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Approved Minutes
Thursday, June 16, 2016 - 5:00 p.m.
Regular Meeting of the Board -Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

Commissioners Present:

William R. Breetz, Chairman
Mathew P. Jasinski, Commissioner
Christian Sager, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Michael DesRoches, Director of Finance and Administration
Ted Sheiber, Facilities & Project Manager
Kenya Smith, Associate Director/Director of Operations
Gina Varano, Assistant Corporation Counsel, City of Hartford

Guests:

Michael Klein-Klein and Associates
Kyle Plaskiewicz

1. **Call to Order** – Mr. Breetz called the June 16, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:15 p.m.
2. **Roll Call of Commissioners** –Mr. DesRoches on behalf of Madame Secretary conducted roll call and announced there was a quorum present.
3. **Chair’s Comments** – Mr. Breetz stated that he enjoyed the HPA luncheon, which was held earlier that afternoon. The luncheon was very successful on all aspects. The “Open House/Meet and Greet” included; HPA and Republic staff, business associates, along with present and past members of the board. Mr. Breetz also welcomed Mr. Klein’s presence and professional expertise and insight on his analysis of Hartford parking within the City to today’s meeting.
4. **Discussion of Commissioner Images on Website**- Mr. Breetz suggested and asked if the Commissioners would like to have their pictures on the HPA website. Jasinski stated he saw no benefit/reason for the pictures and all Board members agreed there was no need for pictures online.
5. **Election of Vice Chairman**-Chairman Breetz nominated Commissioner Jasinski and Jasinski accepted.

VOTE: Election of Commissioner Jasinski as Vice Chairman
(Ayes – Breetz, Jasinski, Sager)

6. **Election of Personnel Committee Members**-Vice Chair (Jasinski) is the de facto Chair of the Personnel Committee and was open to have a nomination of Commissioner Mitchell as a second addition to the personnel committee.

VOTE: To nominate Commissioner Mitchell pending his acceptance.

(Ayes – Breetz, Jasinski, Sager)

7. **Election of Bylaws Committee Members**- No changes proposed.
8. **Election of Property Management Committee Members**- Mr. Breetz nominated Commissioner Sager as the Chair of the Property Management Committee and Mr. Breetz maintain membership on the Committee with Mr. Sager.

VOTE: Election of Commissioner Sager as Property Management Committee Chair
(Ayes – Breetz, Jasinski, Sager)

9. **Election of Marketing Committee Members**-Vacant/no nominations.

10. **Approval of Minutes of the Special Meeting of May 23, 2016** – Mr. Breetz polled Commissioners for corrections to the minutes. Mr. Jasinski had a minor edit on the spelling of his last name stating the correct spelling of his name is Jasinski with a “I” rather than a “Y”. Mr. Breetz then called for a motion, subject to such grammatical correction, a motion was made by Mr. Jasinski, seconded by Mr. Sager.

VOTED: Approved the May 23, 2016 Special Board Meeting Minutes as amended.
(Ayes – Breetz, Jasinski and Sager)

11. **Approval of Minutes of the Special Meeting of June 2, 2016** -Mr. Breetz polled Commissioners for corrections to the minutes. Mr. Jasinski had a minor edit on the spelling of his last name stating the correct spelling of his name is Jasinski with a “I” rather than a “Y”. Mr. Breetz then called for a motion, subject to such grammatical correction, a motion was made by Mr. Jasinski, seconded by Mr. Sager.

VOTED: Approved June 2, 2016 Special Board Meeting Minutes as amended.
(Ayes – Breetz, Jasinski and Sager)

PUBLIC COMMENT – There were no public comments

REPORTS AND ACTION ITEMS

1. **Personnel Committee** – Mr. Jasinski spoke on the annual staff merits stating the committee agrees and will grant, the HPA staff merit increases for 2016-2017 budget.
2. **Finance Committee** – *See the Monthly Report and Memorandum for details.*

Mr. Breetz, requested the HPA CEO Mr. Boone present in Mr. Fowler’s absence. Mr. Boone discussed the uneasy transition going from Bank of America to Webster. This city banking change/transition has led to a \$50k-\$75k income in fees and charges requested from Webster. The City charges a convenience fee for any constituent using a credit card at various departments within the City. There was a proposal presented in regards to the convenience fee for credit and debit cards memorandum.

