



Unapproved Minutes
Thursday, June 19th, 2014 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

To be Approved at the July 17th, 2014 Regular Board Meeting

Commissioners Present:

Paddi LeShane, Chair
Ken Lerman, Vice Chair
Bill Breetz, Commissioner
Mathew Jasinski, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Carey E. Redd, II, CAPP Associate Director
Michael DesRoches, Director of Finance and Administration
Lisa Silvestri, Deputy Corporation Counsel, City of Hartford

Guests:

Dan Nash, Regional Manager, Republic Parking Systems
Kyle Nichols, General Manager, Republic Parking Systems
Robert Kliman, Consultant, Connecticut Parking Service
Vincent Cloutier, President, WESCOR Parking Controls
Dana Paquette, Sales Manager, WESCOR Parking Controls
Sean Renn, Marketing Manager, Parkeon

1. **Call to Order** – Ms. LeShane called the June 19th, 2014 Regular Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:07 P.M.
2. **Roll Call of Commissioners** – Mr. Redd conducted roll call and announced there was a quorum noting Mr. Breetz attended via teleconference. Ms. LeShane appointed Mr. Redd as Secretary to the Board. Mr. Lerman joined the meeting via teleconference at 5:19 P.M.
3. **Approval of the Regular Board Meeting Minutes for May 15th, 2014**
Ms. LeShane polled the Commissioners for amendments and corrections to the minutes and hearing none called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski that -

VOTED: The May 15th, 2014 Regular Board Meeting Minutes were approved as submitted. (Ayes: LeShane, Breetz, Jasinski)

4. **Approval of the Special Board Meeting Minutes for May 27th, 2014**
Ms. LeShane polled the Commissioners for amendments and corrections to the minutes.

Correction: Mr. Jasinski noted that “Matthew” is spelled with one “t.”

Ms. LeShane hearing no other amendments or correction called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Breetz that -

VOTED: The May 27th, 2014 Special Board Meeting Minutes were approved as amended.

(Ayes: LeShane, Breetz, Jasinski)

5. **Chair's Comments** – Ms. LeShane reported on Mr. Fowler's letter dated June 16th, 2014 (attached) in which Mr. Folwer, a HPA Commissioner and the Executive Director, Hartford Community Loan Fund, acknowledged potential conflicts resulting from his active engagement in negotiations with City of Hartford (City) Officials regarding development opportunities and would recuse himself from future HPA discussions and decisions related to parking in the Downtown North redevelopment area as HPA deems appropriate.

Ms. LeShane stated that the HPA held a Public Hearing and with the concurrence of Assistant Corporation Counsel Gina Varono, suggested the Public Hearing process be incorporated in the HPA's By-Laws. In response to the comments, Mr. Jasinski, Governance Committee Chairman, stated that an update will be prepared for the HPA's October, 2014 Regular Board Meeting. Ms. LeShane asked the Commissioners to review the By-Laws for updates as needed. Mr. Boone stated that he would circulate the By-Laws to all Commissioners for their review.

Ms. LeShane stated that Council President Shawn Wooden communicated that the City Council began an initiative entitled Hartford First which was intended to contract and or employ Hartford based companies and residents first and the City would update its procurement rules to include the initiative. In response to the Council President's queried about the HPA's procurement rules, Ms. LeShane stated that the HPA's procurement rules follow the City's for construction projects but for all other services they were silent. Ms. LeShane with Mr. Breetz, Property Management (PM) Committee Chairman, in accord stated that the PM Committee would review the HPA's procurement rules during the summer months, vet with the Council's Hartford First initiative, and present recommendations to the Board for action in the fall. Ms. LeShane stated that Mr. Boone and she had discussed the absence of Emergency and Sole Source procurement rules and with Mr. Breetz concurrence, the PM Committee will creating these procurement rules for Board action also.

Mr. Breetz stated that as a result of the City's Administration's effort to sell the HPA's assets and in support of the City Council's initiative, he discussed with Ms. LeShane and Mr. Boone the need to evaluate and or expand the Authority's role to include the commercial lots so that local businesses can be able to participate more fully in the procurement process. Mr. Breetz concluded that the Ms. LeShane and Mr. Boone convinced him that to the extent the HPA could, the updated procurement rules would bring focus to local businesses without compromising the process which he concurred with.

