



**Approved Minutes**  
**Thursday, July 16<sup>th</sup>, 2015 - 5:00 P.M.**  
**Regular Meeting of the Hartford Parking Authority Board**  
**155 Morgan Street, Hartford, CT 06103**

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**Commissioners Present**

Paddi LeShane, Chair  
Ken Lerman, Vice Chair  
Rex Fowler, Treasurer  
Mat Jasinski, Commissioner

**Also Present for HPA:**

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

**Guests:**

Kyle Nichols, General Manager, Republic Parking

1. **Call to Order** - Ms. LeShane called the July 16<sup>th</sup>, 2015 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:09P.M.
2. **Roll Call of Commissioners** - Mr. Redd conducted roll call and announced there was a quorum present.
3. **Approval of Minutes of the Regular Board Meeting of June 18<sup>th</sup>, 2015** - Ms. LeShane polled Commissioners for corrections to the minutes, then called for a motion, a motion was made by Mr. Lerman, seconded by Mr. Jasinski. Ms. LeShane presented an amendment to the June 18<sup>th</sup>, 2015 minutes resulting from Attorney Varano’s identification of various technical edits to them, then called for a vote to amend the minutes, a motion was made by Mr. Lerman, seconded by Mr. Jasinski that –

After the Commissioners’ ensuing discussion, Ms. LeShane then called for a motion, a motion was made by Mr. Lerman, seconded by Mr. Jasinski that -

**VOTED:** Approved the amendments for the June 18<sup>th</sup>, 2015 regular meeting.  
(Ayes - Jasinski, Lerman and LeShane / Ney – 0 / Abstain - Fowler)

Ms. LeShane polled Commissioners for further comments/corrections to the minutes, hearing none called for a motion, a motion was made by Mr. Lerman, seconded by Mr. Jasinski that -

**VOTED:** Approved the June 18<sup>th</sup>, 2015 Regular Board Meeting Minutes as amended.  
(Ayes - Jasinski, Lerman and LeShane / Ney – 0 / Abstain - Fowler)

Mr. Boone introduced to the Commissioners Ms. Jazmine Brown, Ms. Briana Knighton and Mr. Felix Boria Hartford Public High School interns working at the HPA during the summer.

4. **Chair's Comments** - Ms. LeShane stated:

- a) HPA proposed several resolutions and recommended changes to City Ordinances based on the Council's acceptance of our budget and several changes to on street parking fines, violations and citation collections. The resolutions are before the City of Hartford's (City) Council subcommittee and are undergoing the vetting process:
- Operations, Management, Budget and Legislative Affairs Committee will address the citation debt write-off.
  - Quality of Life and Public Safety Committee will discuss and potentially take action at their Tuesday, July 21<sup>st</sup>, 2015 meeting related to new violations/fines and modification for booting a vehicle.
  - A Public Hearing is scheduled for Monday, July 20<sup>th</sup>, 2015 for the ordinance changes related to impounding and immobilization of vehicles for unpaid parking citations and for increased penalties for nonpayment of parking citations and certain new parking violations.

Ms. LeShane plans on attending City Council's committee meetings to reinforce the need for the approval of the proposed/recommended resolutions and ordinance changes to enable HPA to realize an additional \$590k of revenue towards its FY 15-16 budget of \$1.56M. She expressed concerns regarding approval of the proposed resolutions and ordinance changes. After a brief discussion, Attorney Varano advised Commissioners to participate in City Council's committee meetings, as needed.

- b) City Council approved the lease agreement for HPA's new administrative offices and it is in the process of being signed by the appropriate parties. Ms. LeShane will continue to follow up with the State of Connecticut (State) Office of Policy and Management to obtain the State's signature on the lease amendment which allows HPA to remain at the present location until the new offices can be occupied.
- c) Ms. LeShane recommended that the initiative to identify and submit the names for recommendations of candidates for open seats on the HPA should be placed on hold until after the 2015 City elections. Commissioners were in agreement following their subsequent discussion and any proposed names will be kept on file until then.
- d) Ms. LeShane was in receipt of a letter (attached) from Municipal Parking Services (MPS), the prospective vendor supplying hardware, software and support services for the Test Bed Pilot Project for on street meters. The letter was read into the record and stated MPS "may have inadvertently overstepped our bounds and placed you, or the HPA, in an awkward or even compromising position" resulting from "a minor change to the state parking laws...allowing for {parking} citations to be mailed to violators."

