

Unapproved Minutes
Thursday, May 15th, 2014 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103
To be Approved at the June 19th, 2014 Regular Board Meeting

Commissioners Present:

Paddi LeShane, Chair
Ken Lerman, Vice Chair
Rex Fowler, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Michael DesRoches, Director of Finance and Administration
Carey Redd, Associate Director
Terry Leonowicz, Director of Revenue Control/Marketing Promotions

Guests:

Kyle Nichols, General Manager, Republic Parking Systems
Robert Kliman, Consultant, Connecticut Parking Service
Vincent Cloutier, President, Wescor Parking Controls

1. **Call to Order** – Ms. LeShane called the May 15th, 2014 Regular Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:09 P.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced there was a quorum present.
3. **Approval of the Regular Board Meeting Minutes for April 17th, 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. Fowler, seconded by Ms. LeShane that -

VOTED: The April 17th, 2014 Regular Board Meeting Minutes were approved as submitted (ayes: LeShane, Lerman, Fowler)
4. **Approval of the Special Board Meeting Minutes for April 29th, 2014**
Ms. LeShane called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Fowler that -

VOTED: The April 29th, 2014 Special Board Meeting Minutes were approved as amended (ayes – LeShane, Lerman, Fowler)
5. **Chair’s Comments** - Ms. LeShane asked the Commissioners to consider a date in September for the special retreat of the HPA Board. Mr. Boone stated that he would have staff coordinate with the Commissioners to set a mutually agreeable date.

Ms. LeShane raised the idea that in order to conform with HPA and State of Connecticut record retention and FOI procedures, it may be more efficient for Commissioners to use a HPA email address dedicated to conducting HPA business. This would allow the separation of HPA business and communications from the Commissioner's personal business communications and would ensure immediate retention of all "covered" communications. Mr. Boone confirmed that this could be easily accomplished with HPA's new IT vendor once the contract is awarded later in May. Commissioners present all agreed that they would prefer this approach. Ms. LeShane asked Mr. Boone to follow up with the two (2) Commissioners who were not present for their feedback on the matter. He responded that he would do so.

Ms. LeShane reported that she attended the City Council budget meeting with Mr. Boone and stated that he did a great job presenting the Authority's budget plan. She also reported that it appeared that the Council as a whole recognizes our role in economic development as well as neighborhood and community development and will make every effort for HPA to be sustainable and able to continue in its mission. Mr. Boone confirmed that HPA's full budget was included in the Mayor's amended 2014-15 budget as presented to the Council, including expenses for the relocation of HPA's offices. He also noted that any Capital Improvement Plan expenses beyond 2014-15 had been removed from the City's five (5) year budget plan.

Ms. LeShane noted that there were no items requiring action planned for Executive Session.

REPORTS AND ACTION ITEMS

1. Personnel Committee

There was no report for this Committee.

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

- a. Monthly Report – Mr. Fowler welcomed Mr. DesRoches to give the report details. Mr. DesRoches stated that April was a standard month in terms of revenue and expenses. Some exceptions reported included a slower month for citation revenue, and slightly lower event revenue as the season begins to wind down for the garages. Mr. DesRoches also stated that a new monthly expense of \$34,700 for the maintenance of the pay and display meters, will exceed budgeted projections by the end of FY 2013-14, and that Mr. Boone is currently in negotiations with Wescor for FY 2014-15 pricing.

Mr. DesRoches also reported that staff has been working on a cost-per-space analysis, as directed by the Board and subsequently requested by City Council. It was also noted that the Finance Committee is discussing plans to set up and add new profit centers for HPA surface lots to the financial reports.

Mr. Boone reported that the year-to-date standard collection rate for citations is up slightly at 77% of the 80% target goal for the year.

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

VOTED: Accept the April 2014 Finance Report as submitted. (Ayes – Lerman, Fowler, LeShane)

OPEN SESSION – PUBLIC COMMENT

Ms. LeShane opened the floor to public comment and Mr. Vinny Cloutier of Wescor Parking Controls introduced himself.

EXECUTIVE SESSION

Ms. LeShane called for a motion to enter into Executive Session to discuss contract considerations, strategic initiatives and personnel items. A motion was made at 5:20 P.M. by Mr. Lerman, seconded by Mr. Fowler, passing unanimously (ayes – Lerman, LeShane, Fowler)

- Mr. Boone and Ms. Varano remained for the Executive Session

Executive Session ended and the Regular Meeting reconvened at 5:45 P.M.

There was no action taken during the Executive Session.

Mr. Lerman exited the meeting at 5:45 P.M.

