



Approved Minutes
Thursday, February 20th, 2014 – 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
William Breetz, Commissioner
Mat Jasinski, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Terry Leonowicz, Director of Revenue Control/Marketing Promotions
Gina Varano, Assistant Corporation Counsel, City of Hartford
Cynthia Lauture, Assistant Corporation Counsel, City of Hartford

Guests:

Kyle Nichols, General Manager, Republic Parking Systems
Robert Kliman, Consultant, Connecticut Parking Service

1. **Call to Order** – Ms. LeShane called the February 20th, 2014 Regular Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06 P.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced there was a quorum present.
 - Mr. Lerman entered at the meeting at 5:10P.M.
3. **Approval of the Minutes of the Regular Board Meeting of January 16th, 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.

VOTED: The January 16th, 2014 Regular Board Meeting Minutes were approved as submitted. (Ayes – LeShane, Breetz, Jasinski)
4. **Chair’s Comments** - Ms. LeShane reported that a meeting is scheduled on March 13, 2014 with the Mayor to update him on HPA initiatives. No Commissioners were available to attend and Ms. LeShane volunteered to join Mr. Boone for the meeting.

Ms. LeShane also stated that Ms. Jennifer Hawkins was accepted as an ad hoc committee member to assist with the search for a candidate to fill the CFO position, once Mr. Michalik leaves in March. Ms. Hawkins was referred by Commissioner Lerman and has municipal finance experience.

Ms. LeShane then introduced Cynthia Lauture from Corporation Counsel, who will oversee the Citation Hearing Office. It was also recommended that the agenda item

regarding scofflaw booting be the first order of business, as Ms. Varano needed to leave the meeting early. All Commissioners were in agreement.

REPORTS AND ACTION ITEMS

1. **Property Management Committee** - *Please see the Property Management Memo for details.*

a) **Approve Resolution/Policy for HPA Booting Scofflaws**

Mr. Breetz reported that Mr. Boone met with the Mayor to discuss a booting policy and procedures and that he supports the concept with certain stipulations. Therefore, the recommendation of the Committee is that the Board approves the policy for booting scofflaws subject to state and local statues and to approve the corresponding draft Resolution as submitted by Corporation Counsel. Ms. LeShane explained that the Resolution represents a policy to be adopted by HPA, which will give Mr. Boone the authority to move forward, and to draft an implementation plan. Then a full presentation of that plan will be made to the Board prior to implementation.

Ms. LeShane called for a motion to approve the policy of booting scofflaws and a motion was made by Mr. Breetz, seconded by Mr. Lerman.

Ms. Varano then summarized the draft Resolution language and there was much discussion relating to specific items including delegation of duty by HPD, municipal code language and interpretations, and recommendations to revise the Resolution language. Ms. Varano accepted two (2) revisions as suggested by Mr. Jasinski.

The motion was then amended by Mr. Jasinski and seconded by Mr. Lerman that the following friendly amendments are made to the resolution: add "That" to the first "Resolved" clause; and in the third "Resolved" clause, replace "at the direction of the Hartford Police Department" with "with the appropriate authorization of the Hartford Police Department".

The Resolution was submitted for vote as follows:

RESOLUTION ADOPTING A POLICY REGARDING THE IMMOBILIZATION AND TOWING OF VEHICLES

WHEREAS, the Hartford Parking Authority (the "Authority") has the power to regulate, maintain and control parking in Hartford pursuant to Chapter 10, Section 10-14 of the Municipal Code;

WHEREAS, the Authority has been designated by the City of Hartford's traffic authority to carry-out all parking-related duties specified in Chapter 22 of the Municipal Code;

WHEREAS, Chapter 22, Division II of the Municipal Code authorizes the immobilization of any vehicle where there are five (5) or more municipal parking citations which are unpaid, otherwise unsettled or uncontested;

WHEREAS, the Authority has determined that it is in the best interests of the City and the Authority to commence enforcement of the City of Hartford's ordinances authorizing the immobilization of vehicles;

NOW THEREFORE, BE IT

RESOLVED, That the Authority shall proceed to enforce, in accordance with the terms of this Resolution, the municipal ordinances authorizing the immobilization of vehicles where there are five (5) or more municipal parking citations which are unpaid, otherwise unsettled or uncontested; and be it further

