



Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Santo Napoli – Treasurer
Daryl Hendricks – Secretary
Seth O'Neill- 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, August 25, 2021 at the Office of The Allentown Parking Authority, located at 603 W. Linden Street, Allentown, PA 18101.

The following attended:

Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Daryl Hendricks – Secretary
Santo Napoli – Treasurer
Dan McCarthy – APA Solicitor
John Morgan – Executive Director
Jon Haney – Deputy Director
Christina Dayton – Deputy Director
Connie Abercrombie – Finance Manager
Janet Canevari – Minutes

Seth O'Neill - Member (Absent)

Mr. Zeller called the meeting to order at 12:15pm. The conference call line was open, but no one was on at this time. Mr. Zeller asked for a review of the July Board Meeting Minutes. He asked for any questions or comments. Ms. Affa made a motion to approve the minutes, and Mr. Napoli seconded. The Board voted and approved the July Meeting Minutes.

The Board broke at 12:19 p.m. for an Executive Session to discuss contract and litigation matters. The Board ended their Executive Session and the regular meeting resumed at 1:01p.m.



(Noted: at 12:45pm, no one had entered the meeting, via the conference call line, so the call was disconnected.)

EXECUTIVE SESSION - ACTION TAKEN

Mr. Zeller stated that coming out of Executive Session, there was nothing to vote on. Mr. Zeller then requested Mr. Morgan provide the Executive Director's report.

EXECUTIVE DIRECTOR'S REPORT

Mr. Haney reported on the Double Parking tickets ~ 95 for the month of July. Thus far for YTD, we have written 780 DP tickets on N. 7th Street. For the first 7 months of 2021, we have written 140 more DP tickets than all of 2020.

Mr. Morgan and Mr. Haney explained the reason for the unbelievable number of double parkers on N. 7th Street. The RPP zones in this corridor contribute heavily to the problem. The first criteria for being an RPP Block is that you have to have AT LEAST 50% of your street level frontage residential or non-business related in use. In the 400 Block of N. 7th St., 56% is Business; the 500 Block, 77% is Business; and the 600 Block, 88% is Business. With these numbers of street level businesses, RPP's should not be allowed on these streets (400-600 Blocks of N. 7th St.). Because RPP's are a "Zone" and not by "Block", residents from Turner St. can park on the 400 block of N. 7th St., because it is within their "zone". Residential folks are parked on the curb all day (and/or night) without paying a typical meter fee, so the business customers that are coming to pick up food, drop off dry-cleaning, or get a haircut, are double-parked along the street because there is no available business front, curbside spots available for parking. We are constructing a surface lot at N. 7th & Allen St. to accommodate residential parkers from this area. A reduced rate was discussed to be offered to the N. 7th St residents on the new 7A Lot, for the first year of permitting.

Mr. Morgan explained that all our surface lots around town are FULL to capacity – the need for parking lots in town is huge! Neighborhood parking lots are VERY important to provide our city residents a place to park. Mr. McCarthy explained the process of how to acquire these vacant properties around town to convert them into surface lots.



EXECUTIVE DIRECTOR'S REPORT.....continued

APA towed numerous vehicles during the snow emergency in early 2021. We were called in to help with this situation. We submitted a bill for \$1,500.00 for our services and we did not get paid. We were told that those tows were part of the Emergency Contracts with the City of Allentown. They were paid for those tows (even though they did not DO the tows). That amount will be shown in our balance sheet as a contribution to the City. Mr. Morgan reminded everyone that it always comes down to "Who Owns the Curb?".

Mr. Haney shared a video about lost meter revenue for valet parking. And basically – "who owns the curb"?

(Noted: at this time, 1:30pm, Mr. Hendricks exited the meeting)

Mr. Haney presented a video to the Board where Barnacle has used OUR department and OUR Officers in their sales video. It was great props for the APA! Mr. Haney is going to ask City Council to pass an ordinance regarding the tampering of our boots/barnacles. Reading has an ordinance in place (517-817) which APD would be able to cite someone with. Ms. Affa thinks this is a great idea. She will bring it to Council's attention.

Christina Daytona reported on the upcoming "International Parking Day". Event is Friday, September 17, 2021, from 11am to 2pm. She announced the current sponsors, donated raffle prizes thus far, and items donated to the charitable agencies.

Mr. Zeller asked Ms. Abercrombie to report on the financials.

FINANCIAL REPORT

Total revenue for the month of July was \$887,731 (20.4% ahead of budget and YTD total revenue was \$5,924,820 (14.8% ahead of budget). Operating revenue was \$879,010 (20.9% ahead of budget) and YTD operating revenue was \$5,257,566 (3.3% ahead of budget). Enforcement revenue contributed \$641,575 (37.2% ahead of budget) and Off-Street and Events contributed \$226,334 (10% below budget). YTD Contract revenue is



FINANCIAL REPORT.....continued

2% below budget, Transient revenue is 42% ahead of budget and Event revenue is 94% below budget.

Operating expenses for the month of July were \$385,742 (18.3% below budget) For the month, Personnel costs were \$264,120 (23.1% below budget), services and charges were \$122,594 (2.2% over budget), and materials and supplies were (\$972) (110% below budget).

For the month of July, total revenue exceeded total expenses by \$501,989 (89.5% ahead of budget). After transfers to capital, the City and the debt service fund, the general operating fund shows an excess of \$234,259.

YTD operating expenses were \$2,871,493 (13.1% below budget). Overall, for the seven-month period ending July, total revenue exceeded total operating expenses by \$3,053,328 (64.7% ahead of budget). After transfers from the sale of assets, transfers to capital projects, the city and debt service, the excess for the period is \$1,169,235. Without the PPP grant income, the excess is \$587,835.

Not shown on the Operating Statement are the work-in-process costs incurred for capital projects, currently at \$353,016 year-to-date, resulting in an excess of \$234,819.

Project costs of \$2,693,529 for the Maple Street Garage are not included in this calculation because the costs are not paid from operating revenue.

On a cash basis, receipts for the month were \$1,030,000, Our cash paid out was \$1,065,000, so we had a deficit for the month of July of \$35,000.00, leaving us with a YTD deficit of \$102,000. Our next debt service payment is due in September.

COURTESY OF THE FLOOR

Mr. Zeller asked if anyone had any new business to discuss. No one had anything to discuss.

This meeting was adjourned at 1:50 pm
The next Board Meeting will be held on Wednesday, September 22, 2021