

Allentown Parking Authority – Board of Directors Meeting Summary

Date: August 27, 2025

- **Board Members:**
 - Ted Zeller, Chairman
 - Darryl Hendricks, Vice Chairman
 - Santo Napoli, Secretary
 - Jeff Glazier, Treasurer
 - Elizabeth Martinez, Board Member
 - Dan McCarthy, Solicitor
- **APA Leadership:**

Jonathan Haney, Oswaldo Tosado, Mark Toro
- **Public Guests in attendance**
 - Jennifer Dalrymple, City Center Representation

Call to order @ 12:12 PM.

Approval of Minutes

A motion was made (Jeff Glazier) and seconded (Elizabeth Martinez) to approve the July 2025 meeting minutes. The motion passed unanimously.

Public Engagement – Courtesy of the Floor

Jennifer Dalrymple, No public comment

Financial Reporting Discussion: Jeff Glazier

- Continued emphasis on enhancing clarity through year-over-year financial comparisons, beginning January 2026.
- Highlighted monthly volatility in revenue due to seasonal patterns.
- Requested expanded transparency and monitoring of late/defaulted payment plans.
- Suggested exploring behavioral impact of payment plan fees on participant follow-through.
- Reiterated the importance of detailed line-item analysis in monthly financial reporting.
- Board agreed on the value of ongoing financial education and structured comparisons.

Executive Director's Report: Operations & Capital Projects

Spiral Deck Mural Project:

- Stucco remediation encountered challenges due to unexpected thickness (2.5”).
- Contractor proposed alternative finish using cementitious styrofoam backer.
- Revised approach preserves installation schedule; mural installation still on track for year-end.
- Easement and coordination with Public Works ongoing.

Capital Repairs and Loan Strategy:

- Loan proposal submitted to ESSA to support \$800K+ in capital improvements.
- ESSA Bank’s debt service ratio calculation flagged a compliance issue, though no immediate concern was noted verbally. Written confirmation pending.
- Discussion held around lien placement, loan structure (Series A: 5-year, Series B: 20-year), and risk of violating existing covenants.
- Reimbursement resolution introduced; tabled until next meeting.

Site Plans & RFPs:

- Site plans nearly complete; RFPs for social media and audit services due September 12.
- No audit submissions yet; social media RFP receiving early interest.

Police Coordination & Downtown Safety:

- Coordination underway with APD to relocate temporary police unit.
- APA exploring e-bike or monetary donation (\$1–2K range) to support APD’s bike patrol upgrades.

Enforcement Results

- APA issued 70 double parking tickets YTD on 7th Street; Hamilton Street showed notable increase.
- Adjusted enforcement strategy includes persistent patrol coverage in hotspot corridors.
- Board discussed future use of camera-based enforcement and possible state-level legislation to enable mailed citations and registration suspension for unpaid violations.

Customer Appeals

- **July:** 240 appeals received
 - 109 upheld
 - 94 warnings
 - 37 dismissed
- **Year-to-Date:**
 - 2,065 total appeals
 - 1,021 upheld
 - 1,044 reduced or dismissed

Emphasis remains on due process, documentation integrity, and public understanding of appeal outcomes.

Finance Report – July 2025

Category	July Actuals	Variance vs Budget
Total Revenue	\$1.23M	-9%
Enforcement Revenue	\$771K	-7%
Off-Street & Permits	\$443K	-13%
Personnel Costs	\$531K	-15%
Net Operating Surplus	\$75K	+3%
Year-to-Date Surplus	\$443K	+13%

Additional Notes:

- Lowest monthly revenue YTD, attributed to a slower event calendar and limited activity at PPL Center and Symphony Hall.
- Cost containment strategies were successful, with expenses 17% under budget.
- Non-operating revenue stabilized at \$14K (down from June's \$53K one-time boost).
- APA remains ahead of plan YTD despite soft July performance.

Facilities, Events & Community Engagement

- Pressure washing, stairwell cleaning, and weed control to be aligned with low-traffic schedules.
- International Parking Day scheduled; pie-in-the-face charity event approved.
- Encouragement to partner with downtown merchants to expand impact.

Executive Session

Entered at 1:23 PM; returned at 1:51 PM.

No formal actions reported out of session.

Adjournment:

Meeting adjourned at 1:52 PM.