RESOLVED, That the Authority will not assess a fee for the placement of an immobilization device upon any vehicle without a subsequent approval of any such fee by the commissioners of the Authority; and be it further

RESOLVED, That the Authority, with the appropriate authorization of the Hartford Police Department, may place an immobilization device upon any vehicle and may, by means of towing, remove the vehicle to a vehicle pound; and be it further

RESOLVED, That the Authority's Chief Executive Officer is directed to establish a minimum time period before a vehicle that is subject to an immobilization device can be towed or removed to a vehicle pound; and be it further

RESOLVED, That the Authority's Chief Executive Officer is directed to implement a public education campaign and amnesty program prior to the enforcement of the municipal ordinances related to the immobilization and towing of vehicles; and be it further

RESOLVED, That the Authority's Chief Executive Officer is authorized to execute any agreements or documents and take any action for the purpose of implementing the policy set forth above, upon and subject to the above terms and conditions, and such other terms and conditions as the Chief Executive Officer shall deem appropriate; and be it further

RESOLVED, That no person or entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should the Authority's Chief Executive Officer fail to execute the aforementioned agreement or other documents, or to take any of the other aforesaid actions; and be it further

RESOLVED, That all approvals and authorizations provided hereby are contingent upon, and only shall be effective on and by means of, the Authority's Chief Executive Officer executing such agreement and documents, and taking such actions, all of which shall be, in form and substance, acceptable to the Corporation Counsel.

Ms. LeShane then called the motion which passed unanimously to -

VOTED: Approve as amended, the Resolution adopting a policy regarding the immobilization and towing of vehicles. (ayes – Lerman, LeShane, Breetz, Jasinski)

Mr. Breetz continued with his report summarizing the Church Street Garage (CSG) HVAC and aesthetic enhancement projects. Also reported was that the enhancement project was recently expanded to include a contract with iQuilt designer - Suisman Urban Design, who will provide renderings to enhance CSG's exterior while maintaining iQuilt's vision of the City as more walkable and pedestrian friendly. Mr. Boone reported that additions to the project include operational improvements such as replacing rusted handrails, rotted wooden bumpers, and stairwell roofing. The budget, including contingency, will be increased to \$1,576,650. Renderings were presented to the Commissioners for review.

Mr. Breetz stated that the Committee recommends approval to issue an RFR for the aesthetic enhancements at CSG.

Ms. LeShane then called the motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski.

Mr. Breetz commended the Committee for their excellent work on the scope of work for this project and the RFR. Mr. Lerman asked what the budget increase was for this project and Mr. Boone responded that the original exterior painting budget was \$600,000 and with the enhanced exterior design and necessary operational repairs, it was increased to approximately \$1.6 million.

Ms. LeShane called the vote, which passed unanimously to -

VOTED: approve the issuance of the RFR for the Aesthetic Enhancement project for CSG. (ayes – Jasinski, Lerman, LeShane, Breetz)

b) Authorize Structural Repairs RFR with Desman Support

Mr. Breetz stated that the Committee recommends Board approval for the procurement of Desman Associates, HPA's on-call engineer, to prepare construction documents for an RFR for structural repairs and restoration work at the MAT Garage. The RFR is expected to be issued this coming summer/fall. Services by Desman will be \$59,600 and the estimated cost of repairs is \$1,165,060.

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

VOTED: approve the procurement of Desman Associates for \$59,600 to prepare construction documents for an RFR for structural repairs and restoration work at the MAT Garage. (ayes – Jasinski, Lerman, LeShane, Breetz)

Mr. Breetz and Mr. Boone reported on CCS Collections and gave an update on night enforcement stating that the MOU was signed. Republic is interviewing new employees and a PI campaign is being prepared for a start-up date no later than April 2014.

c) Approve Policy for 30-min Drop-off and Pick-up Zones

Mr. Breetz and Mr. Boone summarized the Committee's recommendation for dedicated Drop-off and Pick-up zones. At the request of multiple businesses in Hartford's Central Business District, staff evaluated factors including turnover, precedence and enforcement capabilities. The recommendation is to respond to the current requests and any subsequent requests with the offer to procure and install single space meters and corresponding signage to allow for a maximum of 30-minute parking for a metering fee no less than \$2 per hour to a maximum of \$4 per hour charged by 30-minute increments, for use by all motorists.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski.

