



155 Morgan Street, Hartford, CT 06103

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Approved Minutes
Thursday, October 16th, 2014 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present:

Paddi LeShane, Chair
Bill Breetz, Commissioner
Mat Jasinski, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Carey E. Redd, Associate Director
Michael DesRoches, Director of Finance and Administration
Gina Varano, Assistant Corporation Counsel, City of Hartford

Guests: Dan Nash, Regional Manager, Republic Parking
Kyle Nichols, General Manager, Republic Parking

1. **Call to Order** – Ms. LeShane called the October 16th, 2014 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:15 P.M.
2. **Roll Call of Commissioners** – Mr. Redd conducted roll call and announced there was a quorum.
3. **Approval of the Special Board Meeting Minutes for September 26th, 2014** - Ms. LeShane polled the Commissioners for amendments and corrections.

Mr. Jasinski stated Mat is spelled with one “t” and it was spelled incorrectly in the July 17th, 2014 minutes.

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

VOTED: The September 26th, 2014 Special Board Meeting Minutes were approved as submitted and with the necessary correction to the July 17th, 2014 minutes.
(Ayes: LeShane, Breetz) (Abstain: Jasinski)

4. **Chair’s Comments** – Ms. LeShane stated she received a call from a Prudential Government Relations person who inquired on the status of surface lots the HPA will be operating because their employees were being told the parking facilities were to close in the near future. Ms. LeShane added the representative stated that the employees were going into the company’s Human Resources Department (HR) with questions, HR contacted their real estate agent who knew nothing on the subject and they contacted their government relation staffer who contacted the City of Hartford’s (City) administration and the City did not respond to their telephone calls. Ms. LeShane stated that the representative contacted her at which time the concerns of the employees was conveyed, Ms. LeShane stated that the representative and employees’ principle concern was a lack of information as to status of surface lots that they need to have parking for their employees. Ms. LeShane stated that she responded to the representative that for the mid-term the surface lots were not closing, and that she would have the HPA CEO reach out with additional information. Ms. LeShane stated that the real estate agent would contact Mr. Boone shortly to address their concerns, it was

probable that many others may have receive similar misinformation and we should be prepared to address their concerns as well.

Ms. LeShane stated that she continues to lock down a meeting with the Mayor to discuss a number of subjects including but not limited to the process and implications of the DoNo Project on the surface lots recently transferred to the HPA. She added that she was given a date but was unable to attend and will continue her efforts to set HPA meeting for Mr. Breetz, Mr. Boone and herself with the City's Mayor and City Operating Officer.

Ms. LeShane also reported that she along with Mr. Boone will follow up with the Capital Region Development Authority (CRDA) on CRDA's acquisition of the HPA's Church Street Garage (CSG) and the CSG agreement which she anticipates will occur the week of October 20th, 2014.

REPORTS AND ACTION ITEMS

Ms. LeShane reported that the Personnel Committee had nothing to report and the Finance Committee report would be presented when Mr. Fowler arrives.

Ms. LeShane stated that since the City's decision to sell the two garages the Marketing Committee was on hold. The last actions of the committee was to extend the contract with the marketing consultant on an as need basis. She stated that the Marketing Committee would be inactive for the next couple of months and once the CSG sale was completed, the Marketing Committee would assess HPA's needs at that time.

1. Property Management Committee – Please see the Financial Report for details.

Mr. Breetz stated that the Property Management (PM) Committee met on October 14, 2014 to discuss and prepare the following report:

- a. MAT Repairs and Preventive Maintenance – Mr. Breetz stated that the MAT Garage Repair Project was on schedule and on budget and Mr. Yeakel conveyed his satisfaction with the contractor's work.
- b. Republic Update – Mr. Breetz stated that Republic and HPA staffs were making progress on collections of the aged unpaid citations which were up and the HPA's Boot Program continues to show acceptable results with \$60k plus receive to-date being in operation just over 2 and a half months.

In response to Ms. LeShane's inquiry, Mr. Nash stated that the collection rate was approximately 83%.

Mr. Nichols with the HPA's staff concurrence cautioned the Board to not perceive the collection rate to remain at that level as the motorist become more savvy avoiding a boot being put on their vehicles.

Mr. Breetz stated his confidence that both the Republic and HPA staffs were focused on maintaining the collection rate consistent with contract terms in the foreseeable future.

