



**Approved Minutes**  
**Thursday, November 20<sup>th</sup>, 2014 – 5:00 P.M.**  
**Special Meeting of the Hartford Parking Authority Board**  
**155 Morgan Street, Hartford, CT 06103**

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**Commissioners Present:**

Paddi LeShane, Chair<sup>1</sup>  
Ken Lerman, Vice Chair  
Bill Breetz, 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:** Kyle Nichols, General Manager, Republic Parking  
Robert Kliman, Consultant, Connecticut Parking Services  
Larry Levere, *SIOR*, Director, Office Brokerage, Sentry Commercial

<sup>1</sup> Paddi LeShane being out of state for personal reasons attended via teleconference.

1. **Call to Order** – Ms. LeShane called the Thursday, November 20<sup>th</sup>, 2014 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:05 P.M.
2. **Roll Call of Commissioners** – Mr. Redd conducted roll call and announced there was a quorum.

Mr. Breetz was appointed to serve as acting chair while Ms. LeShane participated via conference call. Mr. Breetz called for a motion to modify the agenda to discuss the action items that will be voted on, a motion was made by Mr. Lerman, seconded by Ms. LeShane that –

**VOTED:** The November 20<sup>th</sup>, 2014 Regular Board Meeting Agenda be modified the order of submitted agenda to discuss all actions first. (Ayes: LeShane, Breetz, Lerman)

3. **Approval of the Regular Board Meeting Minutes for October 16<sup>th</sup>, 2014** - Mr. Breetz acting on behalf of the Chairperson polled the Commissioners for amendments and corrections.

Mr. Breetz hearing no amendments or corrections called the motion to approve the October 16<sup>th</sup>, 2014 Regular Board Meeting Minutes, seconded by Ms. LeShane that -

**VOTED:** The October 16<sup>th</sup>, 2014 Regular Board Meeting Minutes were approved as submitted.  
(Ayes: Breetz, Lerman, LeShane)

**Chair’s Comments** – There were no comments made by Ms. LeShane.

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee** – Mr. Lerman with Ms. LeShane’s concurrence stated that the Personnel Committee met with Mr. Boone to discuss and established his FY 14-15 goals and measurement criteria. He stated that Mr. Boone FY 14-15 goals are:

- Items carried over from FY 13-14
- HPA Offices Relocation
- On-street Parking Operations Enhancements
- Fiscal Operations Optimization
- HPA's Governance Improvement

In response to Mr. Breetz inquiry, Ms. LeShane stated that the goals were established with measurable objectives which Mr. Boone shall be evaluated on at the end of the fiscal year. Mr. Boone stated that there were no major or significant changes from the draft goals issued earlier in the fiscal year. Ms. LeShane added the goals were strategic not tactical and once the Strategic Plan was updated by Mr. Boone, vetted and approved by the Commissioners some of the CEO goals may be updated but the Personnel Committee did not foresee any significant changes to those presented by Mr. Lerman.

Mr. Breetz called for a motion to adopt Mr. Boone's FY 14-15 goals as recommended by the Personnel Committee, a motion was made by Mr. Lerman, seconded by Ms. LeShane to –

**VOTED:** Adopt Mr. Boone's FY 14-15 goals as recommended by the Personnel Committee. (Ayes: Breetz, Lerman, LeShane)

**2. Finance Committee – Please see the Financial Report for details.**

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

- Monthly Finance Report – Mr. Boone stated that as of October 31<sup>st</sup>, 2014 the HPA's year to date operating income had a favorable variance of \$11k, revenues had an unfavorable variance of \$36k and expenses had a favorable variance of \$48k. He added MAT and Church Street Garages were exceeding the budgeted goals and the commercial lots' revenue continue to lag behind projections because HPA has not taken over all of the inventory at 58 Chapel Street which is approximately additional 350 parking spaces.

Mr. Breetz called for a motion to approve the October 2014 Monthly Finance Report, a motion was made by Ms. LeShane, seconded by Mr. Lerman that –

**VOTED:** Approved the October 2014 Monthly Finance Report as submitted.  
(Ayes: Breetz, Lerman, LeShane)

- Acceptance of On-Street Meter Audit Findings – Mr. Boone stated that the HPA's Parking Meter Operations and Revenue Audit Report # 1504 was the third audit which the HPA staff request of the City of Hartford's (City) Internal Audit (IA) Department perform. He stated that the City's IA recommend HPA obtain a Statement on Standards for Attestation Engagements No. 16 (SSAE 16) from its key third party service providers when available and deemed appropriate and cost effective for review and follow up.