3. **Marketing Committee Report**

- a. Amnesty Program Progress – Mr. Boone gave updates on the “Beat the Boot” public information campaign and the corresponding amnesty program. Colorful automobile decals are being developed to promote the “Beat the Boot” theme and will be applied to three (3) rental cars. The cars will be parked randomly on-street around the City and booted by Republic’s parking ambassadors in order to provide public awareness prior to the start of the actual booting program on July 21st. Mr. Redd confirmed that ads would also be run in multiple local papers and a local television station to announce the start of the amnesty and booting program.

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

- a. Monthly Report - Mr. Boone gave the following activity updates: Three (3) vendors have submitted proposals for CSG enhancements and repairs and the scope of services are being reviewed. It was noted that the paint removal and bumper replacements for this project would be very costly and may be removed from the scope of work. The projected budget for the project is \$1.85 million.

Mr. Boone also reported that the construction documents for MAT Garage structural repairs are scheduled for release later this month for a projected budget of \$1.3 million. In addition, a memo of understanding (MOU) between CRDA and

HPA relating to City-owned versus State-owned property is being finalized by Corporation Counsel.

Mr. Fowler asked if HPA staff had received clarification that CRDA requires the City to transfer management of all property used for commercial parking to the Authority in order to receive funding for City projects and Mr. Boone confirmed that this is specified in the state statute. Mr. Fowler also asked if HPA had retained outside counsel for guidance related to the City's recently proposed parking asset initiative and Mr. Boone said that he currently seeking an appropriate attorney.

Following additional discussion, Ms. LeShane and Mr. Fowler asked that the minutes reflect, in the best interest of the HPA, that the Board is directing the CEO to seek and secure outside counsel to clarify and document the legalities and HPA rights related to managing the City's parking operations and assets.

Mr. Boone continued with his report stating that HPA's night enforcement program went live in April. Thus far, HPA has received one (1) complaint which was made to the Mayor's office. This complaint prompted interest from Fox 61 News who interviewed Mr. Boone. The complaint pertained to a signage issue which was in the process of being addressed before the interview. Mr. Boone also noted that he discussed the program with Business for Downtown Hartford (BFDH) representatives and their only concern was whether loading zone parking would be affected after 6:00 p.m. and Mr. Boone assured them that loading zone parking would still be good after 6:00 p.m.

It was also reported that night club and restaurant owners were receptive to the night enforcement initiatives and many owners chose to display the "Park Right" campaign static-cling decal in their windows to alert their patrons. Mr. Boone noted that on one occasion the night enforcement staff witnessed vandalism to one of the HPA meters which was successfully handled, as well as five (5) valet violations which were uncovered and are being addressed.

Ms. LeShane stated that there was a need to schedule a special meeting of the Board before next month's regular meeting for action items related to surface lot management, security services and CSG enhancement and repairs contract awards.

Mr. Boone summarized the plan to implement rate pricing (as approved by the Board in March) for the Sheldon Street surface lot. A public hearing required for this process will be scheduled next month.

5. **Bylaws and Revisions Committee**

There was no report for this Committee.

6. **CEO Update**

- a. Activity Report - Mr. Boone reported that there were no activity changes or updates since his last report.

- b. Neighborhood Initiatives Progress – Mr. Boone reported that Residential Parking Permit (RPP) policies have been developed and staff is currently finalizing procedures for the “Square” cashing system which will be utilized in-house. The regulations have been completed and are currently being reviewed by Corporation Counsel. This report prompted discussion regarding the appropriate approval process for HPA policies and regulations and Attorney Varano advised that a new blanket resolution could be developed which would bind the Authority’s Board approval process going forward and the Commissioners concurred. Mr. Boone agreed to draft a resolution for the Board’s review.

Mr. Fowler inquired about the Maple Avenue initiatives and Mr. Redd reported that staff was working with the NRZ and the appropriate City departments to develop an RPP program in that area. Mr. Redd noted that HPA staff recently attended the Maple Avenue NRZ monthly meeting, however the RPP topic was not discussed before staff had to depart.

OPEN SESSION – PUBLIC COMMENT

Ms. LeShane opened the floor to additional public comment and there was none.

ADJOURNMENT

Ms. LeShane called for a motion and a motion was made by Mr. Fowler, seconded by Ms. LeShane, passing unanimously that the May 15th, 2014 Regular Board Meeting ended at 6:10 P.M. (ayes – Fowler, LeShane)

Respectfully submitted,

Terry Leonowicz

Terry Leonowicz
Secretary to the Board