

Approved Minutes
Thursday, October 15, 2015 - 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present

Paddi LeShane, Chair
Ken Lerman, Vice Chair
Bill Breetz, 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 October 25, 2015 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:21P.M.
2. **Roll Call of Commissioners** - Mr. Redd conducted roll call and announced there was a quorum.
3. **Approval of Minutes of the Special Board Meeting of August 28th, 2015** - Ms. LeShane polled Commissioners for corrections to the minutes, then called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Lerman that -

VOTED: Approved the August 28th, 2015 Regular Board Meeting Minutes as submitted.
(Ayes - Breetz, Lerman and LeShane)

4. **Approval of Minutes of the Regular Board Meeting of September 19th, 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. Breetz. After the ensuing discussion Commissioners’ amended the minutes with a variety of technical edits. Ms. LeShane called for a vote that -

VOTED: Approved the September 19th, 2015 Regular Board Meeting Minutes as amended.
(Ayes - Breetz, Lerman and LeShane)

5. **Chair’s Comments** - Ms. LeShane stated the Strategic Plan and HPA Board resolutions are in the works and should be completed by the November meeting.

Attorney Varano stated that she reviewed the Board’s votes for the past three (3) years and determined some should be memorialized with a Board resolution. She had some questions about the HPA’s past and current procedure for preparing, maintaining and filing Board agendas, minutes and resolutions. She will review past practices and report to the Board on the following items:

1. What documents are sent to the City of Hartford’s (City) Town Clerk (TC)?
2. What is the TC doing with them?
3. Was the unapproved and approved Board minutes archived and where?
4. What does the State of Connecticut Freedom of Information Act (FOIA) require?

After Commissioners’ general discussion, Ms. LeShane stated:

1. Staff shall prepare draft resolutions for Board votes that occurred in the past three (3) years that Attorney Varano identifies are required.
2. Staff shall establish a protocol for documents submitted to the City's Town Clerk subject to approval by the Board.
3. Staff should continue to comply with Freedom of Information Act requirements (FOIA).
4. Staff shall review the approved Board minutes and confirm that they have been posted on the HPA's web-site.

Attorney Varano stated that HPA exceed the FOIA and Town Clerk's requirements. She will prepare a list of the minimum requirements of FOIA and the Town Clerk and distribute the list to Commissioners for discussion at the November 19th, 2015 Regular Board meeting. In addition, she will provide a list of Board votes during the past three (3) years that require a resolution so staff can draft them and bring forward to the November meeting.

REPORTS AND ACTION ITEMS

1. **Personnel Committee** - Mr. Lerman stated the Personnel Committee's did not have a Report.
2. **Property Management Committee** - *Please see the Property Management Report for details.*

Mr. Breetz stated that the Property Management (PM) Committee met Friday, October 9th, 2015. He stated a summary of that discussion was as follows:

- a. **Republic Update** - Mr. Breetz reported that six (6) boots were stolen since May, 2015. The Hartford Police Department (HPD) has opened cases for each theft and is currently investigating. HPA has replaced the stolen inventory. Mr. Boone stated that recently numerous vehicles have been booted and some of those same vehicles have the same license plate. After the Commissioners' brief discussion, the HPA/Republic staffs were directed continue to monitor the stolen boot inventory and report as needed.
- b. **Surface Lot Maintenance** - Mr. Breetz reported that the:
 - Fencing for the 141/166 Sheldon Surface Lots (Lots) which was recycled from the Main & Trumbull Lot where the stadium is under constructed will be installed as soon as back ordered parts are delivered. The recycled fencing represents a substantial savings to the HPA.
 - San Juan and Ann Uccello Lots were resurfaced using recycled milling acquired from the City's Department of Public Works which was an additional savings to the HPA.
 - Pay Station installed in San Juan Lot across the street from Capital Preparatory Academy will provide off-street parking for the patrons of Main Street businesses, merchants and retailers in that vicinity.
- c. **Budget Improvement Ordinance Modifications** - Mr. Breetz reported that the ordinance modifications and recommendations submitted to the City Council (Council) are on hold and will probably not be acted upon until after the upcoming primary and possibly the election in November 2015. Following a thorough discussion, Ms. LeShane directed staff to notify City Council in writing of the Board's position regarding the request to provide free parking to City residents (as requested by the Council's Quality of Life and Public Safety Committee) and to respectively request that the City Council take action on the ordinance modifications and recommendations as submitted because without them, the HPA will have a budget shortfall of approximately \$600k.
- d. **HPA Offices** - Mr. Breetz reported that final drawings for HPA's new administrative offices are completed and permits were obtained; HPA is awaiting revised pricing on various aspects of the construction; the office move is scheduled for the week of December 7th, 2015; and

further discussion on the office move will occur in Executive Session. Mr. Boone noted that the office move has been pushed out to the week of December 14th, 2015.

- e. On Street Meters** - Mr. Breetz reported that HPA has signed an agreement with Municipal Parking Services (MPS) to provide a test bed of its new parking meter system and that installation of the meters commenced on October 9th, 2015.
- f. MAT LED Lighting** - Mr. Breetz reported that PM Committee recommends HPA install LED lighting in the MAT Garage utilizing a grant and loan offer by Eversource (formerly Connecticut Light and Power) as funding components to finance the project. Corporation Counsel was asked to research the concern of the HPA taking out a loan and/or assuming debt. Attorney Varano stated that her research was unclear and that she engaged Attorney David Panico, Bond Counsel, Robinson and Cole to provide a written opinion to the Board regarding the ability of HPA to assume debt and whether or not such action requires the approval of City Council. After the ensuing discussion, Commissioners' directed staff to modify the resolution so that it was specific to the grant for City Council's approval and to work with Attorney Panico to prepare an ordinance which shall allow HPA to take out loans as needed for future projects. This second resolution will come before the Board at a future meeting after review of the Finance Committee.