Mr. Lerman asked how the recommendation is different than the current payment process. Ms. LeShane and Mr. Boone explained that the higher rate for 30-minute periods will encourage faster turnover in these high demand areas, and, in turn, will

have a neutral impact on enforcement operations and the potential for a positive impact on enforcement revenue. Additional discussion was heard regarding policy for approving requests for dedicated metered parking space, and the consensus was that HPA would analyze and evaluate the merit and feasibility of each request on a case by case basis and approve at its discretion.

Ms. LeShane called the vote, which passed unanimously to -

VOTED: approve the policy for 30-minute drop-off and pick-up zones as submitted (ayes – Jasinski, Lerman, LeShane, Breetz)

d) Surface Lots - Operations RFR

Mr. Breetz summarized a recommendation by the Committee to approve the issuance of an RFR for operations management of four (4) surface lots located at 1212 Main St., 58 Chapel St. and 141 and 161 Sheldon St. The scope of services would include the management of all four (4) lots by one (1) bidder. The expected release date for the RFR (once approved by Corporation Counsel) is February 28th, 2014.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz to approve the issuance of an RFR for surface lot operations management, seconded by Mr. Lerman.

Ms. LeShane asked what the contract term would be and Mr. Boone responded that will be for a three (3) year period with two (2) 1-year renewal options and an extension clause to negotiate for up to five (5) additional years with a 30-day termination clause. Mr. Boone stated that the termination clause was included because all these lots are subject to development by the City.

Ms. LeShane called the vote, which passed unanimously to -

VOTED: approve the issuance of an RFR for the operations management of four (4) surface lots located at 1212 Main St., 58 Chapel St. and 141 and 161 Sheldon St. (ayes – Jasinski, Lerman, LeShane, Breetz)

e) Surface Lots - Security Services RFR

Mr. Breetz summarized a recommendation by the Committee to approve the issuance of an RFR for security services for four (4) surface lots located at 1212 Main St., 58 Chapel St. and 141 and 161 Sheldon St. The scope of services will be to provide security for all four (4) lots by one (1) bidder.

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

VOTED: approve the issuance of an RFR for security services for the four (4) surface lots located at 1212 Main St., 58 Chapel St. and 141 and 161 Sheldon St. (ayes – Jasinski, Lerman, LeShane, Breetz)

In anticipation of further discussion of the RFR, Mr. Nichols excused himself from the meeting since it was possible his employer, Republic Parking, would submit a response to the RFR under discussion. The Commissioners suggested that Mr. Kliman, whose employer, CT Parking Services, may also submit a response to the RFR, may also want to excuse himself from the meeting and he did (6:20 pm).

Ms. LeShane inquired about the "Surface Lot Construction" agenda item and Mr. Boone explained that staff is working with the City to procure funds necessary to upgrade the (4) surface lots to industry standards, stating that the management RFR will include an "as-is" condition clause. Mr. Boone stated that he had a discussion with the Mayor about the necessary improvements for the surface lots and requested that he be included in all communications. However, there was no clear assurance that the City would pay for the upgrades.

There was additional discussion regarding the ability to charge higher fees to a parking operator if improvements were done versus bidding the lots in "as is" condition. The feasibility of a parking rate increase following improvements on some of the lots was also discussed.

Mr. Jasinski suggested the addition of a clause in the RFR which states "HPA may, at its discretion, improve the lots". Mr. Boone explained that there may be some ability to transfer parkers in a customer-friendly manner among the lots, in the event that any upgrade work displaces them. Ms. LeShane asked what the cost of the improvements would be and Mr. Boone responded he estimated a budget of \$2.4 million, or possibly less, since the 58 Chapel St. parcel is smaller than originally thought.