- c. Sheldon Street PARCS Update – Mr. Breetz stated that Parking and Revenue Controls System gates installation was nearing completion. He added information on the new system would be distributed to patrons and Republic's staff would assist them in making the transition to an automated entry and exit system.
- d. HPA/CRDA Management Agreement – Mr. Breetz stated that discussions continue with CRDA on the CSG sale and the management of the parking facility by the HPA. He reported that the closing will not take place until sometime after the November 4th, 2014 election, the State of Connecticut Bond Commission will not meet until mid to late November, 2014 and without the bonding the sale would

not be completed. Mr. Breetz as agreed by Mr. Boone there were no concerns with respect to the negotiations with CRDA at this time.

- e. HPA Citation Database – Mr. Breetz complimented Mr. Boone on the detail breakdown of the citation database by year at Mr. Lerman’s request and asked him to present the report. Mr. Boone stated that the report breakdown the parking citations into separate categories highlighting those that the HPA would continue to pursue, those to be written off once a process and appropriate approvals are in place and those which HPA may choose to sell to a qualified debt collector. Additionally the chart detailed citations for motorists that have receive 1 citation and so far the HPA has not been able to locate.

In response to Mr. Jasinski’s inquiry, Mr. Boone stated that there was nothing over 10 years old that HPA would keep on its books.

In response to Ms. LeShane’s stated concerns, Mr. Boone stated that the staff was continuing its research, Mike DesRoches, Finance Administrator, HPA is expediting the evaluation of collectors and will report the finding shortly. He added with Mr. DesRoches concurrence the collectors have request a breakdown of the aged citation database to provide preliminary responses on its market value and he would continue to reach out to City Council to identify the appropriate process and approvals that will be need to take this step. Mr. Breetz added the staff should consider the sometimes aggressive nature of the collector to acquire its Return on Investment (ROI) and balance that with the HPA desire to have a fair and equitable collection process in place that reflects on the customer friendly philosophy of the HPA.

Ms. LeShane stated that staff may have to issue a Request for Information and to confer with the City’s Procurement Officer to the extent to which discussions can take place with potential collectors to ensure that the HPA is not in violation of the procurement rules and therefore unable to participate in the ultimate procurement process.

- f. MAT LED Retrofit – Mr. Breetz as agreed with staff stated that received the lighting analysis, the cost is recoverable with 5 years and the funds are available to perform the project but the PM Committee was not making a recommendation at this time. Mr. Boone added that the staff will perform additional research on the proposed project because ROI is 5 years and the lamp life is only 5.7 years.
- g. HPA Offices – Mr. Breetz stated that Mr. Boone presented 4 options for the Board to consider on the relocation of the HPA’s office which the Commissioners agreed would be deferred to Executive Session because the staff was in negotiations with the various realtors.
- h. DoNo – Mr. Breetz stated that the Authority continues to work with the appropriate City official to gauge what role the HPA would have in respect to parking in the Downtown North Project.

2. CEO Update – Please see the CEO/Executive Director Report for details

Mr. Boone stated that night enforcement was taken off the report and the only open item was the expansion of night enforcement beyond the current schedule will be discussed in future PM Committee meetings first.

Mr. Boone stated that the HPA had a Special Meeting on October 15th, 2014 to discuss the current and 5 year future Strategic Plan in response to Ms. LeShane’s comments. Ms. LeShane stated that the Commissioners were asked to provide their input on the proposed plan which Mr. Boone will update and present at the November 2014 Regular Board Meeting.

3. Finance Committee – Please see the Financial Report for details.

Ms. LeShane stated that in Treasurer's Fowler's absence Mr. Boone would present the Finance Committee Report.

Monthly Report – Mr. Boone stated that the operating income had an unfavorable variance of \$40k. He added \$80k was in transit, the funds were not deposited in the HPA's account until after the close of the month and the October 2014 operating income will be inflated by the \$80k.

Mr. Boone stated that the same scenario is reflected in the MAT Garage revenue because \$35k as not record until after the close of the September 2014. He added that Mr. DesRoches was working with the Connecticut Parking Services (CPS) to provide the MAT Garage funds to the HPA more expeditiously to avoid this occurrence in the future.

In response to Ms. LeShane's inquiry, Mr. DesRoches stated that the MAT Garage revenue grew 1.1% over last year despite a 4.7% decrease in monthly parkers' revenue. He added the actual funds from MAT Garage were not received by the HPA until after September 2014 financial closed.