In response to the Commissioners comments and inquiries, Mr. Boone stated that the:

- Requirement was not cost effective proportional to HPA's contract services.
- Duplicative to the City's IA and probably inefficient.
- SSAE 16 is an indirect expense that the provider would incorporated in any service agreement and or contract.
- IA will provide the HPA with clarification for the requirements.
- Other municipalities do not use the SSAE 16 standard for parking operators.
- Staff shall continue its SSAE 16 research and report its finding to the Commission and IA.

- SSAE 16 provide measures internal controls to ensure appropriate operational policies and procedures adhered to prevent any potential anomalies.

The Commissioners in agreement with Mr. Boone concluded discussions on the SSAE 16 requirements.

Mr. Breetz called for a motion, a motion was made by Ms. LeShane, seconded by Mr. Lerman that –

**VOTED:** Accept the City's IA On-Street Parking Meter Operations and Revenue Audit Report # 1504 except for the SSAE 16 recommendation which the commissioners felt might be not appropriate at this time. They asked that the CEO/Director of finance continue discussions and research on this issues and report back to the Commissioners at their earliest timeframe. .  
(Ayes: Breetz, Lerman, LeShane)

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

Mr. Breetz stated that the Property Management (PM) Committee met on November 11, 2014 to discuss and prepare the Monthly Report. Mr. Boone instructed Mr. Boone to present the action items as follows:

- a. Approval of Recommendation Regarding Sheldon St. Lots Lighting – Mr. Boone stated that there was insufficient lighting at 141 and 166 Sheldon Street Commercial Surface Lots. He stated that the lack of lighting, or insufficient lighting is a safety issue and has been a source of multiple complaints from City employees and parkers. He stated that initial objective was to make improvements to the current lighting system (system) in both lots to have an appropriate lighting plan that met parking industry standards; however, the systems are beyond repair.

Mr. Boone stated that with daylight savings time now in place, most parkers will either be proceeding to the lots in the dark at the start of the work day, or exiting the lots in the dark at the end of the work day and HPA, even with its pre-construction due diligence, could not have reasonably foreseen the problems with the electrical systems at both lots. There is insufficient time to put this lighting contract out to a competitive bidding process if HPA is to address this important safety.

Mr. Boone stated that HPA staff has discussed the matter with procurement and corporation counsel's office and it was recommended that due to the nature of the need that HPA utilize Extraordinary Conditions waiver footnoted in Section 1.5 of HPA procurement guidelines and defined in Section 2-554 of the Municipal Code.

Mr. Boone stated that while HPA staff agree that this is an extraordinary condition, HPA still believes in the spirit of competitive solicitation and was able to request three quotes for the scope detailed below and has received two back (one vendor chose not to respond to the request.) He stated that the lowest quote was from Frank Capasso & Sons for \$122,000 including contingency to provide the above mention improvements in accordance with plan drawings.

Mr. Boone conclude stating the HPA staff recommends the Board approve the request to waive the competitive bidding requirement with respect to a contract to procure install lighting at both Sheldon Street lots on the basis of the existing extraordinary condition and further recommends the Board approve HPA staff to contract with Frank Capasso & Sons in order to procure and install lighting at 141 and 166 Sheldon Street for an amount not to exceed \$122,000.

Mr. Boone stated that the project is expected to start December 1<sup>st</sup>, 2014, be completed within thirty 30 days and if there is no significant delay acquiring a power box, which are made to order, the project

schedule will be maintained in response to Mr. Breetz's inquiry. He added that he discussed the project and Extraordinary Conditions waiver with the City's Administration, Attorney Varano, Corporation Counsel (CC), and Tara Washington, Procurement Officer, City of Hartford and all other appropriate parties are in agreement with the action in response to Commissioners' comments and inquiries. He noted the City's Administration and Procurement Officer only request was a copy of the minutes which reflect the HPA's approval of the action and the PM Committee's recommendation to create a purchase order for the lighting system procurement.

Mr. Breetz recommended a motion, made by Mr. Lerman and seconded by Ms. LeShane that –

**VOTED:** Approved the waiver of competitive bidding requirement with respect to a contract to procure install lighting at 141 and 166 Sheldon Street Surface lots on the basis of the Extraordinary Conditions waiver footnoted in Section 1.5 of HPA procurement guidelines and defined in Section 2-554 of the Municipal Code and authorize HPA staff to execute a contract with Frank Capasso & Sons in order to procure and install lighting at 141 and 166 Sheldon Street for an amount not to exceed \$122,000 including contingency as recommend by the HPA's Property Management Committee. (Ayes: Breetz, Lerman, LeShane)

- b. Morgan Street Garage Lease Agreement – Mr. Boone stated that as a result of the sale of the Morgan Street Garage (MSG) a two-year, zero cost lease was executed allowing HPA, Office of Parking Management and City's Citation Hearing Office (CHO) to continue its operations at MSG until the lease expires in August 2015. He stated that the recommendation to move the HPA, OPM and CHO is expected to be taken up by the City Council in January 2015 thus the contingency of two weeks between the expiration of the lease agreement and new office location build out shown on the schedule distributed to the Commissioners is not sufficient time should any delays occur.

