



Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Santo Napoli – Treasurer
Daryl Hendricks - Secretary

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 was held at 12:00 p.m. on March 25, 2020 telephonically, from the office of the Allentown Parking Authority, located at 603 W. Linden St. Allentown, PA 18101.

The following were in attendance at the APA Office:

Santo Napoli – Treasurer
John Morgan – Executive Director
Jon Haney – Deputy Director
Connie Abercrombie – Finance Manager
Janet Canevari – Minutes
Andrew Wagaman / Morning Call - Guest

The following were in attendance, via phone conference call:

Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Daryl Hendricks – Secretary
Dan McCarthy – APA Solicitor

Christina Dayton – Deputy Director - ABSENT

Ms. Affa called the meeting to order at 12:10pm. (Mr. Zeller advised he would be arriving approximately 15 late to the meeting). She asked for a review of the February Meeting Minutes, and then asked for a motion to approve. Mr. Hendricks made a motion, Mr. Napoli seconded. The Board voted and approved the February minutes.

Mr. Morgan asked Ms. Abercrombie to begin with the Finance Report, while waiting for Mr. Zeller to join the meeting.



FINANCIALS

Total Revenue for the month of February was \$892,365. YTD Total Revenue was \$1,754,241. Operating Revenue was \$879,434. YTD Operating Revenue was \$1,727,663.

Total Operating Expenses for the month of February were \$399,674 and YTD were \$692,158. Personnel costs were \$282,364. Services and Charges were \$105,906 and Materials and Supplies were \$11,405.

For the month of February, total Revenue exceeded total Expenses by \$492,691. After transfers to the City of Allentown, the general operating fund shows an excess of \$238,648.

Overall for the two-month period ending February 29 (YTD), total Revenue exceeded total Expenses by \$1,062,083. After transfers to Capital, the City of Allentown and Debt Service Fund, the operating fund shows an excess of \$562,696.

Not shown on the Operating Statement are the work-in-process costs incurred for capital and grant projects, currently at \$2,885 year-to-date.

At this time, Mr. Zeller entered the meeting, via phone conference. Mr. Morgan suggested Ms. Abercrombie report the 2020 Budget. Mr. Zeller concurred.

2020 Budget

Total budgeted revenue for 2020 is proposed at \$9,570,20, which is an increase of 5% over 2019. Total expenses, including transfers to other funds and to the City of Allentown, are proposed at \$9,563,100 an increase of 6%.

Operating Revenue for 2020 is budgeted at \$9,431,400, which is a 15% increase over 2019. Operating Revenue is the primary source of income for the APA and is generated by our Enforcement, Customer Service and Facilities, Events, and Operations departments.

General Operating Expenses budgeted for 2020 total \$6,305,700, an increase of 19% over the 2019 budget. The largest component of APA's general operating expenses is payroll and affiliated employee benefits. These costs are budgeted to increase 19% in 2020.

To summarize, budgeted total Revenue for the year 2020 of \$9,570,200 will exceed total operating Expenses of \$6,305,700 by the amount of \$3,263,500. This excess will be used to provide funds for the following:

- 1.) \$2,510,000 to be transferred to entirely fund the Authority's Debt Service Fund.
- 2.) \$15,000 as in-kind contributions to the City of Allentown.
- 3.) \$732,400 to be transferred to the Capital Projects Fund. All capital projects

After transfers and payments, the operating fund shows an excess of \$7,100.00



A major piece of the increase in our Operating Revenue budget is the Enforcement number of \$3,300,000, which is 36% higher than 2019. This number is due to a few things: 1) The PCO headcount is more than double of last year; 2) Our new enforcement software (UPSafety) has allowed our enforcement team to work far more effectively and efficiently, and 3) We have increased our hours per day of enforcement, from 3am to 11pm Monday through Friday. Mr. Zeller added that this is approximately 60-70% more enforcement time than the previous year. Mr. Morgan stated that more officers, better equipment and more hours adds up to the increased revenue.

Mr. Hendricks asked Ms. Abercrombie if the current situation of the C-19 Virus, is going to affect the budget, as no one saw this coming. It has to have an impact on the enforcement revenue, as the APA has halted issuing numerous types of parking violations during this uncertain time. Ms. Abercrombie said herself and Mr. Morgan had a discussion about this and feel the budget is still quite accurate for the overall, yearly figures. Historically, January and February are very slow months for the APA in enforcement revenue. We took a very conservative approach to the 2020 budget. Fortunately for us, because of good winter weather the first quarter, our increased enforcement staff, along with the capabilities our new software system affords us, 2020's first quarter is showing typical of 2019's last three quarters. The budget is built to have some down months and in 2020, those months will obviously be our current couple of months, while we move through the effects of the C-19 Virus.

Mr. Morgan asked of there were any questions. Discussion of the budget ensued.

Mr. Napoli asked about the RPP Program....if it was still in consideration of being revamped. Mr. Zeller explained that we made recommendations for a total update of this program, as it does not meet the current needs of the City. This is a project that will take time and is not something that will happen until later in the year, if at all this year.

Mr. Napoli also asked if the "Free After 5" program impacted the budget, and what is the status of this program. Mr. Morgan stated that we must understand that this program did not start until the last quarter of 2019, so the actual effect is not evident as of yet. Mr. Napoli stated he was aware that City Center was compiling data for a report on this topic.

Mr. Zeller asked for a motion to approve the 2020 budget. Ms. Affa made a motion to approve, and Mr. Zeller seconded. The Board voted unanimously to approve the APA's 2020 Budget.



EXECUTIVE DIRECTOR'S REPORT

Mr. Morgan stated we have cut back enforcement temporarily, which includes non-enforcement of the following violation: Time zones, RPP, Street cleaning, Surface lots and Meters. Probably for the next few weeks, we will be enforcing "safety and order" type violations: Too close to the corner, Crosswalks, Fire Hydrants, Handicap, Driveways, Double Parking.

Mr. Zeller stated that since the original ban, Mr. Morgan and he have been in constant communication. They have re-evaluated the current situation every 48 hours and have adjusted the violations that will be temporarily suspended from enforcement. Beginning with Street Cleaning, right up through Meters, which was the latest temporary suspension.

Mr. Hendricks wanted to make a point to Mr. Wagaman that the APA Board and it's Executive Director have been responsible for all of these suspensions, even though we have taken many negative critiques on social media and public forums, claiming the APA only reacts to their complaints. Ms. Affa stated we have had a plan, that was carefully acted upon every two days, taking into consideration the status of our Governor's ban and recommendations.

Mr. Morgan stated that Mr. Hendricks must leave the meeting for another scheduled meeting in the City. At this time Mr. Hendricks exited the meeting.

COURTESY OF FLOOR

Mr. Zeller asked Mr. Wagaman if he had any questions at this time. He explained that the APA is stagnant right now, so there will not be anything coming out of Executive Session that would be note-worthy to the public. Mr. Wagaman was given a copy of the 2020 Budget, upon his request. Mr. Wagaman exited the meeting at this time.

The Board broke at 12:46 p.m. for an Executive Session to discuss Real Estate Matters and Other Issues. The Board ended their Executive Session and the regular meeting resumed at 1:05 p.m.

Coming out of Executive Session, there were no items to be voted on. Mr. Zeller made a motion to adjourn the meeting. Mis Affa seconded.

This meeting was adjourned at 1:06 pm

The next Board Meeting will be held on Wednesday, April 22, 2020 at 12:00pm
at The Allentown Parking Authority - 603 W. Linden St. Allentown, PA 18101