



Approved Minutes
Thursday, December 18TH, 2014 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present¹

Paddi LeShane, Chair
Rex Fowler, Treasurer
Bill Breetz, Commissioner

Also Present for HPA:

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

Guests:

Kyle Nichols, General Manager, Republic Parking

¹Mat Jasinski, Commissioner entered the meeting at 5:09P.M.

1. **Call to Order** – Ms. LeShane called the December 18th, 2014 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06P.M.
2. **Roll Call of Commissioners** – Mr. Redd conducted roll call and announced there was a quorum present.
3. **Election of Board Chair for 2015** – Ms. LeShane stated that the Board had to elect officers for 2015 and turned the meeting over to Mr. Fowler to conduct the nomination for the election of the Chair of the HPA. Mr. Fowler opened the floor to nominations. Mr. Fowler nominated Ms. LeShane, seconded by Mr. Breetz. Mr. Fowler polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Ms. LeShane is elected as the Chair of the HPA for the year 2015.
(Ayes – Breetz, Fowler, LeShane).

4. **Election of Board Vice Chair for 2015** – Mr. Fowler turned the meeting over to Ms. LeShane who opened the floor to nominations for the Vice Chair of the HPA. Ms. LeShane stated that Mr. Ken Lerman conveyed to her his interest to serve as Vice Chair which includes being Chair of the Personnel Committee. Mr. Fowler nominated Mr. Lerman, seconded by Mr. Breetz. Ms. LeShane polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Mr. Lerman is elected as the Vice-Chair of the HPA for the year 2015.
(Ayes – Breetz, Fowler, Jasinski, LeShane).

5. **Election of Board Treasurer for 2015** – Ms. LeShane opened the floor to nominations for the Treasurer of the HPA. Ms. LeShane nominated Mr. Fowler, seconded by Mr. Breetz. Ms. LeShane polled the

Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Mr. Fowler is elected as the Treasurer of the HPA for the year 2015.
(Ayes – Breetz, Fowler, Jasinski, LeShane).

Ms. LeShane with concurrence of Commissioners stated that they will continue as Chair of their respective Committees. In response to Attorney Varano's comments, Ms. LeShane stated that the Board Secretary is not voted on annually. She added the Board Secretary continues in their position year after year their initial appointment by the HPA's Chair and voted in by the Commissioners.

6. **Approval of Minutes of the Special Board Meeting of October 15th, 2014** - Ms. LeShane polled the Commissioners for amendments to the minutes. Mr. Breetz in agreement with the Commissioners complimented Mr. Redd, Board Secretary on the detail provided in the minutes. Hearing no amendments to the minutes, Ms. LeShane called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Fowler that -

VOTED: Approved the October 15th, 2014 Special Board Meeting Minutes as submitted.
(Ayes – Breetz, Fowler, Jasinski, LeShane).

7. **Approval of Minutes of the Regular Board Meeting of November 20th, 2014** - Ms. LeShane polled the Commissioners for amendments to the minutes and hearing none called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski that-

VOTED: The November 20th, 2014 Regular Board Meeting Minutes be approved as submitted. (Ayes – Breetz, Jasinski, LeShane / Nays – None / Abstain – Mr. Fowler).

8. **Chair's Comments** - Ms. LeShane stated that the present HPA committee structure will continue in 2015. She complimented Mr. Breetz, Chair, Property Management Committee, Mr. Jasinski, Chair, Governance Committee and Mr. Fowler, Chair, Finance Committee for their efforts during the past year which they acknowledged then added the Marketing Committee has no pending activities but should that change she is prepared to lead any marketing effort.

REPORTS AND ACTION ITEMS

1. **Personnel Committee**

- a. **Approval of Recommendation Regarding 401(a) Plan Contribution** – Ms. LeShane reported that the Personnel Committee met to discuss the HPA's 401(a) Employee Retirement Plan (Plan) and the Committee recommends approval of an eight (8%) percent contribution for 2014 to the employees' retirement fund. She asked Mr. Jasinski to elaborate on the process and recommendation.

