



Ted Zeller – Chairperson
Candida Affa – Vice Chairperson
Santo Napoli – Treasurer
Daryl Hendricks – Secretary
Jessica Baraket - 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 was held at 12:00 p.m. on October 28, 2020, at the Offices of Norris, McLaughlin P.A., located at 515 West Hamilton St. 5th Floor Allentown, PA 18101

The following attended:

Ted Zeller – Chairperson
Candida Affa – Vice Chairperson (via phone conference)
Daryl Hendricks – Secretary (via phone conference)
Santo Napoli – Treasurer
Jessica Baraket - Member
Dan McCarthy – APA Solicitor (via phone conference)
John Morgan – Executive Director
Jon Haney – Deputy Director
Connie Abercrombie – Finance Manager
Janet Canevari - Minutes

Mr. Zeller called the meeting to order at 12:09pm. Mr. Zeller welcomed and introduced the newest Board Member, Jessica Baraket. Ms. Baraket introduced herself and stated she works for the City of Allentown. She has also worked for both the Allentown and Bethlehem School Districts, as well as government agencies in Florida. She is currently working as the interim Finance Manager for the City of Allentown. The City is still looking for a permanent Finance Manager. She is very much looking forward to being part of the Parking Authority Board.

Mr. Zeller asked for a review of the September Meeting Minutes, and then asked for a motion to approve. Mr. Napoli made a motion, Ms. Baraket seconded. The Board voted and approved the September minutes.



Mr. Zeller requested the Board enter Executive Session at this time, to discuss real estate and personnel matters.

The Board broke at 12:12p.m. for an Executive Session to discuss Real Estate and Personnel Issues. The Board ended their Executive Session and the regular meeting resumed at 12:39 p.m.

EXECUTIVE SESSION - ACTION TAKEN

Mr. Zeller stated that coming out of Executive Session, the subjects of real estate issues and personnel matters were discussed. We have a litigation matter pending, regarding our N. 7th Street property. No action needed to be taken on these issues.

Mr. Zeller then asked Mr. Morgan for his Executive Director's Report.

EXECUTIVE DIRECTOR'S REPORT

Mr. Morgan stated he was going to hand this section over to Mr. Haney. Mr. Haney stated the Double-Parking tickets issued on N. 7th Street for the month of October totaled 92, which is 10 more than September's number of 82. YTD to September 30th, we have issued 432 Double-Parking Tickets on N. 7th Street. Mr. Haney stated that this number is almost DOUBLE of what we did for the entire year of 2019. We are really focusing on this area and trying to get this problem under control.

Mr. Haney stated that topic brings him to another current issue regarding the Grace Montessori School. We had an issue with parents parking illegally in the lane of Lumber Street to drop off their children at the facility. We started out issuing warnings, so parents and the school staff were aware that they cannot block a lane of traffic (which Lumber Street is a through street) when dropping off. Lumber Street is a one lane street that runs through the Spiral Deck and exits onto Linden Street.

Mr. Morgan stated that downtown Allentown is not what it was in the past. This is a totally different City. This practice of dropping off children on Lumber Street was, at one time he is sure, not a problem, as there was very little traffic downtown. That is not the same today.



EXECUTIVE DIRECTOR'S REPORT.....continued

Mr. Haney stated that there are several options for parents to park nearby and walk their children to the door of the school. He also stated that it is an issue of fairness. We have been asked by the City to help resolve the double-parking issue on N. 7th Street and in the downtown area, so we are enforcing that violation when we see it. We report every month on these numbers, so we cannot look the other way for one street versus another. The Grace Montessori School has as many or more parking options than most of the schools in town. They have the Farr Lot, the Spiral Deck and on-street parking on Linden Street.

Mr. Hendricks brought up a complaint relayed to him, about a double-parking ticket issued when drop-off ballots were being accepted on S. 7th Street. Mr. Haney stated that the IBEW lot was opened for free parking to accommodate parkers who need to park and drop off their ballots at the County building. The APA supplied 4 free on-street parking spaces for the number of days that the ballots were being accepted. People were choosing to double-park, as opposed to parking in the lot for free, one block away.

Mr. Morgan reported that a news article came out from US News and World Report, in their 2020 Rankings – there are 8 Pennsylvania cities among the best to live in, within the USA. Ms. Affa stated that they base the rankings on such things as number of hospitals, colleges, access to bigger cities (NYC and Philadelphia), etc., so it makes sense that Allentown is in the top grouping.

Mr. Morgan had a meeting with the Finance Committee from the City. Mr. Hendricks and Ms. Baraket were in attendance and he was asked to put together a report regarding our fines for Overtime Parking at our meters/paystations. Philadelphia, the largest city in PA, charges \$26.00; Pittsburg, the second largest city in PA, \$30.00; Allentown, the third largest city in PA, \$10.00. Reading - \$20.00, Scranton - \$25.00, Bethlehem - \$15.00, Lancaster - \$20.00, Harrisburg - \$30.00, Wilkes-Barre - \$20.00, Easton - \$25.00. The report was given to Ms. Barakat. The point of this is to show how far we are behind in all fines, especially the meter fines, and we recommend that the City address this and increase these fines by AT LEAST \$5.00, possibly \$10.00. The APA would be amenable to splitting the increased revenue with the City, to help with their financial issues. Mr. Zeller stated that the \$10.00 rate is established by ordinance, and Mr. Morgan confirmed that. Ms. Affa stated she would support this. She has felt the fines needed to be raised five years ago.



