. Zeller tables executive session for the end due to public presence. It is noted that Zach Sienicki of City Center wants to discuss the Community deck. Mr. Morgan & Mr. Zeller agree to move into

Executive Director's report. Mr. Morgan answers Mr. Sienicki's inquiry regarding the deck stating they finally did get something from the attorney today and he and Ms. Fessler will be addressing the questions this afternoon or tomorrow.

Update on construction projects starting with Walnut Street. Mr. Morgan and Mr. Zeller agree that it's starting to look good. Mr. Morgan states that the bid was put out for Phase II of the Spiral deck repairs. We received multiple bids, at least 7 according to Mr. Morgan. PPL is doing work on the street due to a water main in front of one of the Maple Street entrances. Mr. Morgan is hoping they can complete this work and that we can have a ribbon cutting in July.

Mr. Zeller inquires about an update on the DaVinci Center and confirms that we are settled on our beautification plan for that street. Mr. Morgan said yes, the estimates are in, and the permits are filed. We are in about \$180,000 and are working on capitalization we had from the streetscape project to put towards it, which will be roughly \$120,000. We are preparing for our next round of RCAP. Mr. Zeller updates Ms. Gomez about Court Street and how there was a parking plan submitted with no sidewalk and drop off, but no parking and we have a school tenant there, so we were burdened with lighting and tree requirements. There have been a lot of discussions with them and the city. We contributed 8.5' that will be donated to the city and redesigned the space to be more functional and safer for pedestrians coming out of the garage and for students crossing to the school. We now have enough for a sidewalk and a drop off and the kids can get to school safely.

APRIL ENFORCEMENT RESULTS/PUBLIC RELATIONS TRAINING

Mr. Haney states that as our targeted area for double parking on 7th Street got 82 tickets for the month of April down from 117 in March with a total of 618 tickets for the year. The second area of focus on Hamilton Street issued 12 tickets for the month of April down from 27 in March with a total of 96 tickets for the year. Mr. Zeller asks if the new horns and honking at people is leading to a downturn in tickets. Mr. Haney says that it is. Mr. Zeller is enthusiastic about this result, and Mr. Haney ponders if it is resulting in the desired outcome of less double parking. Mr. Hendricks speaks about witnessing someone double parked on his way to this meeting so he could stand in front of a barber shop conversing, and this is a hazard that should not be relieved a break and should be ticketed. Mr. Morgan chimes in that people have complained since we have implemented the horns and are not writing the tickets that people are circling the block and coming right back, and he explained that once they move, we are not and cannot wait to see if they return. The members of the community calling with these complaints want to know how many times they must call for the same car. Discussion occurs regarding the procedure. Mr. Zeller & Mr. Hendricks are looking for clarification on the process and how to resolve the "game" being played when double parkers circle the block and return to the same spot after a parking enforcement officer uses the horn to warn them. Mr. Haney clarifies that the same officer may not be circling the block and a new officer comes along and doesn't know that the car was just double parked and the process of blowing the horn to warn them repeats itself. Mr. Morgan speaks up that our dispatch department will receive calls for repeat complaints. Mr. Zeller would like to see us issue tickets for calls that are coming in regarding double parking and Mr. Hendricks speaks of the importance of public safety and the hazard that double parking provides. Mr. Zeller continues to ask if there is a way to inquire about somehow tracking with parking enforcement officer notes about the same vehicle double parking repeatedly; however, a decisive conclusion is not drawn on this matter as it is a significant task to accomplish. Mr. Zeller states that Mr. Haney's inquiry about whether the new horns are reducing the occurrence of double parking or simply resulting in less tickets is in fact the correct question to be asking.

Mr. Haney moves on to state that our technology was used to assist in the identification of 4 stolen vehicles in the month of April.

Dispatch took 1,264 calls for enforcement, up from 1,250 in March, at 4,474 calls for enforcement this year so far through April.

Mr. Haney continues with a training update. Mr. Haney, Mr. Morgan, Mr. Zeller, & Mr. Napoli got together and went over a training that was put together to educate our officers and offer better direction for interactions with the public and use of discretion. That training was approved and has been administered to all of the APA's enforcement staff including our supervisory team. It is also being adapted to be applied to our customer service team. Our new board member, Ms. Gomez, speaks to the utmost importance of our officers and customer service members learning how to deal with the public properly. Mr. Morgan speaks of the fact that the APA has been taking this very seriously not only through training but also through internal disciplinary actions as necessary.