Mr. Jasinski stated that the Personnel Committee was task with developing a benchmark for the retirement fund that was in line with the general market. He stated that the research Mr. Boone conducted revealed the employer contribution to a 401(a) plan benchmark was five (5%) percent. He added the HPA's staff's total compensation was already benchmarked at the 8% contribution and to reduce the Plan contribution to 5%, another component of the staff's total compensation would have to increase by a corresponding amount to maintain the staff's total compensation benchmark and the only variable component in the total compensation benchmark other than 401(a) contribution that could be adjusted is salary. Mr. Jasinski stated that an increase to the staffs' salaries would result in a payroll tax liability HPA would be obligate to pay. He stated that

the Personnel Committee concluded it would be in the best interest of the HPA to make the 8% contribution to the employees' retirement fund and further recommend the contribution remain at 8% in perpetuity. Mr. Jasinski stated that the recommendation was made in the form of a motion which was seconded by Mr. Breetz, in response to Ms. LeShane inquiry.

Mr. Breetz asked what the aggregate economic difference between the 5% market rate benchmark and 8% contribution recommendation. Mr. Boone stated that the aggregate is approximately \$17,000 when the economic difference is move from the retirement fund to employees' salaries in response and the tax burden is approximately \$1800 for each the employee and the HPA.

Mr. Boone stated that revenue was not a factor in the analysis in response to Ms. LeShane's comments. He added that across the state and nation there was no consistent mechanism employed by parking authorities to determine employees retirement funding.

Mr. Jasinski with Mr. Boone in agreement stated that HPA employees' total compensation includes the 8% contribution. Mr. Boone stated that HPA employees' total compensation is at the appropriate salary levels or higher when benchmarked against the market in response to Mr. Fowler's inquiry. He provided the Commissioners with an explanation of the analysis performed and stated that if the 8% contribution were removed some HPA employees would fall below an appropriate salary level.

Ms. LeShane stated that the previous HPA employee retirement plan was a contribution plus match system, in response to Mr. Fowler's comments and the prior plan was salaries top heavy that concerned the Authority thus the reason for developing the current plan which Mr. Boone acknowledged.

In response to Mr. Breetz's inquiry, Mr. Boone as agreed with Ms. LeShane stated that the HPA's employees have a 457(b) retirement plan that was established concurrently with the 401(a) plan to ensure HPA employees would have a deferred compensation plan they could make contributions to if the employee elect to.

In response to Mr. Fowler's inquiry, Mr. Boone stated the benchmark compared employer contributions to a 401(k) and he correlated that to a 401(a) plan. He added the market benchmark had inclusion such as pension values and other aspects which are not part of the HPA's Plan. He stated that the various components were removed to guarantee the market benchmark was in line with the HPA's benefits.

Mr. Breetz offered a friendly amendment to limit the HPA's Plan contribution to 2014 that was accepted by Mr. Jasinski and supported by Ms. LeShane and Mr. Fowler. Ms. LeShane with the agreement of the Commissioners and HPA staff stated that the Personnel Committee should continue its analysis of the HPA's Plan annually to ensure its viability as market conditions change. Ms. LeShane polled the Commissioners for further comments/questions on the friendly amendment, then called for a motion, a motion was made by Mr. Jasinski, seconded by Mr. Breetz that -

VOTED: Approved HPA employees' 401(a) retirement plan contribution is limited to 2014.
(Ayes – Breetz, Fowler, Jasinski, LeShane).

Ms. LeShane polled the Commissioners for further comments/questions, then called for a motion, a motion was made by Mr. Jasinski, seconded by Mr. Breetz that-

VOTED: Approved an eight (8%) percent contribution be made to HPA's employees' 401(a) retirement plan for the year 2014. (Ayes – Breetz, Fowler, Jasinski, LeShane)

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

- a. **Monthly Finance Report** – Mr. Fowler turned the November 30th, 2014 financial reporting over to Mr. Boone. Mr. Boone reported that the HPA's year to date operating income had a small unfavorable variance of \$8k. He stated that HPA's commercial Surface Lots (lots) was the most significant contributing factor to the unfavorable variance and the lots will be discussed in more detail during in Executive Session. Mr. Boone reported that revenues had an unfavorable variance of \$48K and expenses had a favorable variance of \$40k however overall operations were on track to attain the FY 14-15 budget illustrated in the report. He noted that HPA's staff began to draft the FY 15-16 budget.

