



Approved Minutes
Thursday, December 17th, 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
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 November 19th, 2015 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:07P.M.
2. **Roll Call of Commissioners** – Mr. Redd conducted roll call and announced there was a quorum present. Ms. LeShane participated by teleconference.
3. **Chair’s Comments** – Ms. LeShane stated that Mr. Lerman, Mr. Breetz and she discussed the Chair’s transition plan because she is stepping down from the Board. She presented Mr. Lerman and Mr. Breetz with a list of activities the Chair performs as protocol and or are required by the By-Laws. She stated at Mr. Lerman’s direction Mr. Boone prepared a list of monthly activities that were presented, also.

Ms. LeShane stated that she discussed her departure with members of the City of Hartford’s (City) incoming administration, who asked that she continue to serve until a new Commissioner is appointed. She stated that she would but no longer than March 2016. She thanked the Commissioners, Attorney Varano, and staff for their support of over the years.

Mr. Lerman stated that Commissioners invited Ms. LeShane to a small gathering at Mr. Breetz’s residence on Thursday, January 7th, 2015. He added Attorney Varano, staff and all spouses are welcome to attend.

4. **Election of Board Chair for 2016** – Ms. LeShane stated that officers were to be elected. She turned the meeting over to Mr. Lerman to conduct the nomination/election of the HPA’s Chair for the year 2016. Mr. Lerman opened the floor to nominations. Ms. LeShane nominated Mr. Breetz, seconded by Mr. Jasinski. Mr. Lerman polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Breetz as Chair of the Hartford Parking Authority for the year 2016.
(Ayes – Breetz, Jasinski, Lerman, LeShane)

5. **Election of Board Vice Chair for 2016** – Mr. Lerman turned the meeting over to Mr. Breetz who opened the floor to nominations for the Vice Chair of the HPA. Mr. Jasinski nominated Mr. Lerman, seconded by

Ms. LeShane. Mr. Breetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Lerman as Vice Chair of the Hartford Parking Authority for the year 2016.
(Ayes – Breetz, Jasinski, Lerman, LeShane)

6. **Election of Board Treasurer for 2016** – Mr. Breetz opened the floor to nominations for the Treasurer of the HPA. Ms. LeShane nominated Mr. Fowler, seconded by Mr. Lerman. Mr. Boone stated he receive a written communication from Mr. Fowler who agreed to serve as HPA’s Treasurer for the 2016 term. Mr. Breetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Fowler as Treasurer of the Hartford Parking Authority for the year 2016.
(Ayes – Breetz, Jasinski, Lerman, LeShane)

7. **Appointment of Board Secretary for 2016** – Mr. Breetz stated that he reappointed Mr. Redd as Board Secretary, seconded by Mr. Jasinski, then called for a vote, which passed unanimous that –

VOTED: Approved the appointment of Mr. Redd as Board Secretary of the Hartford Parking Authority for the year 2016. (Ayes – Breetz, Jasinski, Lerman, LeShane).

8. **Election of Property Management Committee Chair** – Mr. Breetz opened the floor to nominations for the Property Management (PM) Committee Chair; then motion that Ms. LeShane serve as PM Committee Chair for the balance of her term or no later than March 2016, seconded by Mr. Jasinski. Mr. Breetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Ms. LeShane as Property Management Committee Chair of the Hartford Parking Authority for the year 2016. (Ayes – Breetz, Jasinski, Lerman, LeShane)

After the Commissioners’ brief discussion, Ms. LeShane resigned her appointment. Mr. Breetz called for a motion; seconded by Mr. Jasinski, which passed unanimous that –

VOTED: Elected Mr. Breetz as Property Management Committee Chair of the Hartford Parking Authority for the year 2016. (Ayes – Breetz, Jasinski, Lerman, LeShane)

9. **Election of Marketing Committee Chair** – Mr. Breetz opened the floor to nominations for the Marketing Committee Chair; then motion that Ms. LeShane serve as Marketing Committee Chair for the balance of her term or no later than March 2016, seconded by Mr. Jasinski. Mr. Breetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Ms. LeShane as the Marketing Committee Chair of the Hartford Parking Authority for the year 2016. (Ayes – Breetz, Jasinski, Lerman, LeShane)

10. **Election of Bylaws and Revisions Committee Chair** – Mr. Breetz opened the floor to nominations for the Bylaws and Revisions Committee Chair; a motion was made by Mr. Lerman, seconded by Ms. LeShane. Mr. Breetz polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

