

Linda A. Rosenfeld – Chairperson
Malcolm Gross - Vice Chairperson
Candida Svirzovsky - Secretary
Michael Donovan – Treasurer
Lawrence Hilliard – Asst. Secretary

Tamara Weller - Executive Director
Daniel K. McCarthy - APA Solicitor

**ALLENTOWN PARKING AUTHORITY
BOARD OF DIRECTORS MEETING
JULY 23RD, 2008**

A Board of Directors meeting of the Allentown Parking Authority was held at 3:00 PM on Wednesday July 23rd, 2008 in the Conference Room, Allentown Parking Authority, 1005 Hamilton Street, Allentown, PA.

The following were in attendance:

Linda Rosenfeld-Chairperson
Malcolm Gross-Vice Chairperson
Candida Svirovsky-Secretary
Lawrence Hilliard-Assistant Secretary
Michael Donovan-Treasurer
Tamara Weller - Executive Director

Also in attendance:

Bruce Koller-APA
George Grazer-Manager of Enforcement, APA
Christina Dayton-Supervisor of Enforcement, APA
Dan McCarthy-APA Solicitor

Linda Rosenfeld called the meeting to order at 3:07pm. The Minutes from May were approved by Michael Donovan and seconded by Larry Hilliard, all were in favor and the Minutes were approved.

STAFF INTRODUCTION

Christina Dayton has been at the APA for three years advancing to her supervisory position in January of 2008. Her daily duties include managing the day to day activities of the Parking Control officers, overseeing the scheduling, and ordering uniforms. Ms. Dayton was also instrumental in helping to create a stolen vehicle data base installed in the Auto-Chalk machine.

EXECUTIVE DIRECTOR'S REPORT

Pedestrian Walkway

The pedestrian walkway at the AGAPS deck is scheduled to open July 25th 2008. Each of the three vendors is going to pay a third of the cost of the repairs.

Stand Pipe System

In the past month, the copper and brass couplings on the stand pipe systems in all the parking decks have been stolen. Jerry Yandle, an attendant at the 6th and Linden parking deck noticed some suspicious behavior during his shift and wrote down the license plate of the suspect. According to Bruce Koller, each loss was treated as a separate incident and therefore, a 1,000 deductible applies to each garage with a total loss of \$12-\$13,000.

Security Audit

The auditors found the timing of the gates at the secure level of AGAPS, which allows the police officers access to the area, have an approximate 12 second delay. The delay enables pedestrians to gain entry to the level. The auditors also found a need to enhance the lighting and improve painted areas in the facilities, in addition to trimming the shrubs, removing a pay phone, and installing cameras. Each member of the Board will be given a copy of the final audit for their review.

North and Cata Lot

The APA has a signed agreement of sale for the North and Cata lots from Nic Zawarski. Since half of the due diligence period has passed, Tamara Weller contacted Mr. Zawarski for an update. Soil samples have been taken, construction debris is on site and some areas indicate a sinkhole may be likely, according to Mr. Zawarski. All the contract holders on the Cata and North lot have been contacted regarding the sale of the lot and will be updated when further information is available.

City Controller

As part of their duty to oversee Authorities, Boards and Commissions, City Controllers Bill Hoffman and Lee Haas have been auditing the APA's bank records, the construction process related to the AGAPS, and reconciling the accounts. A report of the findings will be completed by the auditors for the Board to review.

Lower Community Lot

The office located on the Lower Community lot will be utilized rent free by the Lehigh Valley Military Affairs Council, a non-profit group. Any repairs or improvements to the building and all utilities will be made by and paid for by the tenant. The group must also list the APA as an additional insured on their policy.

G and E Lots

The agreement between the PPL and the APA to lease spaces and maintain the lot, giving PPL half of profits from the two sites, was terminated. PPL sold the E lot located at 226 N. 9th Street to the City of Allentown. The City asked the APA to continue managing and leasing the lot as per former agreement with PPL. Ms. Weller provided Greg Weitzel from the City of Allentown a copy of the contract the APA held with PPL. The G lot located at 216 N. 8th Street has been leased to the Allentown School District and will be used for teacher parking. Contract parkers who have a current account in the G lot have been notified of the change and offered a transfer to the E lot.

