



Approved Minutes
Thursday, November 19th, 2015 - 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present

Paddi LeShane, Chair (Via Telephone)
Ken Lerman, Vice Chair
Rex Fowler, Treasurer
Bill Breetz, Commissioner
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 October 25, 2015 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:08P.M.

2. Roll Call of Commissioners - Mr. Redd conducted roll call and announced there was a quorum present. Ms. LeShane participated by teleconference. Mr. Fowler arrived at 5:26P.M.

Mr. Lerman called for a motion to amend the agenda, then called for a motion, a motion was made by Mr. Jasinski, seconded by Ms. LeShane that -

VOTED: Amend the November 19th, 2015 Regular Board Meeting agenda.
(Ayes - Breetz, Jasinski, Lerman and LeShane)

3. Budget Improvement Ordinance Modifications – Attorney Varano stated that the ordinance modifications and recommendations submitted to the City Council’s Quality of Life and Public Safety Committee (QLPSC) were discharged to City Council (Council) without a recommendation. She stated that the Authority could either have Council take a vote on them at their meeting scheduled for Monday, November 23rd, 2015 or have them withdrawn and taken up for action by the newly elected Council.

Ms. LeShane stated that she discussed the proposed ordinance modifications and recommendations with Mr. Fowler and Mr. Boone who represented the Authority at the QLPSC meeting. She stated that the QLPSC request the proposed ordinance modifications and recommendations be amended.

Mr. Boone stated that he was not certain Council would pass the amend ordinance modifications; his recommendation was to withdraw them; discuss the proposed ordinance modifications with the newly-elected Council; amended them as needed and resubmit them in January 2016 after the newly-elected Council members take office.

Mr. Boone stated the QLPSC did not provide any guidance on the amnesty program structure and the new double occupancy fine was possibly acceptable.

Following a thorough discussion, Commissioners directed staff to notify the City's Administration in writing that the Board did not have ample time to amend proposed ordinance modifications and recommendations and request the items be postponed/tabled until Council's December 14th, 2015 meeting.

4. Talcott Street Garage Resolution – Mr. Boone stated the Mayor's Office has submitted a resolution to City Council to acquire the Talcott Street Garage from LAZ Parking (LAZ) in lieu of back taxes and a potential future business agreement related to the garage with the seller. Mr. Boone stated he discussed the resolution with Darrell Hill, Chief Operating Officer, City of Hartford (City) and at that time, he reminded Mr. Hill the State of Connecticut (State) statute for City owned parking facilities to be operated by the Authority which is the Board's opinion as well.

Mr. Boone stated Council's Operations, Management, Budget and Legislative Affairs (OMBLA) Committee took up the resolution on Monday, November 12th, 2015. Per Mr. Hill, he discussed the statute and Board's opinion on it with the Council who considered it but concluded the HPA was not interested in performing roughly \$20M of improvements to restore the Talcott Garage; however, LAZ was interested in restoring the parking garage. Mr. Boone stated the resolution came out of the OMBLA Committee with is a is good for an amendment to back lease Talcott Garage to LAZ and was sent to Council with a favorable recommendation for action Monday, November 23rd, 2015. Mr. Boone added Mr. Hill stated he would contact Ms. LeShane to confirm the Authority was not interested in restoring the Talcott Garage. Ms. LeShane stated she had not spoken with Mr. Hill then directed staff to continue their discussions and update her accordingly.

Ms. LeShane left the meeting at 5:31P.M.

Following a lengthy thorough discussion, Commissioners directed staff to notify the City's Administration, Council and Mayor-elect that in the Authority's opinion the City should not procure the Talcott Garage. If the City elects to acquire the property will put the City at significant economic lost, the Authority shall manage the Talcott Garage pursuant to State statute and funding shall be placed in the Renewal and Replacement Account for the on-going maintenance of the parking structure.

5. Approval of Minutes of the Regular Board Meeting of October 15th, 2015 - Mr. Lerman polled Commissioners for corrections to the minutes, then called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Fowler that -

VOTED: Approved the October 15th, 2015 Regular Board Meeting Minutes as amended.
(Ayes - Breetz, Fowler, Jasinski and Lerman)

6. Approval of Minutes of the Special Board Meeting of October 26th, 2015 - Mr. Lerman polled Commissioners for corrections to the minutes, then called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski that -

VOTED: Approved the October 26th, 2015 Regular Board Meeting Minutes as amended.
(Ayes - Breetz, Fowler, Jasinski and Lerman)

7. Vice-Chair's Comments - Mr. Lerman confirmed Ms. LeShane was stepping down at the end of her term in December 2015. Mr. Boone stated Ms. LeShane would continue to serve until a replacement has been sworn in.

REPORTS AND ACTION ITEMS

1. Personnel Committee - Mr. Lerman stated that the Personnel Committee's (PC) 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 Wednesday, November 11th, 2015. He stated a summary of that discussion was as follows:

- a) **Republic Update** - Mr. Breetz reported that collection revenue was down due to CCS's contract termination; a new collection agent will be contracted in the near future; and revenues are anticipated to return to agreed levels thereafter.

