



**Unapproved Minutes**  
**Thursday, September 17, 2015 - 5:00 P.M.**  
**Regular Meeting of the Hartford Parking Authority Board**  
**155 Morgan Street, Hartford, CT 06103**

**To be Approved at the  
October 15<sup>TH</sup>, 2015  
Regular Board  
Meeting**

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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 Plaskiewicz, Manager, Republic Parking Systems

1. **Call to Order** - Ms. LeShane called the September 17, 2015 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:11P.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 July 16th, 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. After the ensuing discussion Commissioners’ amended the minutes with a variety of technical edits. Ms. LeShane called for a vote that -

**VOTED:** Approved the July 16<sup>th</sup>, 2015 Regular Board Meeting Minutes as amended.  
(Ayes - Fowler, Jasinski, Lerman and LeShane)

4. **Chair’s Comments** - Ms. LeShane stated at the October 2015 Regular Board Meeting that the Commission would discuss the final draft of the Strategic Plan and try to have any significant HPA legislation submitted for approval by the City of Hartford’s (City) Council (Council) enacted before January 2016 when a number of new Council members are expected to take office.

Ms. LeShane stated that Attorney Varano conveyed that the HPA’s monthly meeting occurs on the same day and time Real Estate Section of the Connecticut Bar Association monthly meeting. Attorney Varano expressed interest in attending the Bar Association meetings because it provides some aspects for continuing legal education. Attorney Varano asked if the Board would be open to change its 2016 meeting schedule which would allow her to attend the other meeting.

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee** - Mr. Lerman stated that the Personnel Committee’s (PC) will discuss the Report Regarding Staff Salary Benchmarking in Executive Session.

2. **Property Management Committee** - *Please see the Property Management Report for details.*

Mr. Boone stated that the Property Management (PM) Committee met Tuesday, September 9<sup>th</sup>, 2015. He stated a summary of that discussion was as follows:

a. MAT Garage LED Lighting - Mr. Boone stated that the PC recommends:

- Approval of the MAT garage lighting LED retrofit project.
- Authorize HPA's CEO/Executive Director (CEO) to pursue associated grants and other funding.
- Approval of expending no more than \$25k to purchase and install exterior high efficient lighting to address lighting dead zones.

He stated that the MAT Garage currently has mostly T8 florescent lighting installed. HPA spends roughly \$8k per month on electricity and unsightly exterior lighting dead zones creates a pedestrian safety hazard.

Mr. Boone stated that due to the high costs of lighting, staff has been researching the benefits of LED lighting fixtures. He reported that:

- HPA is qualified for the energy advantage program offered by Eversource which provides rebates and other funding to small businesses who chose to retrofit their lighting fixtures with LED equipment.
- He, also, worked with a contracted State vendor to process the necessary documentation to develop an Eversource vetted and authorized quote to retrofit all of MAT Garage's lighting with LEDs which would reduce its annual electrical use with an estimated annual savings to HPA of \$39.5k after the required funding repayment.

Mr. Boone stated that the project cost is roughly \$174k. HPA qualifies for a grant, as well as a \$100k credit and or other funding. Utilizing the grant and other funding will reduce the HPA's upfront out of pocket expense roughly \$4.5k; will provide an immediate monthly cost savings of about \$700 and an eventual monthly estimated savings of \$3.3k. HPA will further save an estimated \$12k per year in ballast and bulb replacement costs.

Mr. Boone stated that staff considers the exterior lighting dead zones can be address with additional LED lighting that can be installed during the retrofit project at a cost of less than \$25k which will come from the Renewal and Replacement (R&R) account. He added staff is currently working with the contractor to design a lighting scheme to address light dead zones while enhancing the nighttime aesthetics of the garage.

After the Commissioners' brief discussion, staff was directed to update the recommendation with discussion points including Attorney Varano's. Ms. LeShane polled Commissioners for further comments/questions, and hearing none, she called for a motion, a motion was made by Mr. Lerman, seconded by Mr. Jasinski, to -

**VOTED:** Approve MAT Garage LED Lighting Retrofit Project and authorize the HPA's CEO/Executive Director to accept a grant to participate in the Eversource small business energy saving program. (Ayes - Fowler, Jasinski, Lerman and LeShane)

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

**VOTED:** Authorize HPA's CEO/Executive Director to purchase and install exterior high efficient lighting to address lighting dead zones expending no more than \$25,000. (Ayes - Fowler, Jasinski, Lerman and LeShane)

b. Property Management Report

1. Republic Update - Mr. Boone stated that Republic has restructured its staffing and further discussion on the staffing plan will take place in Executive Session. He added that Republic's staff is reviewing procedures to recoup the expense of immobilization devices (boots) that were stolen, and pressing charges against the respective motorists. Replacements have been ordered. After the Commissioners' discussion, staff was directed to review the procedures with the Corporation Counsel and the Hartford Police Department before pressing charges against motorists who allegedly stole the boots.
2. Surface Lot Maintenance - Mr. Boone stated that the:
  - Fencing recycled from the M&T Surface Lot (Lot) where the stadium is being built will be installed around the 141/166 Sheldon Street Lots during the week of September 14<sup>th</sup>, 2015.
  - Rip-rap resurfacing in the 1212 Main Street Lot was completed in August, 2015.
  - City's Department of Public Works (DPW) deposited millings gathered during the repaving of City streets to resurface the San Juan and Ann Uccello Lots. A vendor was selected to spread out the milling and work to commence during the week of September 21<sup>st</sup>, 2015.
3. Budget Improvement Ordinance Modifications - Mr. Boone stated that the ordinance modifications and recommendations are on hold until after primary and possibly after election. After the Commissioners' discussion, staff was directed to prioritize the HPA's actions which need to be acted upon by the Council.