EXECUTIVE DIRECTOR'S REPORT.....continued

Ms. Baraket asked how the fines would be split. Mr. Morgan explained that the current fine of \$10.00 goes to The APA. Whatever the raised amount is (\$5.00 to make the fine amount \$15.00), The APA would get (the \$10.00, plus) \$2.50 and The City would get \$2.50. If the fine was increased to \$20.00, The APA would get (the \$10.00 plus) \$5.00 and The City would get \$5.00.

Mr. Morgan equated that if we had 100,000 paid tickets per year (all parking violations across the board), and the fines were all raised by \$5.00, that would give the City \$250,000.00. If you up the fine by \$10.00, that would give the City \$500,000.00 per year.

Mr. Zeller stated the best way to change the ordinance would be to set the fines \$5.00 higher now, and then have an automatic increase January 1, 2025 of another \$5.00. This way it is not a huge immediate increase, and everyone can budget that. Mr. Napoli asked if any of the more serious fines, such as blocking a hydrant, or too close to the corner, etc., could be raised at a higher rate to subsidize the meter ticket revenue? He is concerned, as he is a retailer downtown, and on-street metered parking is important to his business.

Mr. Zeller said he sees parking as a math equation. You can park in a deck all day for \$8.00, but I'll pay the extra \$2.00 and take my \$10.00 ticket all day. On-street meter parking is designed for parkers who are not parking for long periods of time. That is why the decks are priced so well, compared to the street. Mr. Zeller asked Mr. Haney to look at all of the violation rates and make a recommendation, which can be discussed at the next Board Meeting.

Ms. Baraket stated that once they talk about this at our next APA Board meeting, she will get something together from the City and introduce it at a Council Meeting. Mr. Hendricks thought that was a good idea.

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

FINANCIAL REPORT

Ms. Abercrombie presented The APA's Financial Report for the month of September.



FINANCIAL REPORT...continued

September, 2020 - Total Revenue for the month of September was \$747,178 (under budget). Operating revenue was \$733,596 (under budget). Non-operating revenue in September was \$13,583 (over budget).

Total Operating Expenses for the month of September were \$397,082 (under budget). Personnel costs for the month were \$273,856 (under budget), services and charges were \$118,643 (under budget), and materials and supplies were \$4,583 (under budget).

For the month of September, total Revenue exceeded total Expenses by \$350,096 (under budget). After transfers to from the Sale of Assets and transfers to Capital, the City of Allentown, and the Debt Service Fund, the general operating fund shows an excess of \$95,115.

YTD – Operating Revenue was \$6,132,638 (under budget) and Expenses were \$3,470,959 (under budget).

Overall, for the nine-month period ending September 30th, total revenue exceeded total expenses by \$2,893,090 (ahead of budget). After transfers from Sale of Assets and transfers to Capital, the City of Allentown and Debt Service Fund, the operating fund shows an excess of \$733,574.

Not shown on the Operating Statement are the work-in-process costs incurred for capital projects, currently at \$409,987 year-to-date, leaving an access of \$323,587.

Looking at the Cash Flow Statement, for the month of September, we took in \$709,472 and paid out \$1,330,334. We paid our quarterly debt services payment of \$623,000. For the month, we had a deficit of just under \$621,000.00 and for the year, we are at an excess of \$371,000..... however; we have a debt service payment due in December of approximately \$623,000.00 and we have payments to make for capital projects by the end of the year.

Our Germania project is on hold for now, until next year, so the costs (if any) for the rest of the year would be minimal. The costs for our demolition projects at N. 7th Street and Walnut Street should be done by the end of the year, which is \$568,000.00. The renovations at the Community Deck will have half of the construction completed by the end of 2020, so that will be about \$254,000.00.



FINANCIAL REPORT...continued

We anticipate that before the end of the year, we will be selling the NorthEast Lot to City Center and should generate \$500,000.00 revenue. So, for the next three months, The APA needs to generate \$945,000.00 to break even.

Mr. Zeller asked Mr. Morgan to give an update on our current demolition projects.

At N. 7th Street, the building is completely down. The basements are being built up to grade and will settle for 90 days. We are looking at that paving project to be done in March of 2021.

At 718 Walnut St., the building is being picked apart by hand. The roof is completely off, the brick wall was exposed on the neighboring building, and they continue to demo the building by hand. They have filled two large dumpsters so far. Mr. Morgan noted that the appraiser went through on Monday morning, and they signed a waiver to enter the building. We had our exterminator remove 40 large rodents from that building, before the appraiser arrived.

COURTESY OF FLOOR

Mr. Hendricks had a citizen ask if we could look into some type of signage and fencing around the top of our parking decks. Mr. Morgan stated that all our decks have Suicide Prevention Hotline information/phone number signage posted at the top decks. Mr. Zeller stated that we have included in all our future deck designs, fencing around the entire top level. The question then becomes, do we fence off all open floors above the third level, as someone could jump from an open fifth floor, as opposed to a fenced sixth floor. This is something that we will have to rely on an expert to advise to effectively control all of this.

The APA has already contacted and scheduled a national expert in the field of Suicide Prevention for Parking Lot Decks, to visit our facilities and prepare a report of our current decks. This will help us evaluate what are the best practices for us to move forward with retrofitting our facilities.

Mr. Zeller asked if there was any new business to discuss. There were no requests. Mr. Zeller moved to adjourn the meeting.

This meeting was adjourned at 1:22 pm

The next Board Meeting will be held on Wednesday, November 18, 2020 at 12:00pm.