Mr. Breetz reported that six (6) boots have been stolen; HPD is currently investigating each theft; HPA has replaced the stolen inventory; and no further thefts have occurred.

- b) **Surface Lot Maintenance** - Mr. Breetz reported that 141 Sheldon Street Surface Lot (Lot) fencing recycled from the M&T lot has been installed and the repairs to the gate will be completed shortly.

Mr. Breetz reported a Pay Station was installed in the San Juan Lot across from Capital Prep on Main Street however very few local patrons have utilized the site. Mr. Boone stated responded to the Main Street merchants in that vicinity request for off-street public parking due to the high volume of parking citations issued to the clientele.

- c) **Budget Improvement Ordinance Modifications** - This item was previously discussed.
- d) **HPA Offices** - Mr. Boone reported the construction was moving forward expeditiously; demolition was complete; and the office rough-in will be completed the week of November 22nd, 2015. Mr. Boone stated two (2) issues arose which were:

- 1) Asbestos was under the carpeting. Remediation will be completed Friday, November 20, 2015.
- 2) The City's License and Inspection (L&I) Department communicated a review for approval of the mechanical and engineering drawings would take up to three (3) week which HPA took exception with. After discussions with all appropriate parties including the L&I Executive Director, the review will take place and be completed immediately. Mr. Boone stated Ted Sheiber, Project and Facilities Manager, HPA and he will be present during all inspections to ensure the project stays on schedule.

Mr. Boone state change orders have been kept to a minimum for net expenses of about \$15k. The roughly \$9k remediation expense and a few very inexpensive change orders will be offset by the project's cost savings realized and \$48k contingency fund approved by the Board.

Mr. Boone stated none of the electricians that submitted proposal for the project offer LED lighting however the owner of 11 Asylum Street Office building was interested in the MAT Garage LED Project and has stated he will probably make LED lighting improvements to the entire structure next year.

Mr. Boone stated terrazzo flooring is in the hallway and was found underneath the office carpeting. HPA could not take advantage of this because \$30k was the lowest estimate received for restoration.

- e) **On Street Meters** - Mr. Boone reported the MPS parking meter installation for the three (3) on-street Testbeds is complete and L&I will perform its site inspections the week of November 22nd, 2015. Mr. Boone stated initial testing using an electrical generator has been completed and the active testing will start after Eversource connects the meters to the electrical source in their vaults. He added the L&I inspection which was not communicated to HPA only pushed out the schedule media day a week.
- f) **MAT LED Lighting** - Mr. Breetz reported that HPA received a revised Eversource contract that included approximately \$35k in additional incentives for a total of \$104,000 in incentives. The light replacement will commence in December.

Mr. Boone reported the agreement was signed by all appropriate parties November 19th, 2015. He stated the contractor will minimize the parking spaces taken off-line during the installation which will be approximately fifty (50) and at times will work at night which they prefer.

- g) **Street Striping Status** - Mr. Breetz reported inclement weather has impacted the line striping of parking stalls which will recommence in the spring 2016. Mr. Redd stated over half of the parking stalls required west of Main Street including South Downtown and Courthouse Parking Zone were completed.
- h) **Citation Write-Off Status** – Mr. Boone reported HPA received the draft citation write-off report from T² and approved three (3) of the five (5) sections; the results in the remaining sections were inconsistent with the results from the software used to develop the request therefore staff is working with T² to refine the remaining two sections; and a completed report is expected December 2015. He noted HPA can still collect on the citations but they will not appear on HPA’s balance sheet.

Mr. DesRoches stated the auditors were not involved in the determination of the write-off. They will evaluate the adequacy of the citation write-off based on the methodology used. He added the reserve is based on estimates.

- i) **On-Street Parking Placard Status** - Mr. Breetz reported to reduce the fraudulent use of placards in the City, HPA designed a new placard with watermarks and a hologram which was presented. Mr. Boone stated there was a delay in issuing the placards. The Republic staff modified a competitor’s tool insert to complete fabrication of the placard overcoming a multi-month part back-order for the tool and they began issuance of the placard to individuals on the City Administration’s pre-approved list. He stated that the Republic staff will place notices on vehicles with old permits once the pre-approved placards have been issued so motorists can apply for the new placard. He stated all future permits for City staff or volunteers will be approved by the City’s Chief Operating Officer; all state and federal requests will be approved by HPA; and HPA will administrate placard issuance.
- j) **Request for Proposals Status** - Mr. Boone reported HPA’s Security Request for Proposal (RFP) has close due to the fact that only one (1) response was received. All other respondents informed the HPA they would not submit proposals.

Mr. Boone reported the On-Call Engineer RFP was issued; two (2) proposals were submitted to-date; and the RFP is scheduled to close on December 7th, 2015 at 4P.M.