In response to Ms. LeShane's inquiry, Mr. Boone stated that the reasons HPA's operational variances from budget prior to November 2014 were the:

- Commission expense was higher than budget due to revenue collections that were higher than forecast; and,
- Credit card (CC) expense was higher than budgeted which resulted from transaction fee payments to Mercury, HPA's credit card processing vendor.

Mr. Boone stated that once the transition to Bank of America is completed, the CC expense will be eliminated. He added the City of Hartford's (City) Treasurer was working with the HPA staff to resolve the challenges which have negatively impacted the transition and in response to Mr. Fowler's inquiry, he stated that the transaction fee expense is a component of the on-street parking operating expense in the monthly financial report.

Mr. Boone stated that the City's Finance Department (Finance) provided HPA with asset balances for the Fund 6054; however, there are discrepancies in the fiscal assets balances when compared to that of the HPA. He stated that HPA's staff was working with Finance to resolve the inconsistencies but they do not expect to complete their research on the discrepancies any time before January 2015 because Finance is completing its outside audit.

Mr. Nichols stated that the year to date collection rate was eighty-four (84%) percent but he did not know what the year to date rolling collection percentage was in response to Mr. Breetz's inquiries. Mr. Fowler stated that the Authority's Finance Committee will develop a standard aged citation receivable report with a rolling collection rate percentage that will be incorporated in the monthly financials provided which Mr. Boone and Mr. Nichols acknowledged in response to Mr. Breetz and Ms. LeShane's comments.

Ms. LeShane polled the Commissioner for further comments/questions, and hearing none, called for a motion, a motion was made by Mr. Fowler, seconded by Mr. Breetz that –

VOTED: Approved the November 2014 Monthly Finance Report as submitted.
(Ayes – Breetz, Fowler, Jasinski, LeShane).

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

Ms. LeShane stated there was nothing the Marketing Committee had to report then asked Mr. Breetz to present Property Management (PM) Report which had one action item, the approval of the FY 15-20 Strategic Plan.

a. Monthly Report - Mr. Breetz stated that the PM Committee met on Tuesday, December 9th, 2014 and reported the:

- MAT Garage Repairs and Preventive Maintenance construction was on schedule, within budget and expected to be completed by December 30th, 2014.
- HPA and Republic staffs communicates that there has been less booting revenue generate revenue due to motorist making more payments on parking citation receivables resulting in an increase in the collections revenue:
- Sheldon Street lighting project approved on an emergency basis for \$122k was moving forward and work is expected to begin at both 141 and 166 Sheldon Street shortly.
- Pending sale of the Church Street Garage though slowed as a result of many factors is expected to proceed as planned.
- HPA staff will draft a Request for Quotation (RFQ) and consult with City Hall prior to releasing RFQ. Mr. Boone stated that the RFQ will be issued sometime in January 2015.
- HPA staff received support from the City's Administration after their meeting to discuss the HPA office move and the staff expanded its property research to the South Main Street area south-end at his request but nothing materialized therefore lease negotiation for 100 Ann Street will continue.

Mr. Fowler noted the term "Asylum" should replace "Allyn" on the Monthly Report which Mr. Boone acknowledged.

Mr. Boone stated an agreement is imminent since the expense item in question has been reduce to \$10k and further reduction is apparent. He noted as agreed with Mr. Varano the item is on the City Council's agenda Monday, December 22, 2014 will be followed by a Public Hearing however that date is to be determined.

Ms. LeShane stated that the State of Connecticut (ST of CT) Department of Administrative Services Commissioner was retiring and the successor supports the agreement in principal for the HPA offices to remain in the Morgan Street Garage until the new HPA office is ready. She added the ST of CT Property Review Board was moving quicker than expected to facilitate the agreement.

Mr. Boone stated that the move is expected July or August 2015 in response to Mr. Fowler's inquiry.

- Downtown North Project would be discuss in detail in Executive Session.
- HPA staff is working with City's Administration and Department of Public Works to transfer authority to HPA for issuing and monitoring of city-wide placards.

Mr. Boone stated that he met with all of the appropriate aforementioned parties which will develop a set of criteria for the issuance of a citywide placard for official duty needs that will be presented to the HPA Board and City for approval.