APRIL CUSTOMER APPEALS RESULTS

Mr. Zeller updates Ms. Gomez on our new internal appeals process for which Ms. Dayton is responsible. He states that previously we had a policy in which people had to take their tickets to court if they disagreed with them, and Mr. Zeller thought we should have our own process to save the court and the public time. This new appeals process is a direct outcome from our January meeting when we had a lot of folks there speaking about this matter. Therefore, we implemented this new internal appeal process making it easy for the public to appeal by phone, in person, or on website telling their side of the story. Mr. Zeller asks Ms. Dayton to speak about our April customer appeals results.

Ms. Dayton reviews the numbers:

Year to date she has done 975.

460 were found valid.

352 were reduced to warnings.

163 were dismissed.

53% for warnings and dismissals vs 47% were valid.

347 appeals were completed in April which shows that the word about the appeal process is getting out there.

Mr. Zeller points out that in the total sum of tickets being issued the appeals being produced are still less than 1% of total tickets being issued. Ms. Dayton says that year to date we have issued 92,950 tickets. Mr. Zeller is pleased that the process to resolve tickets internally rather than at District Justice is occurring.

APRIL FINANCE REPORT

Total revenue for the month of April was \$1,092,456.45 (2.3% below budget). YTD total revenue was \$4,700,569.42 (5.1% above budget). Operating revenue was \$1,054,206.73 (4.9% below budget). YTD operating revenue was \$4,618,579.41 (4.2% above budget). Enforcement revenue contributed \$746,139.10 (5.2% below budget) and Off-Street and Events contributed \$306,668.38 (4.3% below budget). Non-operating revenue was \$38,249.72. (274% above budget)

Total operating expenses for the month of April were \$694,370.23 (7.4% below budget). YTD operating expenses were \$2,481,030.79 (17.3% below budget). For the month, personnel costs were \$506,887.48 (9.5% below budget). Services and charges were \$177,317.69 (2.7% above budget), and materials and supplies were \$10,165.06 (42.1% below budget).

For the month of April, total revenue exceeded total expenses by \$398,086.22 (8.1% ahead of budget). After transfers to capital, the City and the debt service fund, the general operating fund shows an excess of \$67,310.36.

Overall, for the four-month period ending April 2023, total revenue exceeded total expenses by \$2,219,538.63 (50.6% above budget). After transfers to capital, the City and the debt service fund, the excess for the period is \$573,498.86.

YTD project costs of \$269,979.98 for the Maple Street Garage are not included in this calculation because the costs are not paid from operating revenue. The total cost to date for the Garage is \$24,719,745.90.

COURTESY OF THE FLOOR

Mr. Zeller asks if anyone has any questions. Lindsay Weber of The Morning Call says she has questions and Mr. Zeller offers her a private phone call in addition to offering her time to speak. Zachary Sienicki of City Center does not have any questions.

EXECUTIVE SESSION

Coming out of executive session. Mr. Zeller made a motion for businesses who can reasonably articulate a need for drop off to apply for \$250 per spot per month. The motion is seconded by Ms. Gomez. The motion is passed.

Mr. Napoli was at a downtown meeting where they were pitching advertising and had questions about provisions regarding spots being designated for community or if they are all paid. He further states that it was a mistake not involving the Board in coming to an agreement with advertising and billboards. The purpose is to promote Oak Tree to help the community and promote events and festivals and some restaurants that have had issues with parking. Mr. Zeller wants them to pull the notes and minutes so we can have them for the next session so we can go back and look. Mr. Napoli thinks we could have done better to have 1/10 vinyls/ads per deck to be for the community. He is disappointed by this missed opportunity. Mr. Morgan clarifies that the city owns some billboards and the Allentown Parking Authority's billboards. Mr. Zeller wants to confirm if we see this in the minutes and put the matter to rest and address Mr. Napoli's concerns.

Ms. Gomez requests a copy of the job description for our new Community Relations Specialist position that has been posted for review and to share. Human Resources Administrative Assistant Jayme Adams agrees to send it to her the same afternoon.

This meeting was adjourned at 2:06 p.m.

The next Board Meeting will be held at 12:00pm on June 28, 2023
at The Americus Hotel Ballroom