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

VOTED: Adopt the LED Lighting Project Resolution as amended to be submitted to City Council for its approval. (Ayes - Breetz, Lerman and LeShane)

- g. Request for Proposal** - Mr. Breetz reported that the On-Call Engineer Request for Response (RFR) was drafted and submitted for counsel review. The Security RFR has been reviewed by counsel and scheduled to be issued during the week of October 12th, 2015.
- h. Meter Relocation** - Mr. Boone stated that due to the volume of active construction projects and streetscape projects in the City in recent months, the number of requests to HPA from the City's DPW and/or contractors to remove and reinstall/relocate parking meters has increased dramatically. HPA has considered the need to establish fees to reimburse the HPA for the relocation of the parking meters and the loss revenue attributable to their removal from service. Attorney Varano reported that the City Charter provides that only the City Council has authority to establish fees. After the ensuing discussion, Commissioners directed staff to:
- Establish a policy to seek reimbursement for HPA's actual cost to remove/ relocate parking meters effective October 15, 2015.
 - Pay HPA's sub-contractor for the removal/relocation of the parking meter and then invoice the party requesting the work so that HPA can be reimbursed for out of pocket expenses.

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

VOTED: Request the Authority to prepare a draft ordinance to establish fees for the removal/relocation of parking meters and to enter into contracts with third-party contractors for such work such ordinance to be submitted to City Council for approval. (Ayes - Breetz, Lerman and LeShane)

3. **Bylaws Committee** – The Bylaws Committee did not report due to Mr. Jasinski’s absence. Ms. LeShane stated that shortly after our move the Bylaws will need to be revised to reflect the future location of HPA meetings.
4. **Marketing Committee** - Ms. LeShane stated that Mr. Boone and she had to work on a Marketing RFR. Mr. Boone stated that the current contract expires October 2015. HPA can continue to utilize the current vendor’s marketing services during the time it takes to prepare the RFR, but only if each project expense is under \$2,500 and assigned a different purchase order.
5. **Finance Committee** - *Please see the Financial Report for details.*
 - a. **Executive Summary** - Mr. Boone reported that the FY 15-16 results through September 30, 2015 were operating income of \$607k, a favorable variance of \$53k; revenue was favorable by \$71k; and expenses unfavorable by \$17k.

b. Explanation of Significant Variances

- **MAT Garage** - Mr. Boone reported the MAT Garage revenues fell behind budget because their financials are reported on a cash basis with the outstanding receivables increasing to over \$69k. He stated that Mike DesRoches, Finance and Administration Director, received MAT Garage’s financial report in the middle of the month and is reviewing them to determine the corporate clients and/or individual parkers that are delinquent. He stated HPA and Republic Parking Services’ staff will pursue the outstanding debt which monies will be received/reported in HPA’s November 2015 Financial Report.
- **Surface Lots** - Mr. Boone reported the Downtown North Lots expenses exceeded budget by approximately \$5k due to additional work required by the City’s License and Inspection Department to repair fencing and demolish the guard station.

Mr. Boone reported upon a thorough review of surface lot contractual obligations by monthly corporate clients and individuals, HPA and Republic’s staffs are actively pursuing about \$49k in past due receivables by working closely with Republic and directly with customers. Mr. Boone stated HPA’s internal control procedures and review by Republic’s corporate staff, identified that Republic’s staff did not invoice various corporate clients/individuals and/or notify them of their delinquencies. HPA was not receiving accurate complete financial reports from Republic’s staff, which inconsistencies resulted in the termination of Republic’s Lot Manager. Mr. DesRoches stated HPA’s procedures identified the delinquencies and HPA/Republic’s operational/report process has been revised to continue to identify any delinquencies and collection status.

- **Church Street Garage** - Mr. Boone reported Church Street Garage was sold by the City on June 24, 2015 and Discontinued Operations reflects funds collected after the closing which inured to the benefit of HPA.
- **Renewal and Replacement** - Mr. Boone reported HPA’s Renewal and Replacement account is funded through September 30, 2015 with a balance of approximately \$440k.
- **Aging Accounts Receivable** - Mr. Boone presented the citations aging accounts receivable broken down for review.

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

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

6. **Executive Director's Report Update** - Please see the Executive Director's Activity Report for details

Mr. Boone reported the:

- Marketing RFR was added to the Executive Director's Report.
- Northeast Neighborhood Revitalization Association decided not to implement a parking permit program.

Mr. Boone stated the transfer of Downtown North Lots to HPA are complete therefore the lots will be tracked under Property Management on the Executive Director's Report going forward . He added the Strategic Plan and resolutions will be added to the report.

PUBLIC COMMENT - There were no public comments.

EXECUTIVE SESSION

a) Contract Negotiations

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

VOTED: Enter into Executive Session at 7:15P.M. for the purpose discussing contract negotiations.

(Ayes - Breetz, Lerman and LeShane)

Mr. Boone, Attorney Varano, Mr. Breetz, Mr. Lerman and Ms. LeShane participated in Executive Session.

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

VOTED: End Executive Session at 8:41P.M. (Ayes - Breetz, Lerman and LeShane)

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

VOTED: Reconvene the Regular Meeting at 8:41P.M. (Ayes - Breetz, Lerman and LeShane)

Ms. LeShane stated that there was no action to come before the regular meeting of the HPA and then polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Lerman, seconded by Mr. Breetz, passing unanimously to -

VOTED: Adjourn the October 15th, 2015 Regular Board Meeting at 8:49P.M.

(Ayes - Breetz, Lerman and LeShane)

Respectfully submitted,

Carey E. Redd, II, CAPP

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Secretary to the Board