Ms. LeShane stated that during the Council's Quality of Life and Public Safety (QOL) sub-committee meeting a Councilperson stated that City residents should not pay for parking but motorists coming into the City should. Commissioners' discuss the Council members' comments/concerns thoroughly. Ms. LeShane polled Commissioners for further comments/questions, and hearing none, she called for a motion, a motion was made by Mr. Jasinski, seconded by Mr. Lerman, that -

**VOTED:** The Hartford Parking Authority declined to develop a residential on-street free parking policy for the City of Hartford residents.  
(Ayes - Fowler, Jasinski, Lerman and LeShane)

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

**VOTED:** Hartford Parking Authority Commissioners collectively agreed that given the nature the City's finances and the nature of what on-street parking in the City the on-street policy is trying to keep parking spaces open for patrons of businesses, merchants, retailers, etc.; not have individuals without vehicles subsidize individuals with vehicles; and not negatively impact FY 15-16 budget revenues. (Ayes - Fowler, Jasinski, Lerman and LeShane)

4. HPA Offices - Mr. Boone stated that he received the Morgan Street Garage (MSG) lease extension from the State of Connecticut's Department of Administrative Services. The lease allows staff to utilize the MSG's office space for one (1) year.

Mr. Boone stated that the lease agreement for office space at 11 Asylum Street has been signed, final drawings will be completed September 18<sup>th</sup>, 2015 and the move is scheduled

for the week of December 7<sup>th</sup>, 2015. He added an operational plan has been established to alleviate any impact on the motorist paying citations.

5. Capital Preparatory School Parking - Mr. Boone stated that the City has agreed to fund and supplied payment for one (1) year of parking services for twenty (20) school staffers at the San Juan Lot. A parking agreement signed by HPA, the City, and School captures the terms of the arrangement.
  6. Marathon Parking Plan and Pricing - Mr. Boone stated that the HPA's staff developed a parking plan for the Northeast Utilities Marathon planning team to help them organize parking for the event and effectively communicate the plan to event goers.
  7. Meter Relocation - Mr. Boone stated that the HPA has received an increase in requests for meter relocations from businesses, contractors, and hospitals due to construction projects and street scape improvements. He stated staff will provide a recommendation to address HPA's cost impact at the October 2015 Regular Board meeting.
  8. Request for Responses - Mr. Boone stated that the On-Call Engineer Services Request for Responses (RFR) has been drafted and will be issued by the end of September 2015; and the Security RFR has been drafted and will be issued by early October 2015.
3. **Bylaws and Revisions Committee** - Mr. Jasinski stated that the Bylaws Committee (BC) will draft a revision to the Bylaws to reflect the move to the new office location. Attorney Varano will review the draft/revision prior to its distribution to Commissioners for comment. He stated that the BC presented draft/revision for action at the November 2015 Regular Board Meeting.
  4. **Marketing Committee** - Ms. LeShane stated that Mr. Boone and her had discussed public announcements of the HPA's new initiatives and directed staff to schedule a meeting for that purpose. Mr. Boone stated that the HPA's current marketing firm term has expired and a Marketing RFR will need to be issued.
  5. **Finance Committee** - *Please see the Financial Report for details*

Mr. Fowler stated that Mr. Boone will present the Finance Committee's (FC) monthly report. He added the August 2015 financials were not comparable to August 2014 due to changes in operations.

Mr. Boone reported that the FY 15-16 results through August 31, 2015, for operations were operating income of \$390k compared to a budget of \$350k; a favorable variance of \$39k; revenue was favorable by \$55k; and expenses unfavorable by \$16k.

Mr. Boone reported that the significant variances were the Church Street Garage (CSG) sale by the City on June 24, 2015 and the transfer of Surface Lots to the HPA. He stated that the:

- Discontinued operations reflect CSG funds collected after the closing.
- Sheldon Lot expenses exceeded budget by approximately \$5.5k due to pole removal.
- Downtown North Lots' expenses exceeded budget by roughly \$5k due the City's License and Inspection Department requirement to repair fencing and guard station demolition.
- Surface Lot income - Mr. Boone stated that upon HPA/Republic staffs' review of the surface lots' corporate clients (CC) monthly invoices/collections, including an audit by Republic's corporate staff, showed \$80k in receivables through August 31, 2015 was uncollected. HPA/Republic's staffs are actively pursuing the receivables which were expected to be reported as income in September 2015. He stated Republic made staffing changes to ensure receivables are invoiced and collected in a timely manner. He stated that HPA's staff thought discrepancies

existed but due to the CC's parking populations that have parking rights in multiple HPA garages and lots it was not apparent which locations were affected. Mr. Boone noted an operation plan has been initiated to address the service deficiency.