Mr. Boone stated that along with Ms. LeShane he discussed the possibility of a lease extension with the State of Connecticut (ST of CT) Dept. of Administrative Services (DAS) and were informed that a long-term lease was not an available option. He stated DAS would consider a short-term lease extension proposal because the ST of CT would not need the MSG commercial space for six months to a year after the current ST of CT/HPA lease agreement expires and the HPA's expense for the MSG commercial space would not be incurred until after August 2015 in response to Mr. Breetz's inquiry.

Mr. Boone stated in order to provide HPA with a prudent amount of schedule contingency, HPA needs to pursue a short-term lease with DAS. The proposed terms are detailed below:

- HPA pays \$18 per square foot per year for the use of 6040 square feet equaling an annual payment of \$108,720.
- Payments are made monthly equaling \$9,060.
- Payments are invoiced on the 1<sup>st</sup> of the month and due no later than the 10<sup>th</sup> of the month.
- Pricing is for a full service agreement to include all utilities, facility maintenance and repair with the exception of janitorial and alarm services and 40 parking spaces for HPA, OPM and CHO personnel.

He added his proposal to DAS for parking after August 2015 was to increase the square footage expense to gain forty spaces because parking Commissioners, HPA and OPM staffs currently utilize in the MSG is included in the City's lease for 300 spaces and when that lease expires August 2015 the expense will be \$45/space.

- The term of the agreement extension is for no more than one year with the ability for HPA to terminate the lease agreement with a 30 day written notice to the DAS office.

Ms. LeShane stated that the DAS and HPA meeting was very informative and the representatives shared the ST of CT plans for the MSG commercial space beginning sometime in 2016 and the lease extension provide a reasonable contingency at minimal risk if delays occur. She added the objective was to present a lease extension agreement that could would move quickly through the approval cycles of City Council and ST of CT Property Review Board. Ms. LeShane stated that going forward as vendor agreements are negotiated and or adjusted, the HPA will eliminate any vendor parking expense which was not considered in current agreements.

Mr. Boone noted that when the move occurs the HPA's vendors will absorb their parking expense which has been discussed with them accordingly. He stated that if City Council acts timely on the approved recommendation and baring any significant delays, the move is expected to proceed in July or August 2015 in response to Mr. Breetz's comments and it would be less expensive to move earlier in response to Mr. Lerman's inquiry.

Mr. Breetz recommended a motion, made by Ms. LeShane seconded by Mr. Breetz that –

**VOTED:** Approved Property Management Committee recommendation instructing Hartford Parking Authority staff to pursue a short-term lease extension with the State of Connecticut Dept. of Administrative Services for the current commercial space occupied by Hartford Parking Authority Office, Office of Parking Management and City of Hartford Citation Hearing Office in the Morgan Street. (Ayes: Breetz, Lerman, LeShane)

- c. Recommendation Regarding HPA Offices Relocation – Mr. Boone introduce and complimented Larry Levere, *SIOR*, Director, Office Brokerage, Sentry Commercial, who has been working with him on the pending HPA, OPM and CHO move. Mr. Boone along with Mr. Levere identified four locations, fit-out plans and proposals were subsequently requested, three proposals were received and after preliminary discussions with the board two were selected for tour by the PM Committee. Mr. Boone stated that Mr. Levere and he asked for revised proposals from the two remaining property owners of 20 Church Street and 100 Allyn Street.

Mr. Boone stated that HPA, OPM and CHO offices would be the 20 Church Street office building mezzanine level with separate entrances for the CHO and HPA/OPM staffs and motorists can make payments or attend hearings using an elevator from the ground level to enter the cashiering/hearing area. He stated that HPA's office would be on the 3<sup>rd</sup> floor of 100 Allyn Street and motorists can make payments or attend hearings by entering the cashiering/hearing area which is on the ground level. Ms. LeShane as agreed by Mr. Boone noted the City's Corporation Counsel is aware that they will be responsible for CHO's lease and parking expense when the move take place which is why City Council approval of the move is required. Mr. Boone added that Corporation Counsel will be responsible for actually moving its staffs office equipment, desk, chair, etc. also.

In response to Mr. Breetz inquiry, Mr. Boone with the concurrence of Mr. Levere stated that a variety of properties were evaluated in the downtown Hartford including but not limited to Front Street, 960 Main Street, and XL Center store fronts. He added that the locations did not have either adequate available parking or the build out expense (build out) was unreasonably high in comparison to the two finalists.