Mr. Boone stated that some of the MAT Garage monthly parkers' payment were past and Mr. DesRoches was reaching out to CPS to collect those funds. Ms. LeShane stated that her understanding was if a monthly parker did not pay on time, their access to the parking facility would be denied which the staff agreed; however as Mr. Boone explained, CPS allows monthly parker to be in the arrears 90 days before they are denied access to the MAT Garage. Though the Commissioners and staff agreed this is not an ideal policy, Mr. Boone stated that the CPS agreement allows them the unilateral right to establish the policy and the staff had written to CPS about the policy. Ms. LeShane suggested as agreed by Commissioners and Attorney Varano, Assistant Corporation Counsel that the subject should be deferred to the Executive Session for discussion under Contracts.

Mr. Boone stated that on-street operations is performing within 2% of budget though non-CCS citation revenue collections was lower than expected which may be a question of timing when the books were closed for September 2014 and the staff is looking into this. Mr. Boone added significant contributors to the \$36k negative expense variance are commission expense which is good because CCS collections are either level or ahead of budget and credit card fees are \$11k over budget. Mr. Boone stated that the staff expected to use Bank of America (BOA) to process credit card transactions at a lower fee structure which has not occurred do to multiple issues with BOA especially at the CSG. The City's Treasurer has been very helpful in their assistance to HPA in its efforts to resolve the BOA issues. Mr. Boone stated that the HPA would prefer to use BOA because they waive all transition fees to the HPA instead of using other banks in response to Mr. Breetz's inquiry. He added decision to use BOA for the Sheldon Street surface lot provided an opportunity to set up a credit card account to determine if the issues could be resolve as a result of taking a fresh approach in response to Ms. LeShane's inquiry. Mr. Boone concluded stating the staff and Treasurer were working together to address the issues but it has been difficult to achieve success.

Mr. Boone stated that the surface lots revenue continue to lag behind budget expectations due to start up delays, turnovers and not being able to capture transients at the Sheldon Street surface lot although we do have over 40 monthly parkers. He added some of the Sheldon Street surface lot monthly patrons have opt to park in competitive locations because the parking operators have lowered their parking rate to make the sites more attractive.

Mr. Boone stated that the agreement with LAZ Parking (LAZ) to hand over monthly patrons to the HPA has not taken place which accounts for \$20,000 in revenue and the staff is working with LAZ to resolve this issue. Mr. Boone stated that a 3 month Memorandum of Understanding (MOU) was agreed to by LAZ and HPA to turn over revenue collected from 200 monthly parker most of which are Care Centric employees as well as 25 transients and LAZ has not forward the revenue to the HPA in response to Ms. LeShane's inquiry. He added the strategy behind the MOU was to diminish the disruption to the Care Centric employees.

Attorney Varano stated that LAZ rented the entire lot on behalf of the City giving them full access to the property including the HPA's section prior to the surface lot transference to the HPA.

Mr. Boone stated the 58 Chapel Street surface lot has another property owner, Covered Bridge, and an open lot without assigned parking spaces thus the Care Centric employees park where ever they want however the revenue from the Care Centric agreement was transferred to the HPA effective September 1, 2014 along with that of 25 transients in response to Ms. LeShane and Attorney Varano inquiries. He added LAZ entered into an 11 year agreement with Care Centric which has to be dissolved to enable the HPA to acquire revenue directly from Care Centric and or their employees. Mr. Boone stated that Care Centric requested that all of its agreements with the HPA including parking for their employees parking in the MAT Garage was to be consolidated after the City acquires the Covered Bridge section of 58 Chapel Street which Attorney Varano concurred with while emphasizing all revenue due the HPA should be collected prior to the closing.

PUBLIC COMMENT

Ms. LeShane opened the floor to additional public comment and there was none.

EXECUTIVE SESSION – Ms. LeShane called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Breetz, passing unanimously to enter into Executive Session.

VOTED: Enter into Executive Session to discuss matters related to the Church Street Garage contract negotiations and 1212 Main Street & 58 Chapel Street contract and property sale.
(Ayes – LeShane, Breetz, Jasinski)

Mr. Boone and Attorney Varano attended the Executive Session.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously to adjourn the Executive Session.

VOTED: Adjourn the Executive Session at 7:00P.M.
(Ayes – LeShane, Breetz, Jasinski)

No action was taken related to the Executive Session.

ADJOURNMENT

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously that the October 16th, 2014 Regular Board Meeting ended at 7:25 P.M.
(Ayes – LeShane, Breetz, Jasinski)

Respectfully submitted,

Carey E. Redd, II, CAPP

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Secretary to the Board