VOTED: Elected Mr. Jasinski as Bylaws and Revisions Committee Chair of the HPA for the year 2016. (Ayes – Breetz, Jasinski, Lerman, LeShane)

11. **Approval of the 2016 regular meeting schedule of the HPA Commissioner Board** – Mr. Breetz presented the 2016 regular meeting schedule; called for a motion; a motion was made by Ms. LeShane, seconded by Mr. Jasinski, then called for a vote, which passed unanimous that –

VOTED: Approved the HPA Board’s regular meeting schedule for the year 2016.
(Ayes – Breetz, Jasinski, Lerman, LeShane)

12. **Elected Chair’s Comments** – Mr. Breetz complimented Ms. LeShane for her years of service to the Authority. His comments was endorsed by Commissioners, Attorney Varano and staff.

13. **Approval of Minutes of the Regular Board Meeting of November 19th, 2015** – Mr. Breetz polled Commissioners for corrections to the minutes hearing none, then called for a motion, a motion was made by Mr. Lerman, seconded by Ms. LeShane that –

VOTED: Approved the November 19th, 2015 Regular Board Meeting Minutes as submitted.
(Ayes – Breetz, Jasinski, Lerman, LeShane).

REPORTS AND ACTION ITEMS

1. **Personnel Committee** – *Please see the Property Management Report for details*

- a. Approval of Recommendation Regarding 401(a) Plan Contribution – Mr. Lerman reported that HPA’s Personnel Committee (PC) met to discuss its 401(a) Employee Retirement Plan (Plan). The PC recommends approval of an eight-percent (8%) contribution to the employees’ retirement fund, then made a motion, seconded by Mr. Jasinski.

Mr. Lerman stated that the PC believes the staff’s 401(a) plan contribution when compared to five-percent (5%) total compensation benchmark is appropriate. Utilizing the (5%) total compensation benchmark will require the HPA to increase staff salaries and inflict an unnecessary tax burden on the Authority and its staff. Therefore an eight (8%) percent contribution to the employees’ retirement fund was the most cost effective solution.

After a brief discussion, Mr. Breetz polled Commissioners for further comments/questions, hearing none; called for a motion; a motion was made by Mr. Jasinski, seconded by Mr. Breetz to -

VOTED: Delete the word “set” and after the word ‘plan” insert the text “for calendar year 2015” between the words “plan” and “equal” in the last sentence of the recommendation.
(Ayes – Breetz, Jasinski, Lerman, LeShane)

Mr. Breetz 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 employer contribution be made to HPA’s employees’ 401(a) retirement plan as amend. (Ayes – Breetz, Jasinski, Lerman, LeShane)

2. **Property Management Committee** – *Please see the Property Management Report for details*

Mr. Breetz stated that the Property Management (PM) Committee met Tuesday, December 8th, 2015. He stated a summary of that discussion was as follows:

- Republic Update – Mr. Breetz reported that collection revenue improved to past performance levels though Republic is below the contracted rate of 80%. Mr. Boone stated improvements will continue as citations issued by the newly hired Republic staff go unpaid and move into the collection cycle.

b. Surface Lots – Mr. Breetz reported:

- The 141 Sheldon Surface Lot (Lot) fencing recycled from the M&T Lot will be completed by December 18th, 2015 with the exception of the auxiliary gate, needed parts are on backorder.
- December 1st, 2015, the 1212 Main Street Lot was closed for the winter to keep down expenses. Mr. Boone stated that all patrons were transferred to the 58 Chapel Lot.

Following Commissioners' discussion, Mr. Boone stated that Centerplan did not move forward on its initial plan to use the 1212 Main Street Lot for employee parking. Occasionally, Centerplan will use the lot as a staging area while building the baseball stadium and terms, insurance, indemnification, etc. has been set forth in an agreement. The Hardrock Hotel will be built on the 58 Chapel Lot upon City Council approval.

- Budget Improvement Ordinance Modifications – Mr. Breetz reported HPA will resubmit its ordinance modifications and recommendations voted down by the outgoing City Council to the new City Council January 2016.

c. HPA Office Move – Mr. Breetz reported construction is scheduled for completion January 8th, 2016. Mr. Boone stated he anticipates the Certificate of Occupancy will be issued after the upcoming final inspections. He will issue a thirty day notice to the State of Connecticut (State) that HPA will vacate the administrative offices in the Morgan Street Garage. The office move is scheduled for the week of January 11th, 2016.