Ms. LeShane complimented the staff on their adherence to and maintenance/management of the HPA's Record Retention Policy for the Authority's files. Ms. LeShane noted the concerns raised by the Commissioners on conforming to policy adopted in 2004 that resulted in Mr. Boone research of the HPA's records which confirmed the Commissioners' e-mails are governed by the State of Connecticut Record Retention Policy. Ms. LeShane stated that the Commissioners could acquire HPA e-mail addresses after the new IT upgrade is implemented. Ms. LeShane stated that, together with Mr. Boone, they would review the adopted policy for compliance with State of

Connecticut Record retention policy and provide an updated policy statement for review by the Commissioners at the Strategic Retreat.

In response to Ms. LeShane's remarks, Mr. Breetz stated that he was not satisfied that there was a legal requirement to maintain e-mails between Commissioners and request Corporation Council to provide an opinion on the subject. Mr. Lerman stated his support on the request and expressed his discomfort in using and or maintaining multiple e-mail addresses. Mr. Lerman stated that the previous Corporation Counsel, Carl Nasto, had provided information on the Commissioners' indemnification which should be amend to Mr. Breetz's request of Corporation Council with the concurrence of all Commissioners present.

REPORTS AND ACTION ITEMS

1. **Personnel Committee** - In response to Ms. LeShane's comments, Mr. Jasinski proposed with Mr. Lerman agreement that the Mr. Boone's evaluation and staff compensation be discussed in Executive Session and the Personal Committee would file its report thereafter which the Commissioners agreed.
2. **Finance Committee** - *Please see the Financial Report for details*

- a. **Monthly Report**

Mr. Boone stated that the operating loss improved by approximately \$40,000 in May, 2014 as a result of revenues exceeding monthly forecast and a small correction of a spreadsheet error.

Mr. Boone reported that there was an unfavorable variance in Revenue slightly over \$88,000 and a favorable variance of \$538,000 plus in Expenses which resulted in a favorable variance in operating income of approximately \$450,000.

Mr. Boone noted that the debt service coverage ratio was 3.78 for the HPA and 1.91 for all parking system debt on the books. Ms. LeShane's questioned if the City of Hartford was maintaining some debt which was not being reported which Mr. Boone will research and report back to the Commissioners. Mr. Boone stated that even though there was an unfavorable variance of operating revenue, the HPA has a favorable variance of operating income because the Morgan Street Garage expenses were calculated over the entire year and were adjusted due to the sale of the parking facility in response to Mr. Jasinski's inquiry.

Mr. Boone stated that the Church Street Garage income and expenses would be adjusted on the HPA's financial report in the September or October 2014 timeframe and preliminary discussion on the subject matter have been held with Mr. Fowler, Mr. DesRoches and he in response to Ms. LeShane's question.

Mr. Breetz commented that the sale of the Church Street Garage would be a significant decision and the HPA will have to focus on the structure for the sharing of overhead expenses with the Capital Region Development Authority (CRDA) and asked if there were any foreseeable issues. Mr. Boone stated that there were no concerns presently; Cushman Wakefield, CRDA's representative was provided with a bounded value forecasted to approximately \$130,000 which includes but not limited staff, utilities, and supply expenses.

Ms. LeShane stated that Alan Taylor, Counsel, City of Hartford's Court of Common Council, and she explored various approaches to the transaction in a brief talk but nothing noteworthy materialized.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Lerman, passing unanimously to -

VOTED: Accept the May 2014 Finance Report as submitted.
(Ayes – Breetz, Jasinski, Lerman, LeShane)

b. Receipt of Auditor Findings

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously to -

VOTED: Acknowledge receipt of the MAT Garage Auditor Findings Report.
(Ayes – Breetz, Jasinski, Lerman, LeShane)

Mr. Boone stated that there were variances captured in the report which are being addressed together with the parking operator, Connecticut Parking Services.

c. Status of HPA 2014-2015 Budget - Capital Improvement Project Funding and Revenue and Replacement Fund

Mr. Boone stated that the budget as stated \$3.194 was approved by City Council which includes \$124,500 for moving expenses and the Capital Improvement Project (CIP) Fund was removed from the budget and acted upon prior to speaking with Council President Wooden for its resolution. Mr. Boone stated the transfer of \$2.2 million from the Repair and Replacement (R&R) Fund to the City was under discussion; however, the HPA recently receive a communique' from the City that require will research before a response can be constructed. In response to Mr. Breetz comments, Mr. Boone stated that CIP funds were available to complete all approved projects for FY 13-14 and FY14-15 though the funding.