Background: Notification that the City/HPA was to be granted special privileges thru proposed legislation where it could mail citations to violators came to her attention during the State's Special Session. Contrary to the HPA's position communicated to MPS lobbyist that HPA has no position and currently has no desire to use this process for its violations Ms. LeShane shared this information with several City delegates to the legislature and MPS's lobbyist.

After further research it was revealed that the lobbyist stated to legislators that the City/HPA supports the bill which resulted in it being passed. Commissioners deferred further discussion related to the pending contract to Executive Session.

e) An Amnesty Program recommendation that normally would be presented by the Property Management Committee will be presented by the Finance Committee.

f) Executive Session topics were identified as Personnel Matters and Contract Negotiations.

## REPORTS AND ACTION ITEMS

1. **Marketing Committee** - Ms. LeShane stated that there was no report to present, but the Marketing Committee will probably meet this Fall to determine if there were strategic plan initiatives that should be promoted.
2. **Finance Committee** - *Please see the Financial Report for details*
  - a.) Monthly Financial Report: - Mr. Boone presented the Finance Committee (FC) reports' year-to-date results through June 30, 2015, and were as follows:
    - Operating income was \$3.366M, compared to budget of \$3.194M, a favorable variance of \$172k.
    - Revenues totaled \$9.446M compared to budget of \$9.257M, a favorable variance of \$189k.
    - Expenses totaled \$6.0800M, compared to budget of \$6.0627M, an unfavorable variance of roughly \$17.6k.
    - MAT Garage operations were roughly \$179k ahead of budget due to proactive expense budgeting with the vendor, coupled with conservative fourth quarter revenue projections, combined for results that exceeded the previous year's net income by \$69k.
    - Church Street Garage (CSG) was sold by the City of Hartford on June 24, 2015. Throughout the fiscal year, the uncertainty of the sale had an unexpected effect of producing \$245k in revenues more than budgeted, effectively eliminating the seasonal cyclical nature of its revenue stream. The Church Street garage's operations were approximately \$207k ahead of budget, and exceeded the previous year by roughly \$193k.
    - On Street parking results fell short of budget by roughly \$255k and were \$342k lower than the previous year's profits. Whereas meter revenue exceeded budget and the

prior year's results, citation revenues continued to struggle, and were \$326k behind budget.

- Fiscal 2014-2015 marked the initial year of operations for the surface lots at 1212 Main Street, 58 Chapel Street, 141 Sheldon Street, and 166 Sheldon Street Surface lots. For year ending June 30, 2015, the lots combined had a net loss of approximately \$40k that was collected in July, FY15-16. The lots were phased into operation during the first half of the year; operating expenses were significantly higher than expected and the initial investment to meet code compliance was completed during the year.
- Administrative expenses concluded the year - approximately \$186k ahead of budget, largely due to expenses suspended during the year. Cost and budget control measures helped HPA to ensure and exceeded its FY14-15 commitment to the City.
- Renewal and Replacement (R&R) Funding through June 30, 2015, is roughly \$383k.
- The citations receivable increased approximately \$112k, current (one year or less) citations receivable increased by roughly \$35k, the allowance, or reserve, for citations older than one year increased by about \$78k and aging A/R break down for citations was reported in these categories <1 year, 1 year to 2006, and 2005-2000.

Mr. Boone stated R&R Funding was obligated to MAT Garage therefore HPA's overall expenses (i.e., CSG burst pipe replacement, etc.) were paid for by using operating revenue to avoid the need for bonding. After the ensuing discussion, staff agreed to maintain the budgetary protocol and FC will review the HPA budget restrictions to ensure adherence to the budget.