- k) **Internal Audit Report Status** - Mr. Boone reported HPA commissioned an internal audit to provide a follow-up review on an earlier audit of all citations which were reduced or dismissed. The City’s Internal Audit (IA) Department’s initial report findings revealed that dismissals/reduction were \$5k/MTh down from \$21k/MTh reported in the earlier audit. He reported HPA determined that the dataset provided to IA was incomplete and a revised dataset was provided. He stated the final report is expected will be presented for Board acceptance at the December 2015 Regular Board Meeting.
- l) **Winterfest Parking** - Mr. Breetz reported that the Winterfest Committee a request that HPA Bushnell Park during its six (6) week festival which will start and end a week earlier this winter season.
- m) **HPA Towing Support** - Mr. Breetz reported that HPA is working with the Hartford police Department to develop a basis for the republic staff to potentially support HPD with scofflaw towing if a Police Officer is not immediately available to facilitate towing.
- n) **Talcott Street Garage Resolution** - This item was previously discussed.
- o) **New On-Street Uniforms** - Mr. Breetz reported that HPA designed a new on-street staff uniforms with the HPA logo which were presented by Mr. Boone.

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

a. **Executive Summary** - Mr. Fowler reported that the FY 15-16 results through October 31st, 2015, for total operations were:

- Operating income was \$822k compared to budget of \$712k, a favorable variance of \$110k.
- Revenues totaled \$2,2M compared to budget of \$2,1M, a favorable variance of \$161k.
- Expenses totaled \$1.41M, compared to budget of \$1.36M, a favorable variance of \$51k.

b. **Explanation of Significant Variances**

- 1) **MAT Garage** - Mr. Boone reported that the MAT Garage expenses were about \$5k higher than projected. The MAT Garage security expenses could not be accurately forecast when the City sold its Church Street Garage. The additional expense will continue the remainder of the year.
- 2) **Surface Lots** - Mr. Boone reported working closely with Republic and directly with customers, and through improved internal controls over invoicing and reporting, HPA received roughly \$49k in delinquent surface lot income that were outstanding at September 30, 2015.
- 3) **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.
- 4) **Renewal and Replacement** - Mr. Boone reported HPA's Renewal and Replacement account is funded through October 31st, 2015 with a balance of approximately \$435k.
- 5) **Aging Accounts Receivable** - Mr. Boone presented the citations aging accounts receivable broken down for review.

Mr. Boone stated the parking enforcement expenses were \$10k higher than expected due to the unanticipated MPS parking meters expenses which has been discussed with Mr. Fowler. He stated once the office move is completed he will address the deficit by rebalancing the budget.

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

VOTED: Accept the October 2015 Financial Report. (Ayes - Breetz, Fowler, Jasinski and Lerman)

Mr. Fowler left the meeting at 6:37P.M.

4. **Bylaws Committee** – Mr. Jasinski stated the Bylaws Committee did not have a report.

5. **Marketing Committee** - The Marketing Committee did not report due to Ms. LeShane's absence.

6. **Five (5) Year Strategic Plan** - Mr. Boone presented the updated Five (5) Year Strategic Plan that included the Commissioners' input.

Following a general discussion, Mr. Lerman polled Commissioners for further comments/questions, and hearing none, he called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Lerman, to -

VOTED: Accept the updated Five (5) Year Strategic Plan for consideration and table it for action at the December 2015 Regular meeting. (Ayes - Breetz, Jasinski and Lerman)

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

a. **Hartford High's Students Electric Charging Station Project** - Mr. Boone stated Hartford High's Academy of Engineering and Green Technology (HPS), working through Connecticut Business and Industry Association (CBIA); has received a \$13.5k grant from Connecticut Green Bank to procure two

(2) electric vehicle (EV) charging stations. HPS nor CBIA has the appropriate parking, construction, or City procurement knowledge to effectively install the stations. CBIA recognized HPA's experience in these knowledge areas and reached out for administrative support with the project.

Mr. Boone stated HPS desires that its students take part and lead this project from start to finish with appropriate adult guidance. The project's goal is to install one station at the school and select a second location within the City for real world exposure.

Mr. Boone stated he strongly believe this project aligns well with HPA's mission and that it will require minimal effort on HPA's part to achieve significant gain for HPA, HPS, CBIA, and most importantly, the students of this City.

Mr. Boone stated that the majority of the project work will be borne by others it will have a minimum impact on HPA's current projects. Mr. Sheiber and he would spend roughly twenty-six (26) hours working with the students on the project over its five (5) to six (6) month period as outlined in categorized chart provided. He added essentially HPA's staff role would be equivalent to an owner's agent and the project was in-line with HPA's mission, in part, "to be a leader by incorporating parking industry best practices and is an active partner with the City to promote economic and community development." Following Commissioners' discussion, Mr. Lerman polled Commissioners for further comments/questions, and hearing none, he called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski, -

VOTED: Approve Hartford Parking Authority's staff providing support service on the Connecticut Business and Industry Association/Hartford Highs Academy of Engineering and Green Technology Electric Charging Station Project subject to Corporation Counsel's review.
(Ayes - Breetz, Jasinski and Lerman)

PUBLIC COMMENT - There were no public comments.

EXECUTIVE SESSION - There were no Executive Session.

ADJOURNMENT - Mr. Lerman polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously to -

VOTED: Adjourn the November 19th, 2015 Regular Board Meeting at 7:01P.M.
(Ayes - Breetz, Jasinski and Lerman)

Respectfully submitted,

Carey E. Redd, II, CAPP

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Secretary to the Board