Additional discussion was heard regarding borrowing money to fund (or bond) the improvements as well as estimated operating revenue from the lots. Mr. Boone explained that because HPA does not own the property, funding improvements via loans would not be feasible. Another benefit to bidding the lots out in "as is" condition is that HPA would benefit sooner from increased operating revenue. Currently, several lots are occupied and profiting the respective private parking operators.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz to add clarifying language to the Surface Lot Operations RFR, seconded by Mr. Lerman, passing unanimously that –

VOTED: the Surface Lot RFR will include language which clarifies that the surface lots will be bid out on an "as-is" basis with no representation as to improvements, but, the HPA in its sole discretion, reserves the right to make improvements as it sees fit, but without obligation to do so (ayes – Jasinski, Lerman, LeShane, Breetz)

Ms. LeShane summarized Mr. Boone's "City Plans Review" report which outlines the City's economic development plan and how it will impact HPA operations. The conclusion is that there will be limited impact to HPA and that we should continue to be diligent as a significant stakeholder and remain engaged in the City's developmental planning.

The Commissioners agreed to table discussion about the remaining Committee agenda item – "Internships".

2. **Marketing Committee Report**

Ms. LeShane reported the following marketing updates: MAT Garage is now included on the Park Whiz website for pre-paid on-line parking; staff is preparing PI campaigns in support of Night Time Enforcement and Amnesty/Booting initiatives; Mr. Boone reported that social media went live this week with HPA's new Facebook page which

will include posts regarding DPW announcements, HPA initiatives etc. A Twitter account will be set up at a later date. Ms. LeShane requested that the Facebook link be forwarded to the Commissioners.

Mr. Boone gave an update on the XL Center pilot program which will help determine HPA's best price point for events. Mr. Boone stated that once enough data is accumulated he would make a recommendation for event rates to the Board.

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

- a. **Monthly Report** – Mr. Boone gave updates including a one-time positive variance of \$428,174 from the "closed-out" operations line and noted that without this variance, we would show an actual operating loss of \$82,307 for January. Ms. LeShane noted that the collection rate for citations is at 73% and closing in our target of 80% for the year. She thanked Republic for their efforts on this. Mr. Boone also noted a surplus under contracted security services, due to the closing of Morgan St. Garage.

Acceptance of Report - Ms. LeShane polled the Commissioners for further comments, and hearing none, called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Lerman, passing unanimously.

VOTED: The January 2014 Finance Report was approved as submitted. (Ayes – Lerman, Breetz, LeShane, Jasinski)

Budget Update Status – Ms. LeShane gave an update on the draft budget process and discussions between staff and Treasurer Fowler in regards to budgeting for potential insurance liabilities and deductibles which had not been considered in previous budgets. There was much discussion relating to how to approach the financing of this insurance expense.

Mr. Boone noted that an important consideration in budget projections related to the moving of the HPA offices, which would include relocation of the Citation Hearing Office (CHO) by the City.

Ms. LeShane stated that it was not HPA's responsibility to budget for the relocation of the CHO; rather, she suggested a direct discussion with the City's Finance Dept. to discuss adding funding to Corporation Counsel's budget for the CHO move. Mr. Breetz recommended being as proactive as possible to keep HPA offices at their current location.

Mr. Boone highlighted the budget projections which include the potential for revenue from new initiatives such as citation judgments, booting, garage lighting improvement savings, night enforcement, and on-street parking striping improvements. Ms. LeShane questioned the increased marketing budget and Mr. Boone said it was not a given, and could be adjusted as preferred.

Mr. Boone confirmed that a portion of the draft budget would be sent to the City this week via MUNIS.

4. **CEO Update** - Mr. Boone gave updates on the "Park on Us" Program, stating that there has been no interest in sponsorship that most likely stems from past sponsors not seeing a ROI and recommended discontinuing the program. Additional closed

activities reported were the Parkville Senior Center which will now be handled by DPW; Blue Hills Alliance NRZ did not provide significant feedback and staff will focus on higher priority NRZ's. It was also noted that staff will hold a Public Hearing for Asylum Hill NRZ next week for discussion of an RPP program in that neighborhood.

OPEN SESSION – PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Lerman, passing unanimously that the February 20th, 2014 Regular Board Meeting ended at 7:50 P.M. (ayes – Lerman, Breetz, LeShane, Jasinski)

Respectfully submitted,

Terry Leonowicz

Terry Leonowicz
Secretary to the Board