

Allentown Parking Authority – Board of Directors Meeting Summary

Date: May 28, 2025

Attendees:

Board Members

APA Leadership

Public Guests

Call to Order @ 12:13 PM

Approval of Minutes

A motion was made (Santo Napoli) and seconded (Jeff Glazier) to approve the minutes from the April 2025 meeting. The motion passed unanimously.

1. Public Engagement Courtesy of the Floor (Advanced on Agenda)

- **Equity in Enforcement Concerns:**
 - Mr. Quinn Allen addressed an alleged discrepancy in ticket issuance where two vehicles were parked identically, yet only one was cited. APA clarified its overnight enforcement protocol (resumed Jan 6, 2025) is limited strictly to safety violations. Mr. Allen requested a FOIA submission route for phone call records. APA encouraged the involved party to file a formal appeal.
 - **Facebook Blocking Clarification:**
 - APA affirmed that no one is barred from the official Facebook page. Any blocks occurred on a personal account by an APA employee, not through APA's official communications.
 - **Premature Guest Departure:**
 - APA noted a member of the public left early, possibly due to uncertainty about the meeting's start time. Board reiterated public comment is always welcomed, and accommodations are made for late arrivals.
 - **Ticket Dispute for Disabled Vehicle:**
 - Mr. Louis Ortiz presented documentation regarding a parked, inoperable vehicle receiving a citation. APA acknowledged a provision for vehicle breakdowns and committed to investigating pending court appeals. Mr. Ortiz's contact was recorded.
 - **Property Acquisition Appeal:**
 - Mr. Hindraj Balani expressed concern about APA's eminent domain action on his property at 409/411 Ridge Avenue, citing medical hardship and inadequate compensation. APA leadership respectfully reiterated that a legal process is already underway and discussions must proceed through counsel. A full appraisal document was requested.
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2. 2024 Financial Audit Presentation Meter

Chris Betley, Buckno Lisicky & Company (APA Auditor), presented the finalized 2024 audit:

- **Key Financial Metrics:**
 - **Net Position: \$22.1M (↑ \$95K YoY)**
 - **Operating Revenue: ↑ \$1.7M**
 - **↑ \$2M garage/deck income (esp. 940 Linden & Maple St. garages)**
 - **↓ \$418K enforcement (district court revenues)**
 - **Operating Expenses: ↑ \$373K**
 - **↓ \$380K wages/benefits**
 - **↑ Depreciation to \$2.6M (Maple St. full-year)**
 - **New Capital Additions: \$14M (major: 940 Linden garage)**
 - **Liabilities: ↑ \$11M (new bond issuance)**
 - **Bond Coverage: Met for FY24**
- **Governance & Controls:**
 - **Unmodified Audit Opinion (Clean)**
 - **No management comment letter; no material deficiencies or disagreements.**

Motion: A motion was made (Jeff Glazier) and seconded (Darryl Hendricks) to approve the 2024 Audit. The motion passed unanimously.

3. Parking Optimization – Meter & Urban Curbside Study

Presented by Oswaldo Tosado, Christina Dayton & Mark Toro:

- **Meter Deployment Review: (OT)**
 - 1,552 on-street metered spaces currently exist.
 - Proposal to remove 209 low-yield meter spaces across 9 locations (including the 100 block of South 9th Street).
 - Suggested expansion in West End Theater District, Victoria Village, and Riverfront projects.
- **Loading Zones Optimization: (CD)**
 - 34 official loading zones reviewed.
 - Proposal to add 10 new pickup/drop-off zones citywide.
 - 2 zones proposed for removal due to underuse in residential areas.

- Valet Operations Assessment: (MT)
 - Curbside valet activity is unregulated and causing operational inefficiencies.
 - Proposal for a structured Valet Program covering 5th to 11th Streets on Hamilton, modeled after successful ordinances in Atlanta and New Brunswick.
 - Goals include regulating curb access, reducing double parking, supporting hospitality venues, and generating new revenue.

Next Steps: A final draft will be refined with APA and submitted to City Council for policy consideration.

4. Digital Services, Enforcement & Technology Updates

- Online Payment Portal Launch:
 - \$3 service fee applies for online payments (via Stripe) & payment via phone.
 - Fee can be avoided via mail, Payment Dropbox, or in-office payment.
 - Payment Plan Policy: 20% upfront, flexible follow-up; plan must be initiated within 10 days of citation.
 - Policy Enhancements Under Review:
 - Handling of small ticket balances (e.g., <\$10)
 - Restrictions on plan access for individuals with prior chargebacks
 - System disclaimers for fee clarity
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5. Capital Projects & Infrastructure Updates

- **Spiral Deck Restoration:**
Contract awarded to Premier Building Restoration; construction begins June 5. Emergency repair bid accepted (\$300K vs. \$400K projected).
 - **940 Linden Garage & Generator Installation:**
Upgraded UGI service installation awarded to Apollo. Enhanced backup generator to support entire facility.
 - **RACP & Art Museum Coordination:**
APA submitted RACP grant application and met with Art Museum team to advance project alignment.
 - **City Center & Revenue:**
APA debt service continues to positively impact city bond rating.
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6. Executive Session Actions – Real Estate & Capital Initiatives

- No Action coming out of Executive Session

7. Financial Report – April 2025

Category	April Actuals	Budget
Total Revenue	\$1.3M	-5%
Enforcement Revenue	\$820K	-2%
Off-Street & Customer Service	\$456K	-10%
Personnel Costs	\$518K	-17%
Services & Charges	\$212K	-2%
Net Operating Surplus	\$540K	+6%
YTD Operating Position	\$2M	-1%

*Following Strategic transfers, the General fund reflects a YTD reduction of **168K**, which is within strategic targets and aligned with long term sustainability planning.*

Meeting Adjourned: The meeting was adjourned @ 2:53 pm.