- Aging Accounts Receivable - Mr. Boone stated that the Profit and Loss (P&L) Statement has been revised to accurately reflect the HPA's financials, i.e., the administrative (Admin) expense excluded the security expense and the security expense was moved to the appropriate account. Therefore, the Admin savings is offset by an increase in security expense.

Mr. Fowler stated that another revision was the On-street Expense which was changed to Parking Enforcement (PF). Mr. Boone added that the revisions align the expense with the City's ordinance.

Mr. Boone stated that the R&R account was year-to-date; it was not the annual accumulative total; and \$25k expense incurred would not deplete the R&R account.

Mr. Fowler stated that completes the FC's monthly report. He stated that the FY14-15 Auditor Selection discussion will occur in Executive Session and at the Commissioners' request the prepared FC report on the City's Financial Reporting Criteria will be presented by Mr. Boone. He stated that for the HPA to comply with the City's requirements excerpts from the applicable Municipal Codes and resulting recommendations are in the Report Regarding Financial Reporting Policy dated August 18, 2015 and distributed to Commissioners.

- Financial Reporting Criteria - Mr. Boone stated that for the HPA to comply with the City requirements the HPA staff shall:
  1. Continue budgeting and funding a renewal and replacement account. Funding shall be based on guidance provided through routine condition assessments.
  2. Define expenses either as Operating Expenses or Equipment/Maintenance Expenses.
  3. Change on-street revenue/expenses to PF revenue/expenses as previous discussed.
  4. Submit an annual work program that entails aggregate Net Operating Income (NOI) for the year with quarterly reports. Annual NOI will consist of the total NOI defined within the Board approved operating budget per written guidance provide from the Mayor's office.
  5. Provide the City a revised work program if the staff reasonably believes that NOI will be lower than provide in the approved work program for any given quarter and notify the Board of the change via an explicit annotation within the monthly finance report prior to submission to the City.
  6. Have Board approval of any NOI work program that is revised to reduce the total annual NOI, or exceed total annual budgeted expenses, via a separate recommendation before communicating the revision to the City via a resolution.
  7. Not incur any HPA budgeted operations expense in excess of the total annual total expense budget without Council approval. Any expenses and revenues related to added operations (ex. a new surface lot), shall be addressed via separate recommendation to the Board and communicated to the City by means of a resolution.

Mr. Fowler read the final point stating that the HPA staff shall not exceed the total annual budgeted operating or Mortality and Expense line items of any business unit by more than 10% without Board approval. Approval shall be requested within the monthly financial report, which shall be requested by staff upon the earliest reasonably anticipated determination of the occurrence of such excess.

Commissioners' held a robust discussion thereafter directed staff to continue its efforts to focus on the HPA's compliance with the City's requirements.

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. Lerman, that -

**VOTED:** Adopt a policy that staff shall not exceed any annual budget item in excess of 10% without Board approval budget should such an urgent need and or conditions arise the HPA's CEO/Executive Director may obtain authorization to exceed the 10% cap with approval of two (2) members of the HPA's Commission which shall include the Chairperson and or Treasurer or appropriate member in their absence in accordance with the HPA's Bylaws and such authority shall be approved by the HPA Board at the next scheduled Regular Meeting. (Ayes - Fowler, Jasinski, Lerman and LeShane)

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. Lerman, to -

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

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

#### **EXECUTIVE SESSION**

- a) Personnel Matters
- b) Contract Negotiations

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

**VOTED:** Enter into Executive Session at 6:35P.M.  
(Ayes - Fowler, Jasinski, Lerman and LeShane)

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

Mr. Fowler and Mr. DesRoches exit Executive Session at 6:47P.M.

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

**VOTED:** End Executive Session at 7:12P.M.  
(Ayes - Jasinski, 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 7:13P.M.  
(Ayes - Jasinski, Lerman and LeShane)

- a. Contract Negotiations - Ms. LeShane stated that the FC recommend approval of Whittlesey Hadley, P.C. as auditors for FY15-16 then polled Commissioners for further comments/questions, and hearing none, called for a motion, made by Mr. Jasinski, seconded by Mr. Lerman, that -

**VOTED:** Approved Whittlesey Hadley, P.C. as auditors for FY15-16.  
(Ayes - Jasinski, 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. Jasinski, seconded by Mr. Lerman, passing unanimously to -

**VOTED:** Adjourn the September 17<sup>th</sup>, 2015 Regular Board Meeting at 7:14P.M.  
(Ayes - Jasinski, Lerman and LeShane)

Respectfully submitted,

*Carey E. Redd, II, CAPP*

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Secretary to the Board