Mr. Boone stated eight (8) change orders were issued to date totaling \$13,462. HPA will utilize approximately \$12k of the \$48k contingency to address the change orders.

d. On Street Meters – Mr. Breetz reported the on-street equipment installation was delayed due to Eversource. Power was eventually provided and the installation completed. He stated an electrical meter needs to be installed for billing. Until Eversource installs the meter, HPA will not pay for power. HPA plans to “jump” the meter.

Mr. Boone stated he communicated Eversource's representative HPA will have its electrician “jump” the meter to provide power to the on-street equipment until their crew installs the meter. After which Eversource quickly dispatched their crew authorized to perform the meter installation. He stated the new MPS parking meters are fully operational now.

Following Commissioners' discussion, Mr. Boone stated Media day will be December 18th, 2016. It will include demonstrations of the MPS and Parkeon on-street parking meter features.

e. MAT LED Lighting Project Update – Mr. Breetz reported the MAT Garage LED light replacement begins late December, 2015 after all parts are procured and received by the vendor.

f. Street Striping Status – Mr. Breetz reported HPA completed roughly two-thirds (2/3) of the line striping project goal. Mr. Boone stated the remaining downtown parking spaces will be completed in the spring 2016 pending any restriction dues to construction/streetscape projects.

g. Citation Write-Off Status – Mr. Boone reported T² completed the aged account receivable debt suspension/write project and implemented the needed changes in the citation database. Mr. Boone stated about \$11.7M were suspend/write-off. The remaining \$10M of debt represents the most recent issued citations. He stated roughly \$1.5M was purged from the database as erroneous citations written and about \$10.2M was suspended/written off. After the Commissioners' brief discussion, Mr. Boone stated HPA can to collect the \$10.2M if motorists are located and or the new collection initiatives presented in the strategic plan are approved by the City and or State.

h. On-Street Parking Placard Status – Mr. Boone reported City staff/volunteer placards approved by the City have been issued. Warning citations will be issued to State and Federal vehicles that display placards to encourage motorists to acquire HPA placards. After the Commissioners’ brief discussion, Mr. Boone stated all future placards for City staff/volunteers will be approved by the City’s Chief Operating Officer, HPA will be the administrator of the placards and all State and Federal requests will be approved by HPA.

i. Request for Proposals Status

1. Approval of Recommendation Regarding Security RFP #100015 – Mr. Boone reported HPA’s Security Request for Response (RFR) for the Library and MAT Garage; four (4) security firms attended the mandatory pre-response meeting; one (1) firm responded; and all other respondents informed the HPA in writing they would not submit proposals except for one (1) that telephone.

Mr. Boone stated HPA’s Selection Committee (SC) submitted its results to the PM Committee with a proposal to enter into contract with the Hartford Guides. Following the PM Committee’s discussion, it recommends authorizing HPA’s CEO to enter into negotiations with the Hartford Guides with the intent of reaching mutually agreeable contract terms. If HPA CEO successfully negotiates a mutually agreeable contract, PM Committee recommends authorizing HPA’s CEO to enter into contract with the Hartford Guides for garage security services not to exceed \$327,237 per year for the first three years and further extend the contract.

Following Commissioners’ discussion, Mr. Boone stated the extended term at HPA’s discretion is two (2), one-year options at Consumer Price Index (CPI) and an additional five (5), one-year options at CPI if mutually agreed upon by all parties for a total contract term of ten (10) years.

Mr. Breetz polled Commissioners for further comments/questions, and hearing none, called for a motion; a motion was made by Ms. LeShane.

Attorney Varano stated the “Recommendation regarding the Garage Security RFR # 100015” does not include the extended term therefore the recommendation would have to be modified. Ms. LeShane stated that she would amend her motion to include Attorney Varano’s suggestion.

Mr. Boone stated the PM Committee’s recommendation is that the Board authorize HPA’s CEO to enter into contract with the Hartford Guides for garage security services not to exceed \$327,237 per year for the first three (3) years; at HPA’s sole discretion the terms shall include two (2), one-year extensions at CPI cost increase; and an additional five (5) consecutive, one-year options at CPI subject to mutual agreement by HPA and Hartford Guides; and each extension shall be presented for Board approval.