Ms. LeShane polled Commissioners for further comments/questions, and hearing none, she called for a motion, a motion was made by Mr. Fowler, seconded by Mr. Jasinski, to -

**VOTED:** Accept the June 2015 Financial Report.  
(Ayes - Breetz, Jasinski, Lerman and LeShane)

b.) Amnesty Program - Mr. Fowler stated during the FY15-16 budget presentation HPA recommended to the City to lower the scofflaw threshold to three (3) citations from five (5) to boot a vehicle and conduct an amnesty program to coincide with the change. He added:

- This would be the HPA's third amnesty program.
- City Council's approval is required.
- Approximately 7,800 additional motorists with 3 or more unpaid citations will be now defined as "scofflaws". Estimate of \$2.1M in uncollected revenue is outstanding.
- It was being presented by the FC as a proposal for discussion.

Mr. Fowler outlined the Amnesty Program's unique feature of allowing motorists to make a \$30 cash donation to a City homeless shelter and receive a reduction in their fine amount due - including penalties and fees. He added that before the HPA approves such a program, the FC would need to review the "donation" component with a Certified Public Accountant to ensure the program meets the test that there are no goods and service exchanged for the donation received.

Ms. LeShane raised the concern that we may not want to direct motorist where they are to make their contributions because they may want to give their charitable dollars to other types of Hartford organizations not just shelters in Hartford.

After a lengthy and robust discussion, Ms. LeShane polled Commissioners for further comments/questions, and called for a motion, a motion was made by Mr. Fowler, seconded by Mr. Jasinski, to -

**VOTED:** Approve an Amnesty Program for motorists to receive a fifty percent (50%) reduction on the violation amount due (including penalties and fines) for their third and fourth unpaid parking citations in exchange for a \$30 donation to a City of Hartford nonprofit during a yet to be determined thirty (30) day period of time prior to instituting a lower threshold for booting a vehicle in violation.

(Ayes - Fowler, Jasinski, and Lerman / Ney - LeShane)

Ms. LeShane polled Commissioners for further comments/questions, and called for a motion, a motion was made by Mr. Fowler, seconded by Mr. Jasinski, to -

**VOTED:** Approve a friendly amendment to the motion made contingent upon a review by a Certified Public Account to determine if the \$30 donation is an exchange of goods and service.

(Ayes - Fowler, Jasinski, and Lerman / Ney - LeShane)

Ms. LeShane polled Commissioners for further comments/questions, and called for a motion, a motion was made by Mr. Lerman, seconded by Mr. Fowler, to -

**VOTED:** Approve a second friendly amendment to the motion made contingent upon City Council's approval of HPA's proposed/recommended ordinance changes. (Ayes - Fowler, Jasinski, and Lerman / Ney - LeShane)

### 3. CEO Update – Mr. Boone stated that the:

- 58 Chapel Street Surface Lot in Downtown North has to be vacated by October 1<sup>st</sup>, 2015. One (1) of two (2) major clients will move to the Metro Center Garage July 30<sup>th</sup>, 2015, the client will move to the CSG by September 30<sup>th</sup>, 2015 and the City's Administration has been notified.
- HPA/Capital Region Development Authority (CRDA) management agreement for CSG as authorized by the Board was signed by him. Attorney Varano stated the Memorandum of Understanding (MOU) HPA Board's authorized Mr. Boone to sign prior to the CSG closing did not consider the WESCOR contract which will expire June 30<sup>th</sup>, 2016, or six (6) days after the MOU's expiration date June 24<sup>th</sup>, 2016; therefore, the legal representatives agreed as a post-closing matter HPA's Board would authorize and ratify Mr. Boone's signature because Attorney Varano directed Mr. Boone to signed the Memorandum of Understanding (MOU) knowing that certain contracts would expire seven (7) or eight (8) days in difference after the MOU.