In accommodation to counsel, the proposal was tabled, so proper research and inquiry in regards to fees (and what the word fee actually applies to) could be established.

Mr. Breetz offered a motion to table, Jasinski favored and Sager seconded the motion, Ayes unanimous.

Monthly Report – Mr. DesRoches gave the monthly reports for May 2016, reviewing the summary balance sheet and operating statement along with HPA’s financial condition.

Motion made to accept- there was no approval-there was a request to have an extended discussion and further review at the next meeting.

VOTED: To accept the May 2016 Financial reports.
(Nays – Breetz, Jasinski, Sager)

3. Property Management Committee – *Please see the Property Management Report and Memorandums for details*

- a) Property Management Committee Report – See report for details. Matters discussed were:
 - a) Citation collection rates and measurement metrics significant improvement
 - b) The Mayor’s Budget incorporated six ordinances.
- b) The four DONO surface lots, and the operations will continue due to the delay of the stadium being incomplete. Mr. Breetz spoke in regards to the insurance claim on Lot F/1212 and making sure containments and dumping on the lot will end and get the lot back into a usable parking lot again.
- c) Mr. Breetz extended a Board welcome and invited Mr. Klein to speak in regards to being a local transportation consulting firm and his findings in regards to HPA. Klein accepted graciously and began to review the two proposed meters. Discussing what is a good fit for HPA and the City, along with a submission of a proposal/findings. Mr. Klein discussed the similarities and differences in the Fitzgerald and Halliday independent parking consultation report. Klein and Associates reviewed HPA’s evaluation process and gave an in depth discussion on what would work for the City and Hartford Parking authority in regards to parking, meters, spaces and parking lots.
- d) The Amnesty Program was proposed by the CEO, Mr. Boone to lower the scofflaw threshold. The amnesty program is in place for those with less than 3 outstanding tickets. Mr. Saber proposed the amnesty to be brought to the Council.

VOTED: To approve the Amnesty Program Recommendation
(Ayes – Breetz, Jasinski, Sager)

- e) Authorization of HPA CEO to extend the night enforcement program to seven days a week from 6pm to 2am. Mr. Breetz proposed to accept.

VOTED: To approve the Night Enforcement Program Recommendation
(Ayes – Breetz, Jasinski, Sager)

- f) Authorization of Double Occupancy Regulation Recommendation

VOTED: To approve the Double Occupancy Regulation
(Ayes – Breetz, Jasinski, Sager)

4. Bylaws and Revisions Committee- None

5. Marketing Committee – None

6. **CEO Update-**

- a) 2G Meters vs 3G meters, a mandatory upgrade is necessary for the Parkeon meters.
250 kiosks need the new modems.
- b) Parkeon contract vs MPS in regards to the Special meeting that was held on June 2, 2016.
- c) Additional purchase of cars to meet the new demands.

7. **Executive session** – None

EXECUTIVE SESSION (8:00 P.M.)

RETURN TO REGULAR SESSION (8:15 P.M.)

ADJOURNMENT

Mr. Breetz polled Commissioners for further comments/questions, and hearing none, then called for a motion to adjourn, a motion was made by Mr. Jasinski, seconded by Mr. Sager, passing unanimously to –

VOTED: Adjourn the June 16, 2016 Regular Board Meeting at 8:23 p.m.
(Ayes - Fowler, Jasinski, Breetz, Sager)

Respectfully submitted,

Kenya Smith

Kenya Smith, CCMC
Madam Secretary to the Board