3. **Marketing Committee Report** - Ms. LeShane stated that there was no Committee report. Ms. LeShane noted the Amnesty Program received positive news coverage was kicked off and a program update including revenue collected will be reported at the July 2014 Regular Board meeting.
4. **Property Management Committee** - *Please see the Property Management Report for details.*

Mr. Breetz stated that he was not able to access the Committee memorandum contained in the Board package and asked Mr. Boone to assist, who agreed. Ms. LeShane, Committee Member with the concurrence of Mr. Breetz stated that she would cue him on the agenda item for his report and along with Mr. Boone assist as needed.

- a. Monthly Report – Mr. Breetz stated that Brian Yeakel, Property Manager, HPA renegotiated the Church Street Garage Architectural Enhancements Project price tag with the selected firm reducing the expenditure below \$1.85 million which was important for the Authority to achieve. Mr. Breetz stated that the savings resulted

from limiting the interior scope while maintaining the needed exterior improvements.

Ms. LeShane stated that the Request for Response (RFR) for the MAT Repairs and Preventative Maintenance was issued and is due Friday, June 20th, 2014. Ms. LeShane noted the Selection Committee will complete its due diligence, present a recommendation to the PM Committee for award by the Board.

Ms. LeShane noted the Memorandum of Understanding (MOU) regarding on-street parking with the Capital Region Development Agency (CRDA) is a work in progress. Ms. LeShane reported CRDA and HPA's were working together though the MOU was not finalized which was echoed by Mr. Breetz.

In response to Ms. LeShane's cuing for the Republic Parking System's (Republic) Update, Mr. Breetz with the HPA staff in accord reported:

- The \$31,000 for May in CCS Collection revenue retreated from the upswing earlier in 2014; but, they were consistent with the expectations Republic set.
- Night Enforcement ticket issuance exceeded the targeted forecast, revenue should be enhanced marginally, and aside from a singular criticism early on, the Parking Ambassadors continue to build their relationships with local merchants and the police.

Recommendations Requiring Action: - Ms. LeShane stated the Booting Program and CRDA reports were provided earlier as agreed by the Commissioners present and staff then prompted Mr. Breetz for his report on the action items as follows:

- Award RFR # 030714 (Surface Lots Security) Contract - *Please see the Recommendation Memorandum for details.*

Mr. Breetz stated that there were 2 responses to the Security RFR and the PM Committee recommends awarding the Hartford Guides the security contract for the Surface Lots {located at 1212 Main Street, 58 South Chapel Street, 141 and 166 Sheldon Street} pending favorable negotiations.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously to -

VOTED: Award the Hartford Guides the Security RFR for the Surface Lots.
(Ayes – Breetz, Jasinski, Lerman, LeShane)

- Award RFR # 031414 (Surface Lots Operations) Contract - *Please see the Recommendation Memorandum for details.*

Mr. Breetz reported the Selection Committee received 4 responses to the RFR that were ranked internally utilizing a quite sophisticated evaluation process; after evaluating and ranking the respondents, the Selection Committee agreed to interview each; while the interviews did not change Selection Committee's ranking, it did ensure the process was thorough; and recommends awarding the Republic the operations contract for the Surface Lots {located at 1212 Main Street, 58 South Chapel Street, 141 and 166 Sheldon Street} pending favorable negotiations.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously to -

VOTED: Awarding Republic the operations contract for the Surface Lots. (Ayes – Breetz, Jasinski, Lerman, LeShane)

- On-Street Contracts - Mr. Breetz asked Mr. Boone to provide On-Street contracts recommendations.
 - a. Approval of Vendor Equipment Maintenance Position - *Please see the Recommendation Memorandum for details.*

Mr. Boone noted that when Mr. Redd negotiated the initial FSM in October 2008, the Full Service Maintenance included a 5-year warranty, P&D monitoring and spare parts paid for using Capital Funds. Mr. Boone stated that the renewal of the FSM would require an expense against operating revenue which was significant thus the Commission directed the HPA staff to look at options to keep down the expense.

Mr. Boone stated that with the FSM contract due to expire in April 2014, WESCOR, the HPA's FSM vendor, agreed to perform services through June 30th, 2014 while currently challenged to benchmark alternative options that upon research Mr. Redd and he discovered there was potential savings to the HPA for FSM of the P&Ds.

