



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 July 22, 2020, at the office of the Allentown Parking Authority, located at 603 W. Linden St. Allentown, PA 18101.

The following attended:

Daryl Hendricks – Secretary
Santo Napoli – Treasurer
John Morgan – Executive Director
Christina Dayton – Deputy Director / Minutes
Jon Haney – Deputy Director
Connie Abercrombie – Finance Manager
Richard Young – Project Manager
J.B. Reilly of City Center – Guest
Judy Borrelli of City Center – Guest
Candida Affa – Vice Chairperson - ABSENT

The following were in attendance, via phone conference call:

Ted Zeller – Chairperson
Dan McCarthy – APA Solicitor

Mr. Zeller called the meeting to order at 12:14pm. Mr. Zeller asked for a review of the June Meeting Minutes, and then asked for a motion to approve. Mr. Hendricks made a motion, Mr. Napoli seconded. The Board voted and approved the June minutes.

Mr. Zeller explained that the Executive Session would wait, as we had guests from City Center at the meeting today.



COURTESY OF FLOOR

Mr. Reilly, of City Center, presented an update on parking facility projects in the downtown area. He made note that several projects have been completed already, i.e., 520 Lofts, Walnut Street Commons and Tower 6, and they could not have been done without the parking garages of the APA. 5CC is still under construction, but the 800+ parking space garage, that the APA manages, is full. They are now moving up the block to the 900 block of Hamilton. City Center believes this is a key block for lots of different reasons.

City Center has been speaking with the APA on the use of the 9W garage directly behind their 900 Block of Hamilton projects. The new projects will have a lot of retail shops on the ground level and residential housing, as well as business offices, on the upper floors. The need for hundreds of parking spaces will result from these projects. The existing Fountain Lot, behind these new construction projects, is the site for a new parking garage, to be incorporated with the rebuild of the 9W parking garage. Constructing a wrap of residential units around the new garage, like Walnut Commons, along with ground level retail, is in the plans.

The City is on-board with the plans and is supportive of these projects. The projected parking deck will be between 4 – 6 stories, ranging from 750 to 1,150 parking spaces. The parking garage will be masked with a 44 unit residential and retail wrap, so aesthetically, it will blend nicely into the revitalization project of the NIZ. The projects propose 300-400 new apartment units, which will provide night-time parking demand in the decks, as well as over 100,000 square feet of office units, that will add to the number of day-time parkers. The APA already has two large customers parking in 9W and on the Fountain Lot. Mr. Reilly stated that they (City Center) cannot move forward on any other development, besides City Place and 950 Hamilton, without more parking.

In the future, the DiVinci project will require the relocation of current Farr Lot parkers, as well as parking for construction workers. DiVinci will have a need for spaces to park their guests and employees. The Butz Building and the PPL Plaza, when filled to capacity, will be in need of hundreds more parking spaces. The availability of a new high-capacity parking deck in the downtown area is crucial to accommodating future demand. Mr. Reilly stated that "Timing Is Critical". Preliminary design has begun, along with discussion of financial options.



COURTESY OF FLOOR..... continued

Mr. Reilly stated that they wanted to do this preliminary presentation to our Board, as the APA will have to be aligned with everything and the debt of the project would have to be agreed upon by the Board.

Ms. Borelli added that Mr. Reilly has put a lot of facts, figures, numbers, details, dates out there. City Center will bring this to a summary in a more digestible format so Mr. Morgan can present it to the Board. In addition, City Place North is finished and invites all of us to take a tour of the new facility.

Mr. Zeller asked Mr. Morgan to report on our current capacities in our decks and on our lots. Mr. Morgan reported that currently in the 9W deck, we have 514 spaces, with 332 day-time contract parkers and 81 evening residential parkers. The Fountain Lot has 117 spaces currently, which 59 contract parker use during the day-time and the other spaces are left vacant for transient parkers. That lot typically fills up with 40-60 transient parkers per day.

