

MINUTES
ALBANY PARKING AUTHORITY MEETING
December 1, 2016

1. Call to Order.

The meeting of the Board of Directors was called to order at 8:40 AM, Thursday, December 1, 2016 at the APA offices. Board members in attendance were Kevin O'Connor, Jeff Sperry, Beth Lacey, Chris Burke and William Pettit III. Also present was Executive Director Matthew Peter, Director of Operations Sean Palladino, Director of Enforcement Doug Case, Director of Administration Linda Shell, Human Resources Administrator Lyle Winokur, Executive Assistant Stephanie Shank and APA legal counsel Thomas Owens.

2. Acceptance of minutes of September 29, 2016.

Following review/discussion, a motion was made to accept the minutes of the October 27th, 2016 Board meeting: motion Burke, second Sperry; passed 5-0.

3. Governance Committee Session.

1. Conflict of Interest Declaration Forms. In accordance with the APA Conflict of Interest Policy, Board Members complete a "Conflict of Interest Declaration Form" annually which is reviewed for any potential conflicts. General Counsel Owens reviewed/discussed the completed forms with the Members. It was concluded that no potential conflicts exist at this point, however all Board members and staff were encouraged to continually evaluate their activities.
2. Review Attainment of Performance Goals for 2016/New Performance Goals for 2017. The Board discussed the existing performance goals and the desire to have staff develop new goals for 2017 which would be more measurable/objective. Staff will propose new goals, which are due to the ABO by March 2017.
3. Committee Assignments. Committee Assignments were reviewed with the Board with no changes recommended/needed for 2017. Due to the small number of Board members, the Committee items are discussed by the entire Board.

4. Review/Determine Attainment of Performance Goals.

As discussed above, staff will propose new performance goals for 2017 to the Board in February.

5. Communications.

Nothing to communicate. See #7 ("New Business") below.

6. Review of Financials.

The Albany Parking Authority presented the Board with the 2017 Final Budget (Resolution 2016-12-01). The Board voted on the resolution: motion Burke, second Sperry; passed 5-0.

7. New Business.

- a. Executive Director Matthew Peter updated the Board on the RFPs that are currently issued or scheduled to be issued. The Parking Citation and Permit Processing RFP is in the final stages before making a tentative award in January. The Albany Parking Authority visited current customers of the bidders, which included White Plains, NY and New Haven, CT. The BID is set to be awarded by the end of December and implementation to begin in January 2017. The APA received BIDs for the Feasibility Study RFP and will be scheduling interviews for early January 2017. The study will be completed no later than 12 weeks from the signing of the contract which will be middle to late spring. ADA compliance has been completed in the APA lots and BIDs are due for the ADA compliance in the garages in January 2017. They were previously scheduled to be due in October, but were rescheduled so as to not conflict with current construction in the garages. The vendors who submitted proposals for the Pay by Plate/Pay by Phone RFP will be presenting in mid-December. A working group consisting of a member from the Downtown BID, Central Ave BID, City Hall, Gramercy and APD will be present. The APA is working on final negotiations for the Ambassador Program which is scheduled to begin in mid-February.
- b. Executive Director Peter updated the Board on the sites for the murals. The sites include the underpass between Quackenbush Square and the Quackenbush Garage; the side of the overpass between Broadway and the underpass; the East Façade of Quackenbush Garage; and possibly the East Façade of the Riverfront Garage. Tony Iadicicco, with the Albany Center Gallery, is in contact with the artist for the murals on the sides of the underpass and a preliminary budget is drafted. The APA is expecting the mural to be completed in the Spring of 2017.
- c. Executive Director Matthew Peter updated the Board that Pioneer is moving forward with the hotel development in Quackenbush Square and has gone to technical review. A working group is being developed for the Quackenbush Square project.
- d. Executive Director Peter updated the Board that the Ford Charging Station Agreement is to be signed by Matthew Peter once Ford sends the APA their signed copy.
- e. The LED lighting initiative is moving forward and the APA is awaiting delivery of materials. The APA is working with DOT on the installation of LED lighting along the pathway leading to Broadway, along the overpass.
- f. Executive Director Peter updated the Board that a proposal for bagging meters will be presented at the next Board Meeting. APA is currently working on the bagging meter terms to possibly develop a universal fee and terms that will also be accommodating to economic developers working throughout the City of Albany.
- g. Executive Director Peter updated the Board that FirstLight will be increasing the band-width to address latency issues among the garages, which staff will then begin monitoring to take note of any improvements.

8. Unfinished Business.

None.

9. Executive Session.

None

10. Adjournment.

There being no further business or executive session the meeting adjourned at 10:04 AM.