Mr. Boone stated that he contacted Parkeon and WESCOR to discuss the FMS contract fully admitting that the operational expense of the P&Ds should be equal to or less than that of a single space parking meter; therefore, the HPA staff met with both parties to provide an opportunity for them to become knowledgeable of the directive, research and respond accordingly which did not the result in favorable negotiations.

Mr. Boone stated that separately Mr. Redd and he researched maintenance operations for multi-space parking meters with numerous municipalities and found nearly all had in-house staff to support their operations which was considerably more cost effective than having a FSM vendor. Mr. Boone stated Republic's contract has provision that he would like to invoke which allows for hiring staff to provide the Level 2 Service required at an expense of \$65,000 a year not including Parkeon's training which would be \$6,000 and recommended the Board approve the recommendation by vote. Mr. Breetz added spare parts were forecast to be \$30,000 per annum and by approving the PM Committee's recommendation the HPA would save approximately \$70,000 per year as well as Republic's responsibility in this arrangement is exceeded beyond that of the hired individual being on the staff of the HPA i.e., if said staffer were sick or quit, Republic is obligated to fulfill the obligations of the position.

Ms. LeShane acknowledged Mr. Cloutier, President, WESCOR stated his extreme disappointed with the recommendation and took very strong

exception to it. Mr. Cloutier noted for 5 years WESCOR provided the HPA with exceptional on-street FSM; their business relationship for off-street maintenance services dated back 17 years; and he was shocked by the direction the HPA was moving in as well as the action it was taking. Mr. Cloutier continued to convey displeasure with the arrangement after which Ms. LeShane thanked him.

In response to Mr. Cloutier's comments, Mr. Boone refuted the Mr. Cloutier's assertions; reiterated that staff had discussions with Parkeon and WESCOR on the FSM; and provided ample means for WESCOR to negotiate more favorable contract terms which did not occur.

Mr. Breetz noted with Ms. LeShane's concurrence that when the PM Committee realized the significant reduction in revenue the HPA would provide to the City gave the HPA staff a directive and believed the staff's response was appropriate.

Mr. Jasinski stated that he was sensitive to the Mr. Cloutier's comments considering the long standing business relationship with the HPA but he would support the recommendation, complimented staff on its due diligence and noted the HPA has a fiduciary responsibility to the taxpayers and the recommendation was in line with that responsibility which the Commissioners present agreed.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously to -

VOTED: Expand Republic's Contract Agreement to include hiring staff to perform on-street maintenance services on the multi-space parking meters. (Ayes – Breetz, Jasinski, Lerman, LeShane)

b. Approval of On-Street Pay and Display Monitoring Contract – *Please see the Recommendation Memorandum for details.*

Mr. Boone stated that Parkeon monitors the 250 multi-space parking meters at \$45 which is passed through WESCOR to the HPA. Mr. Boone stated that to streamline the process the staff recommends:

- Acquire monitoring service directly from vendor which Parkeon has agreed to
- Limit the on-going contract agreement to 6 month intervals
- No rate increases unless Parkeon increases its rate throughout its client base
- Limit the expense to units on-line only thus the HPA will not be charge for units not in service

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Lerman, passing unanimously to -

VOTED: Authorize to enter into contract negotiation to execute a 6 month contract agreement with Parkeon for monitoring services with

one 6 month renewal option. (Ayes – Breetz, Jasinski, Lerman, LeShane)

- Approval of Sheldon Street Lot Pricing – *Please see the Recommendation Memorandum for details.*

Mr. Breetz stated that defer to Mr. Boone to present this agenda item but as a result of the June 18th, 2014 Public Hearing, he was sensitive to the concerns raised by the representatives of Landmark and others about the recommended parking rates for their current parking rate is well below market and the proposed rate structure will impact Landmark's parking budget adversely yet he supports the recommendation prepared by the HPA staff.

Mr. Boone stated that he has discussed Landmarks parking requirements on several occasions and agreed to acquire 6 parking spaces under the recommended rate structure. Additionally, Mr. Boone stated that discussion with the Federal Court's Security Officer and worked out a parking program which includes both surface and on-street parking spaces.

Ms. LeShane stated that Mr. Boone's intention was to propose a non-profit rate but the Commission had decline to establish such a parking rate in the pass because of its implications across the HPA's parking system and the MAT Garage in particular.

Mr. Lerman stated that he too was sensitive to the burden placed on the non-profits utilizing the HPA's parking system however the recommended rate structure was fair and met the objectives of the Authority.

