



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, June 28, 2023, at The Americus Hotel, located at 555 Hamilton Street, Allentown, PA 18101.

The following attended:

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

Guests:

Zachary Sienicki, (City Center)
Jennifer Dalrymple (City Center)
Rich Young (Allentown Parking Authority Engineer)

CALL TO ORDER

Mr. Zeller called the meeting to order at 12:11pm.

APPROVAL OF THE MAY MINUTES

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

EXECUTIVE DIRECTOR'S REPORT

Mr. Zeller pushes back the executive session due to the presence of two members of the public. Mr. Zeller inquires as to the nature of their attendance and they both state they are there to observe and have no questions or comments to share.

Moving into the Executive Director's report, Mr. Haney lets the board know that he recently signed an agreement with The DaVinci Center further moving along the sidewalk project on the south side of Spiral Deck. A few more permits will be obtained to complete this project, and our in-house engineer, Rich Young, presented his plans and changes that will be beneficial to the Allentown Parking Authority in this process.

Mr. Young presents blueprints to the board. First, he presents a survey of all properties involving the spiral deck. He uses this to demonstrate how The DaVinci Center's first proposal was in violation of the city's zoning ordinance by being less than 2000 square feet per lot and the width along 8th street and Lumber Street dropped below 20 feet, which is the minimum requirement. This gave us a choice of either going to the zoning hearing board or by doing a deed of consolidation and doing away with property lines on our own property.

A motion to sign a resolution for a deed consolidation resulting in two parcels and one deed as recommended by Mr. Young was made by Mr. Hendricks and seconded by Ms. Gomez for a consolidation resulting in two parcels and 1 deed. The motion was passed by the board.

MAY ENFORCEMENT RESULTS/PUBLIC RELATIONS TRAINING

Mr. Haney updates the board that we have entered the planning phase of our loading zone to add a collection project with a company named Automotus. This is a grant funded project with the purpose of installing remote monitoring cameras on various loading zones mainly on portions of North 7th Street and Hamilton Street. The Allentown Parking Authority has met with several members of Automotus and representatives of the City of Allentown to walk the areas and identify the locations and identify the poles (telephone poles, light poles, etc.) in which to hang the cameras and access power. The cameras will monitor loading zones giving us data on occupancy and what types of vehicles are using them and allow us to evaluate and guide us in future decisions regarding enforcement.

Mr. Haney continues that we have moved into phase two of the Spiral Deck Maintenance Project. The contractor for that portion is on site and will be working to address the areas of concern that were pointed out by Pennoni in their original assessment. They'll be moving between the 5th and 8th floors doing restorative work.

Mr. Haney updates the board that the Project at 500 Railroad Lot x Manhattan does is in preparation for foundation work.

Regarding the Public Forum that took place last night, Tuesday June 27, 2023, from 5:00-8:00pm, Mr. Haney reports we had an outcome of 3 people. Concerns from one attendee were regarding managing large event parking in Strata and ensuring parking for residents. Mr. Haney has already addressed this by speaking to our Events Manager and developing a plan which will be executed at the next concert, July 6. The other concern was regarding a garage that we do not manage. Mr. Zeller identified that this has come up in the past and Ms. Dalrymple offered to give us her card so for future instances in which there are questions directed to us for City Center parking decks we can share her contact information.

Mr. Haney announced that The Allentown Parking Authority recently celebrated it's third CAPP recipient. The CAPP is the parking industry's highest achievement for a parking professions. CAPP stands for "Certified Administrator of Public Parking". Oswaldo Tosado, our Parking Enforcement Manager, received this award at the IMPI conference in Fort Worth, Texas.

Mr. Haney notes the Allentown Parking Authority posted its request for Towing Bids on our website and PennBid. It's also been sent to The Express Times to run for three days. Bids open July 21st,

2023. Mr. Zeller inquires who we currently have for towing and Mr. Haney responds with Ross Towing.

Mr. Haney has another item of note regarding Microsoft's use of multifactor authentication. This is when a website asks for an email address or cell phone number to send a code to for login purposes as a cyber security measure. Mr. Haney is working with our IT vendor to upgrade our systems to be compliant with that. While Microsoft will require this at the end of the year, our insurance is up for renewal so we are getting ahead on that project and will hopefully be up and running by the end of July to meet our insurance Cyber Security requirements.

Lastly, Mr. Haney states that The Allentown Parking Authority has signed an agreement with a certified APO site reviewer. The APO "Accredited Parking Organization" is an accreditation offered through the International Parking and Mobility Institute. We are seeking to earn that credential with distinction. This will allow us to be recognized as an organization with best practices. Mr. Haney clarifies that we do not currently have any accreditation and that it is a lengthy and in-depth process.

Mr. Napoli discusses the mistakes that were made with the lack of standardization for vinyls with Oak Tree Advertising to be able to move them around from deck to deck to reach a new audience.