Oak Street

Ms. Weller attending a Board meeting of the Redevelopment Board to place a bid for the property located on Oak Street near Harrison Morton Middle School. Several members of the Masons were also in attendance and presented a bid for the property. The Masons expressed interest in developing the land as parking for their members who attend regular meetings at a building down the street. Since the meetings are held in the evening and on weekends, the lot would be available for ASD staff parking during the day. After listening to the proposal presented by the Masons, Ms. Weller withdrew the APA bid. Ms. Weller offered the Masons advisory assistance in redevelopment of the lot; however, should the Masons be unable to fulfill their plans, Ms. Weller made the Redevelopment Board aware, the APA is ready and willing to follow through with plans to develop the property for neighborhood and faculty parking. The Redevelopment Board accepted the bid proposed by the Masons.

RCAP funds

Approximately five years ago, the ArtsWalk project began. The City of Allentown and the APA has an agreement that the APA would pay for the construction and creation of the ArtsWalk and in turn, the City of Allentown would reimburse the APA \$200,000 from State RCAP funds. The APA fulfilled its portion of the agreement, spending \$400,000 to develop the site; however, the reimbursement has not been received. The paperwork for the reimbursement has been completed and should be filed by the end of the week. Once filed and received by the State, a check will be issued to the APA in minimum of six weeks to maximum of eight months. Ms. Weller mentioned setting aside a portion of the funds to work in conjunction with the Redevelopment Authority and develop neighborhood parking lots. Linda Rosenfeld and Malcolm Gross agreed it would be beneficial to all concerned to develop parking for neighborhoods in need. Dan McCarthy agreed development was a good idea; however, he also thought it would be more prudent to put the money in a reserve fund. Discussion continued regarding procedures and policies for reimbursement of funds.

Website Redesign

The website redesign has begun and once complete will allow users to pay citations online.

Tour de Brew

The details for the bike race through a portion of the helix at the Hess deck, and the brew tent on the Farr lot are still being evaluated. Further information will follow.

Advisory Committee

On July 29, 2008 at 5:30pm, the first advisory committee meeting will be held in the conference room at the APA. The members are comprised of residential parking permit holders who, over a period several months, are going to evaluate the current RPP program and provide feedback and make suggestions for change.

ArtsWalk Agreement

Dan McCarthy reviewed the plan to subdivide and deed a portion of property adjacent to the Court Street parking lot as well as the plan to deed the Sovereign Plaza to the City. Malcolm Gross moved to deed the Sovereign Plaza to the City, Candida Svirzovsky seconded the motion, all were in favor and the resolution passed and the deed for the Sovereign plaza was signed over to the City.

Alliance Hall

The Redevelopment Authority demolished a building to the rear of the Alliance Hall which provided additional parking. Improvements are needed to add an additional four spaces on the property at a cost to the APA of approximately \$16,000. The Board considered the price per space versus the need for parking and all agreed it was important to add the parking spaces. Malcolm Gross moved to approve the authorized improvements, Larry Hilliard seconded, and all were in favor.

FINANCIAL REPORT

Comparative Report June 2008/2007

Total operating revenue is up six percent for the first six months in 2008 compared to the same time period in 2007. The Holiday Inn remains indebted to the APA in the amount of approximately \$40,000. Due to the debt, Ms. Weller reached out to the Holiday Inn to discuss the outstanding bills; subsequently a check was submitted for partial payment of the debt. Mr. Gross mentioned setting up a payment plan for the outstanding debt and discussion continued regarding solutions to collecting on the debt. Revenue from parking tickets and meters decreased while scofflaw, notice, and parking meter permits increased. Since many enforcement programs were implemented in 2007; booting, city wide enforcement, zero tolerance for double parking, facing the wrong direction, ticket revenue will never reflect the amount of generated in that

year.

Non-operating revenue was down \$250,000 with the majority of the decrease due to interest from the bonds and grant money that is being used to pay for the parking garage bills. Total non-operating revenue was down 2.8 percent.

Operating Expenses increased a total of 3%, a large portion due to the increase in price of services, insurance, materials and supplies.

Bruce Koller asked the Board for an investment meeting to discuss the Defined Contribution Pension Plan for the management staff. Larry Hilliard and Linda Rosenfeld agreed to attend the meeting to be scheduled at a later date. `

Adjournment

The meeting was adjourned for an Executive Session to discuss real estate and personnel at 4:32pm