Mr. Jasinski stated that while he will support the parking rate structure, he would undertake the task along with HPA staff to develop non-profit parking rates for the parking facilities within the HPA's parking system.

Mr. Redd echoed Mr. Jasinski comments and went to say, a non-profit rate structure would enhance the HPA ability to market its parking facilities. In addition, Mr. Boone and he had accessed the demand in the area and felt while some of the current non-paying patrons currently in the Sheldon Street will not buy-in to the recommended parking structure, the demand was such that the parking facility would begin to provide the return on investment the City of Hartford was requiring the HPA to produce.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Lerman, passing unanimously to -

VOTED: Approve the Sheldon Street Surface Lot parking rate structure.

(Ayes – Breetz, Jasinski, Lerman, LeShane)

- Approval of Vendor Citation Judgment Clerk Position – *Please see the Recommendation Memorandum for details.*

Ms. LeShane stated that citation judgment clerk position resulted efforts to collect overdue revenue and Mr. Boone's collaborations with the State of

Connecticut Superior Court (Superior Court) to establish a process to batch volumes of citations which the City will seek judgments and all the work done to be in compliance so we can go after the funds is not lost because a judgment has not been issued on behalf of the City.

Ms. LeShane stated that Mr. Boone researched Republic's contract agreement which allows for hiring an individual to prepare volumes of parking citations in batches to seek judgments and the expense the staffer would be offset by the collected revenue generated by the process.

Mr. Breetz stated his support of the recommendation but inquired about the City's Corporation Counsel (CC) input after which Mr. Boone stated that the City's CC has been engaged to address any concerns arising from the process noting the City's CC had no intention of hiring staff to perform said function. Mr. Boone stated that the City's CC was in agreement with staffer preparing the batches for submission to the Superior Court by the City's CC to acquire the parking citation judgments.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously to -

VOTED: Expand Republic's Contract Agreement for hiring staff to perform vendor citation judgment services. (Ayes – Breetz, Jasinski, Lerman, LeShane)

- Adoption of Six Emergency Operating Procedures – *Please see the Recommendation Memorandum for details.*

Mr. Breetz stated his support of the recommendation.

Ms. LeShane noted that some of the telephone numbers did not have the name of the contact associated with them; the telephone number listed was the HPA's main number instead a staff person; and some instances no contact number was listed thus a specific person should be listed. Mr. Boone stated that Ms. LeShane's advisements would be incorporated in the finalized adopted document and to the extent possible the staff would perform Emergency drills.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously to -

VOTED: Adopt the Six Emergency Operating Procedures. (Ayes – Breetz, Jasinski, Lerman, LeShane)

- Approval of On-Street Meter Equipment Test Negotiations – *Please see the Recommendation Memorandum for details.*

Ms. LeShane with the Commissioners agreement asked that this agenda item be tabled.

OPEN SESSION – PUBLIC COMMENT

Ms. LeShane opened the floor to additional public comment.

Dana Paquette, Sales manager, WESCOR stated that the firm had enjoyed the business relationship over the years, thank the Commission for the opportunity to be of service and it would be available to assist the HPA in any way.

Sean Renn, Marketing Manager, Parkeon stated that his firm appreciated their business relationship with the Authority and they looked forward to continuing it.

Ms. LeShane disclosed to the public that there would be a discussion on 1212 Main Street which has been discussed in reference to the proposed baseball stadium.

5. **EXECUTIVE SESSION**

Ms. LeShane called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Breetz, passing unanimously to –

VOTED: Enter into Executive Session to Personal Matters, Litigation, and Contracts (Ayes – Breetz, Jasinski, Lerman, LeShane)

Mr. Boone attended the Executive Session.

Mr. Breetz departed the Executive Session at 6:45PM.

Ms. LeShane called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Jasinski, passing unanimously to –

VOTED: Adjourn the Executive Session (Ayes – Jasinski, Lerman, LeShane)

6. **Bylaws and Revision Committee Report**

There was no Committee report.

7. **CEO Update – Mr. Boone** - *Please see the CEO's Activity Report for details.*

There was no report.

ADJOURNMENT

Ms. LeShane called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Breetz, passing unanimously that the June 19th, 2014 Regular Board Meeting ended at 7:00 P.M. (Ayes – Jasinski, Lerman, LeShane)

Respectfully submitted,

Carey E. Redd, II, CAPP

Carey E. Redd, II, CAPP
Secretary to the Board