Mr. Haney and Mr. Napoli discuss meters. Mr. Haney updates that there are T2 Luke Paystations being installed downtown and we are moving metric meters to 7th Street.. Mr. Napoli inquires if the network issues have been resolved and Mr. Haney states that they have not yet been resolved.

Mr. Hendricks and Mr. Zeller discuss doing a survey to review what blocks should and shouldn't be metered. There is ongoing discussion regarding different areas, pros, and cons.

Mr. Zeller pushes down the executive session so to not have to ask the guests to leave and we move to May's customer appeals results.

MAY CUSTOMER APPEALS RESULTS

Ms. Dayton speaks to the May customer appeals results.

In May, 83 were found valid, 17 were dismissed, and 59 were reduced to warnings.

In June month to date there were 404, 185 were found valid, 44 were dismissed, 175 were reduced to warnings.

Year to date 1388, 53% dismissed or reduced to warnings and 47% were found valid.

Mr. Zeller inquires if we are finding less tickets being referred to the District Justice's. Ms. Dayton says that we are. Mr. Zeller inquires if we have received comment from those offices or from the public in general about this program. She responds that she has not heard anything.

Ms. Gomez inquires why half of the appeals are not being dismissed. Ms. Dayton responds with a few common reasons: the car was stolen, they sold their car and leave the plate on the car and that plate shows up on another car that gets ticketed, ultimately, it's a matter of paperwork and process.

There were discussions regarding ongoing training with public relations among enforcement, event, and customer service staff. Ms. Dayton and Mr. Haney relayed there is ongoing training, training for new hires, and a big training session on August 1st. Ms. Gomez inquired if she could attend the training on August 1st and was encouraged to do so by Mr. Zeller.

Ms. Gomez spoke about an interaction she had with an enforcement officer on a Sunday and had questions about patrolling and enforcement on Sundays. Discussion ensued.

MAY ENFORCEMENT RESULTS

Mr. Haney reviews the May enforcement results:

Double Parking N 7th Street May 11 Citations for double parking, 71 down from April 629 year
Hamilton Street 2 DP tickets issued, 10 less than April, total 98 on the year
105 uses of siren, 177 so far in June

Mr. Haney points out there is a drastic drop in ticketing. Mr. Zeller asks if things are starting to improve regarding our approach resulting in less double parking. Ms. Dayton & Mr. Haney say things are getting worse. Ms. Dayton speaks about driving on the center line down 7th Street.

The board discusses a game being made of double parking. Ms. Dayton speaks to appeals coming in "I didn't get my chance to move. I was double parked and didn't get a chance to move". Instead of, "I didn't know." The board speaks to turn down those appeals and fulfilling those tickets. Mr. Hendricks speaks to the culture needing to end.

Discussions are had about doing away with the honking for double parking as it currently seems like a failing experiment.

Mr. Haney gives dispatch call data:
1427 calls were received for the month of May.
Year to date dispatch has received 5900 calls.

MAY FINANCE REPORT

Total revenue for the month of May was \$919,956.98 (17.8% below budget). YTD total revenue was \$5,620,526.40 (.5% above budget). Operating revenue was \$895,601.79 (19.2% below budget). YTD operating revenue was \$5,514,181.20 (.5% below budget). Enforcement revenue contributed \$589,908.09 (25% below budget) and Off-Street, Events, and Customer Service contributed \$305,693.70 (5% below budget). Non-operating revenue was \$24,355.19. (138.2% above budget).

Total operating expenses for the month of May were \$668,442.96 (10.9% below budget). YTD operating expenses were \$3,149,473.75 (16% below budget). For the month, personnel costs were \$493,854.46 (11.8% below budget). Services and charges were \$161,701.54 (6.3% below budget), and materials and supplies were \$12,886.96 (26.6% below budget).

For the month of May, total revenue exceeded total expenses by \$251,514.02 (31.7% below budget). After transfers to capital, the City and the debt service fund, the general operating fund shows a loss of \$67,959.11.

Overall, for the five-month period ending May 2023, total revenue exceeded total expenses by \$2,471,052.65 (34.2% above budget). After transfers to capital, the City and the debt service fund, the excess for the period is \$505,539.75. The total cost to date for the Maple Street Garage is \$24,719,745.90

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Mr. Zeller requests Ms. Fessler to bring the May & June 2022 financials to compare to this year.

COURTESY OF THE FLOOR

There were no questions. Our City Center guests leave as we move into executive session.

EXECUTIVE SESSION

Coming out of executive session. Mr. Zeller states discussions were held regarding some potential land negotiations. No action is being taken at this time.

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

The next Board Meeting will be held at 12:00pm on July 26, 2023
at The Americus Hotel Ballroom (meeting venue subject to change)