

**MINUTES**  
**ALBANY PARKING AUTHORITY MEETING**  
**November 4, 2008**

Chairman O'Connor called the meeting of the Board of Directors to order at 8:38 am in the Authority office at 655 Broadway. Other Board Members in attendance were Christine Sisto Mertes, Christine Miles and William Pettit III. Also present were Executive Director Michael Klein and Jim Linnan, APA Counsel.

Accepted minutes of the September 26, 2008 meeting: motion Chris Miles; second Chris Sisto Mertes passed 4-0.

At September's close, 75.0% through the year, revenue totaled \$4,689,710 and this was 72.73 percent of budget. Expense was \$4,547,196 or 70.45 percent of budget; this included a debt service principle and interest payment of \$1,722,644 and this was 71.98 percent of budget. There were no extraordinary expenses, however due to server problems it is anticipated that extraordinary computerization expenses will occur during the fourth quarter. Fiscal concerns exist due to low interest rates decreasing interest income and market forces continue to exert downward pressure on some parking demand. Expenses are being curtailed to maintain a balanced budget.

The Executive Director reported on the current status of the APA – summary follows:

Finances: Revenue lagging but expenses well controlled; Continued discussion with DEC & OGS for facility agreement; Monitoring swap termination payment associated with refinancing – trend favorable; Achieving projected utility savings from lighting project; Investigating automation for labor savings; A possible technical audit by The Parking Network was discussed

Staff: NY Wired training Internet access wireless test – making progress; Monthly management meeting focused on automation and reorganization; Held employee meeting to discuss change, automation, signage, and reorganization; Klein attended the New York State Parking Association annual conference

Economic Development: Parking Incentive Program in process with ALDC – upcoming meeting with D-BID; Modest contact with developers

Facilities: Summer 2008 garage renovation punch list completed; Ongoing investigation of automated pay in lane and pay on foot systems; Cameras to extend Police network at Green-Hudson viewable and controllable via web access

Meters: Continued research on pay by cell phone technology and in car meters; Interesting possibility under review for ticket handheld hardware and software package; Multi-space meter console upgraded – management reporting improved; Reviewed integrated meter and handheld integration – proposal to come

Marketing: Working on timing to roll out new evening parking concept; Various marketing concepts in process to increase use of APA website, facility and CashKey use; Met with Park South Neighborhood Association regarding parking needs

Legal: Meter MOU Addendum in process

Interagency Coordination: ACCVB – moderate; APD – moderate; ALDC – high; BIDs – moderate; CDTA – moderate; City Hall – minimal; Common Council – minimal; DOT – minimal; OGS – moderate; Palace Theatre – minimal; Special Events – moderate

The Board directed the Executive Director to draft not only a final 2009 budget, but to also prepare an austerity budget to be held ready in case it is needed. Additional budget, auditing, and related topics were discussed at length.

Tom Isaac of Desman Associates provided a garage renovation briefing to update the board on the status of the APA renovation work performed to date during years 1, 2, and 3 of the 5-year plan. Also covered was Desman's satisfaction with National Restoration Services performance, a discussion of the multi-year contract that is in place, and the value we have achieved relative to industry norms. Overall work has been very good, price has been excellent, and the board indicated that years four and five may be performed as planned within the context of adequate funding availability.

The meeting adjourned at 10:08 am.