Ms. LeShane polled Commissioners for further comments/questions, and hearing none called for a motion, a motion was made by Mr. Lerman, seconded by Mr. Fowler, to -

**VOTED:** Approve, authorize and ratify Mr. Boone's signature on the Memorandum of Understanding extending the ability to enter into contract through June 30<sup>th</sup>, 2015. (Ayes - Fowler, Jasinski, Lerman and LeShane)

- The FY 14-15 Annual Report was in draft form and was ready for review by both HPAs marketing consultant and the HPA Chair.
- Attorney Varano has completed her review of the MPS test bed agreement. Ideally the pilot project will start in August 2015. Commissioners voiced concern that prior to the final contract signing there be reflected concerns over the mailed violation notice provisions and its impact on the projected revenue.
- The Frog Hollow (Seymour Street), Upper Albany (Adams Street), and Clay Arsenal (Ann Uccello Street) Neighborhood Revitalization Associations/Zones' (NRZ) residential parking permit programs (RPP) are in various stages of being rolled out. The Northeast NRZ will roll out August 2015. Blue Hills and Maple Avenue NRZs declined to participate.  
HPA staff coordinating with CRDA to access CT energy funding and complete paperwork. Ms. LeShane stated the Property Management Committee would include in its monthly agenda a new line item to provide oversight to the HPA/CRDA management contract.

**PUBLIC COMMENT** - There were no public comments.

### **EXECUTIVE SESSION**

- a) Personnel
- b) Contract Negotiations

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

**VOTED:** Enter into Executive Session at 6:30P.M.  
(Ayes - Fowler, Jasinski, Lerman and LeShane)

Mr. Fowler, Mr. Jasinski, Mr. Lerman and Ms. LeShane participated in Executive Session.

Mr. Jasinski exited at 6:31P.M.

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

**VOTED:** End Executive Session at 7:09P.M. (Ayes - Fowler, Lerman and LeShane)

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

**VOTED:** Reconvene the Regular Meeting at 7:10P.M.  
(Ayes - Fowler, Lerman and LeShane)

Ms. LeShane polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Lerman, seconded by Mr. Jasinski, passing unanimously to -

**VOTED:** Adjourn the July 16<sup>th</sup>, 2015 Regular Board Meeting at 7:10P.M.  
(Ayes - Fowler, Lerman and LeShane)

Respectfully submitted,

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



**MORE THAN PARKING**

Thomas G. Hudson  
Chief Executive Officer

Municipal Parking Services, Inc.  
12450 Wayzata Blvd., Suite 200  
Minnetonka, MN 55305  
[tom@mpspark.com](mailto:tom@mpspark.com)  
tel: 651-221-4496

July 14, 2015

Ms. Paddi LeShane  
Chairwoman  
Hartford Parking Authority  
155 Morgan Street  
Hartford, CT 06103

Dear Madam Chairwoman:

My name is Tom Hudson and I am the CEO for Municipal Parking Services, Inc. As you know, we have a unique parking technology that provides cities with major advances in consumer service and automated enforcement. For the city to benefit fully from our technology a minor change to the state parking laws was required, allowing for citations to be mailed to violators.

We are a Minnesota based company and we are not a politically focused organization and do not possess any appreciable experience regarding Connecticut legislative procedures. However, we wanted to take the initiative to remove the above mentioned legal hurdle for our potential clients within the state. To that end, we hired a lobbyist, Mark Powers, to represent us in Connecticut. It has come to my attention that we may have inadvertently overstepped our bounds and placed you, or the HPA, in an awkward or even compromising position. We certainly did not mean to do so and I most sincerely apologize to you if we did.

We have been pleased to work with HPA, in implementing an automated 'virtual lot' permit management system at the Sheldon Street lot. We look forward to working with HPA in the coming months to fully showcase our technology's capabilities as we complete your rigorous testing procedure. We believe that at the end of the testing HPA will feel the same way about our system as we do.

I would be happy to discuss any concerns you may have. I can best be reached on my cell phone at (952) 200-4943. Thank you for your consideration and once again, I apologize for any inconvenience or consternation that we may have caused. It was not at all our intention.

Sincerely,

Thomas G. Hudson