The discussion regarding the need for a six-level parking deck ensued. Most everyone agreed that 1,158 spaces would be needed, versus the 950 spaces a five-level deck would provide. Mr. Zeller requested the lot dimensions for the residential wrap, because we would need to put out an RFP for that development. Mr. Reilly stated it was roughly 72' X 120', but City Center would provide some capital into the project by acquiring this land. It was discussed that the Germania Parking deck project would have to be done AFTER this 9W project, as the demand for this location is significantly higher.

Mr. Zeller noted that the APA will need to pause our discussion or contract with WSA and who we selected from the RFP responses, for the Germania Deck project. Mr. Morgan stated he and Richard Young have already communicated this information to them.

At this time, Mr. Reilly and Ms. Borrelli thanks us for the time and exited the meeting.

Mr. Zeller requested we enter into Executive Session to discuss Contract Issues and other Real Estate Matters.



The Board broke at 1:07 p.m. for an Executive Session to discuss Real Estate and Other Issues. The Board ended their Executive Session and the regular meeting resumed at 1:21 p.m.

Coming out of Executive Session, Mr. Zeller made a motion to accept the response to the RFP for demolition of our N. 7th Street and our Walnut Street properties, and award it consistent with the bid from PenMar. Mr. Hendricks seconded the motion. The Board voted and approved to award PenMar the contract for this demo work.

Mr. Young stated that the contract stipulates a timeline of 115 days and the 7th & Allen property isn't going to have a problem. There is construction happening directly across the street from the Walnut Street property, where one lane is closed on that street, pushing the traffic to the south lane, which is directly in front of our demo site. After speaking with the contractor, it was determined that they would not be able to get back into our Walnut St. property until the middle of September. Mr. Young extended the timeline for that property.

EXECUTIVE DIRECTOR'S REPORT

Mr. Morgan reported that we continue to have trouble finding qualified people to fill our vacant positions. The APA held an "Open Interview" event on Tuesday, July 21st and we only had three people show up, none of which could meet all of the qualifications for the PCO position. Mr. Haney reported that we have been advertising through numerous employment avenues, as well as all of our social media outlets, but we are just not getting the applicants. He also stated that we have relationships and constant communication with the local colleges, regarding our open positions.

Mr. Napoli asked if there have been any cases of COVID within our staff and Mr. Morgan reported we have not. Mr. Morgan re-iterated all our daily cleaning protocols that keep our staff and the public as safe as possible.

Mr. Zeller asked Connie to proceed with the financial report.



FINANCIAL REPORT

Ms. Abercrombie reported on this past month's financials.

June, 2019 - Total Revenue for the month of June was \$684,005 (under budget). Operating revenue was \$661,176 (under budget). Non-operating revenue in June was \$22,829 (ahead of budget).

Total Operating Expenses for the month of June were \$362,660 (under budget). Personnel costs for the month were \$224,878 (under budget), services and charges were \$113,780 (under budget), and materials and supplies were \$4,002 (under budget).

For the month of June, total Revenue exceeded total Expenses by \$321,345 (under budget). After transfers to Capital, the City of Allentown, and the Debt Service Fund, the general operating fund shows an excess of \$98,910.

YTD - Total Revenue was \$4,151,887 (under budget) and 2% lower than last June. Operating Revenue was \$3,303,092 (under budget) and 3% lower than June, 2019. Expenses were \$2,316,949 (under budget) and 11% higher than this time last year.

Overall, for the five-month period ending June 30th, total Revenue exceeded total Expenses by \$1,834,938 (12.35% ahead of budget). After transfers to Capital, the City of Allentown and Debt Service Fund, the operating fund shows an excess of \$353,827.

Not shown on the Operating Statement are the work-in-process costs incurred for capital and grant projects, currently at \$125,475 year-to-date.

COURTESY OF FLOOR

Mr. Napoli asked if there has been any guidance regarding the discussion of the tickets being thrown out in court. Mr. McCarthy reported that he has set up a meeting with the court administrator's office. He is hoping he will have something to report on at the next meeting.

This meeting was adjourned at 1:41 pm

The next Board Meeting will be held on Wednesday, August 26, 2020 at 12:00pm
at The Allentown Parking Authority - 603 W. Linden St. Allentown, PA 18101