Mr. Boone as agreed with the Commissioners stated that the City's Traffic Authority interest is expected to be conveyed and supported by the City's Administration in response to Ms. Varano's comments.

- HPA received notification from 3M, the manufacturer of the Federal APD Parking and Revenue Control System (PARCS) equipment currently installed at Church Street and MAT Garages, will transition out of the PARCS business after February 2015. Mr. Boone stated that the HPA staff will research options available and make a recommendation to the PM Committee and

subsequent Board on PARCS equipment that will be utilized in the garages once the research and analysis is complete.

- b. FY15-20 Strategic Plan – Mr. Breetz stated that the PM Committee recommends by way on motion the approval of the FY15-20 Strategic Plan (Strategic Plan) as detailed in the October 15th, 2014 Special Meeting Minutes approved in this meeting, seconded by Mr. Fowler.

Ms. LeShane stated that Strategic Plan accurately reflects what was discussed in detail during the October 15th, 2014 Special Meeting. She added with Mr. Boone's agreement they were working on the use of more customer friendly terminology in the finished document.

Mr. Boone stated that there were no substantive changes to the Strategic Plan in response to Mr. Breetz's inquiry.

In response to Mr. Fowler's inquiry, Mr. Boone stated that for Expand on-street volume to provide additional long-term parking options at affordable rates was a new initiative which is why it was highlighted in red as was other strategies in the plan.

Mr. Boone stated that Mr. Breetz recommendation to establish outdoor seating areas was added to the Strategic Plan though the topic was discuss at the October 15th, 2014 Special Board Meeting and New Haven, CT was implementing a similar program.

Ms. LeShane polled the Commissioners for further comments/questions, and hearing none, called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Fowler that –

VOTED: Approved the HPA's FY 15-20 Strategic Plan as submitted.
(Ayes – Breetz, Fowler, Jasinski, LeShane).

4. Governance Committee – Mr. Jasinski stated that the Governance Committee (GC) met via teleconference on Monday, December 15th, 2014 to discuss the timeline for completion Bylaws revisions drafts (draft) prepared by Mr. Redd who will provide status update. Mr. Redd stated that the Governance Committee was reviewing the drafts of the suggest revisions in an effort to finalize/distribute them for discussion purposes at the Thursday, January 15th, 2015 Regular Board Meeting and adoption at the Thursday February 15th, 2015 Regular Board Meeting.

Mr. Redd stated that Ms. LeShane and Mr. Boone held a separate discussion on other revisions and was researching the items to create drafts that for distribution and adoption by the Board on separate timeline.

Mr. Redd stated that Ms. LeShane expressed unease about the Chair or Vice Chair voting at meetings. He stated that he discussed the Chair's concerns with Ms. Varano, who researched Robert's Rules of Order, which affirmed all members of a board twelve persons or smaller could vote. Mr. Redd stated he will draft a Bylaws' revision for the aforementioned subject for distribution to the Commissioners in January, 2015 and adoption by February, 2015 as agreed by the Governance Committee members.

5. Executive Director's Report Update – In response to Ms. LeShane's comments, Mr. Boone as agreed with Mr. Redd reported the Residential Parking Permit Program will be rolled out in January, 2015, the neighborhood leadership and residents' input has been incorporated in the rollout as required and public information campaigns will begin approximately two weeks after the initial permits are issued.

There was no public comment.

EXECUTIVE SESSION

1. Contract Negotiations – Church Street Garage
2. Contract and Property Sale –Covered Bridge Properties
3. Contract Negotiations – Baseball Stadium

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

VOTED: Enter into Executive Session at 6:05P.M.
(Ayes – Breetz, Fowler, Jasinski, LeShane).

Mr. Boone and Attorney Varano remained for Executive Session.

Mr. Breetz exited at 6:45P.M.

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

VOTED: End Executive Session and reconvene the Regular Meeting at 7:20P.M.
(Ayes – Fowler, Jasinski, LeShane)

ADJOURNMENT

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

VOTED: End the December 19th, 2013 Regular Board Meeting ended at 7:21 P.M.
(Ayes – Fowler, Jasinski, LeShane)

Respectfully submitted,

Carey E. Redd, II, CAPP

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