Mr. Boone presented the alternative proposal terms for each property which Attorney Varano worked on with him in response to Mr. Breetz's comments. (*Please see the attached Recommendation Regarding HPA Offices Relocation for details*).

Mr. Boone stated that the:

- Build out for each property was significantly different. This resulted from the revisions to the initial Request for Response
- Build out does not include telephone, data and security lines expenses
- 20 Church Street submitted Full Service proposal except for electricity and the building has a natural gas HVAC system.
- 100 Allyn Street submitted Full Service proposal.
- Both properties excluded after-hours HVAC usage would be HPA's expense.

He added that the marginal difference between the properties' final lease expense resulted in them being virtually equal. Ms. LeShane with Mr. Breetz's concurrence stated that they agreed with the financial outcome but drew different conclusion on the properties' viability after the tours. As such, the PM Committee recommends the board's discussion of the two properties for approval of a final property.

After lengthy robust discussion that included Ms. LeShane, Mr. Breetz, Mr. Boone and Mr. Levere's insights on both properties, a review of the floor plans of the respective properties, and HPA staff's input, the Board selected the 100 Allyn Street property to relocate the HPA, CHO and OPM offices.

Mr. Boone stated that the HPA, CHO and OPM staffs will tour to selected property to ensure they are in support of the selection and had reviewed each properties' floor plan with Cynthia Lauture, Assistant CC, City of Hartford and Sandra Kee-Borges, Executive Director, CC Department, City of Hartford understood they would be responsible for the CHO's expense under the lease agreement in response to Ms. LeShane's comments concerning the HPA, CHO and OPM staffs tour of the property to ensure they are in support of the selection.

Mr. Boone stated that he briefed Commissioner Fowler and Commissioner Jasinski on the proposals, who voiced their confidence in Board members' decision in response to Mr. Lerman's comments. He added that Mr. Jasinski stated his biases to the 20 Church property and recused himself.

Mr. Boone with the concurrence of Mr. Levere stated they did not take a hard look at properties outside the immediate area where the HPA's parking facilities were located because it was practical to leverage parking to keep the move expense low and HPA would have to make substantial improvements to the property so its handicapped accessible in response to Mr. Breetz's inquiry.

Mr. Breetz hearing no further comments/discussion recommended a motion, made by Ms. LeShane seconded by Mr. Breetz that –

**VOTED:** Approved the relocation of the Hartford Parking Authority's Administrative Offices, Office of Parking Management and City of Hartford's Citation Hearing office to 100 Allyn Street and direct staff to continue to negotiate with selected landlord a lease including but not the terms and costs so stated, definition of maintenance and service repair response times, lack of compliance rent abatement, removal of space demolition from the HPA's expenses to the landlord's expenses, in lieu of six months of free rent the HPA will pay tenant improvements at the first year's rate in Fiscal Year 15-16, better terms as deemed appropriate and coordinate with the City of Hartford's Administration, Corporation Counsel and City Council to solicit and acquire a City Council resolution in support of the Board's final location selection. (Ayes: Breetz, Lerman, LeShane)

Ms. LeShane exit the meeting at 6:29 P.M.

Mr. Breetz complimented the staff on the Sheldon Street surface lot improvements and operation which the HPA and Republic staffs acknowledged. Mr. Boone as agreement with Mr. Breetz stated that the vendor has been responsive and most immediate issues were incorrect plate numbers loaded in the system by

supplying organization and motorists' have been instructed to either key in their plate numbers or acquire newer plates to improve the license plate recognition thereof by the installed technology.

Mr. Boone stated that the balance of the Agenda including the CEO/Executive Director's report were informational items the Board did not have to take action on in response Attorney Varano inquiry.

#### **PUBLIC COMMENT**

Mr. Breetz opened the floor to public comment and there was none.

**EXECUTIVE SESSION** – Mr. Breetz stated that the Commission should continue in Executive Session. Attorney Varano stated the Commissioners could speak in Executive Session but no actions and or votes could result from the Executive Session.

Mr. Breetz and Mr. Lerman entered into Executive Session at 6:35 P.M. to discuss matters related to the Church Street Garage contract negotiations and 1212 Main Street & 58 Chapel Street contract and property sale.

Mr. Boone and Attorney Varano attended the Executive Session.

Ms. LeShane I had left the meeting 6:35PM.

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

Mr. Breetz and Mr. Lerman adjourn the Executive Session at 7:05 P.M.

No action was taken related to the Executive Session.

#### **ADJOURNMENT**

The November 20<sup>th</sup>, 2014 Regular Board Meeting ended at 7:05 P.M.

Respectfully submitted,

*Carey E. Redd, II, CAPP*

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