Following Commissioners’ further discussion, Mr. Breetz polled Commissioners for further comments/questions, and hearing none, he called for a motion, a motion was made by Mr. Jasinski, seconded by Mr. Lerman then called for a vote, that -

VOTED: Approved the Property Management Committee’s recommendation to authorize HPA’s CEO/Executive Director to enter into contract with the Hartford Guides for garage security services not to exceed \$327,237 per year for the first three (3) years; at HPA’s sole discretion the terms shall include two (2), one-year extensions at Consumer Price Index cost increase; and an additional five (5) consecutive, one-year options at Consumer Price Index cost increase subject to mutual agreement by

HPA and Hartford Guides; and each extension shall be presented for Board approval. (Ayes - Breetz, Jasinski and Lerman / Nay – Ms. LeShane)

2. Approval of Recommendation Regarding On-Call Engineer RFP #110015 – Mr. Boone reported HPA’s On-Call Engineer RFR was issued. Public notice was post in the newspaper and several qualified firms were asked to respond. He stated three (3) firms’ submitted responses including DESMAN Associates, HPA’s current vendor. Each firm other offered HPA different benefits as follows:

- DESMAN could provide structural engineering evaluation and was the least expensive.
- BL Companies could provide mechanical and electrical evaluation which has not been as comprehensive as the HPA requires.
- MACCHI Engineers could perform smaller engineering scope of work quickly and is a Hartford based firm.

Mr. Boone stated HPA’s Selection Committee submitted its results to the PM Committee with a proposal to enter into contract with each firm DESMAN Associates, BL Companies and MACCHI Engineers. The on-call engineer service agreements have zero (0) cost upfront to the HPA. Each firm can be contracted for projects based on their hourly rates for services as needed. Following Commissioners discussion, Mr. Boone was directed to attach the firms’ hourly rates (Exhibit A) to the recommendation and correct the spelling of “Principle” on the exhibit. Mr. Breetz polled Commissioners for further comments/questions, and hearing none, then called for a vote, that -

VOTED: Approve the Property Management Committee’s recommendation authorize HPA’s CEO/Executive Director to enter into non-exclusive agreements with Desman Associates, BL Companies, and Macchi Engineers for on-call engineering services at the firms’ hourly rates as amended.
(Ayes – Breetz, Jasinski, Lerman, LeShane).

- j. Acceptance of City Internal Audit Report 1605 (Citation Dismissals) – Mr. Boone reported HPA commissioned an internal audit (IA) to provide a follow-up review on an earlier audit of all citations which were reduced or dismissed then presented the City’s IA Department Report. He stated while the report focused on the Hearing Officers’ (HO) procedures to dismiss and or adjust fines, fees and penalties, HPA owns the citation database and ultimately responsible for its operation/maintenance. He stated the report showed HO’s dismissals and adjustments resulted in a \$5k per month reduction and there were recommendations for further improvements.

Following Commissioners’ discussion, Mr. Breetz directed Mr. Boone to prepare an execution schedule in response to IA’s recommendations by the January 2016 Regular Meeting. He polled Commissioners for further comments/questions, and hearing none, called for a motion, a motion was made by Mr. Jasinski, seconded by Ms. LeShane; then called for a vote, to -

VOTED: Accept the City of Hartford Internal Audit’s Report.
(Ayes – Breetz, Jasinski, Lerman, Ms. LeShane)

3. **Bylaws and Revisions Committee** – Mr. Jasinski reported the Bylaws and Revisions Committee will present the revision concerning the office address change at the January 2016 Regular Board Meeting.
4. **Marketing Committee** – Ms. LeShane stated her goal as the Marketing Committee Chair is to:
- 1) Complete the Marketing RFR of on-call services.
 - 2) Prepare a pricing policy for large events that the City does not sponsor.
 - 3) Create persons with disabilities policy statement for parking.
 - 4) Combining the two (2) vacant positions into a Program Manager/Communications position.

a. Update on the Meet the Meter Promotion

Ms. LeShane stated Tod Kallenbach, Vice President, Dornenburg Group Advertising and Marketing is excellent at branding. He did a fabulous job producing the “Meet the Meters” promotion for the Media day kick off of the new MPS parking meters then presented the promotional sticker that will be placed on the meters.

5. Finance Committee – Please see the Financial Report for details.

a. Monthly Report

1) Executive Summary – Mr. Boone reported that the FY 15-16 results through November 30th, 2015, for total operations were:

- Operating income was \$1.04M compared to budget of \$888k, a favorable variance of \$154k.
- Revenues totaled \$2.81M compared to budget of \$2.6M, a favorable variance of \$230k.
- Expenses totaled \$1.76M compared to budget of \$1.7M, an unfavorable variance of \$77k.

2) Explanation of Significant Variances

- i. MAT Garage – Mr. Boone reported that the MAT Garage expenses exceeded budget due to security expenses by \$5k.
- ii. Church Street Garage – Mr. Boone reported that the Church Street Garage was sold by the City of Hartford on June 24, 2015 and Discontinued operations reflects funds collected after the closing which inured to the benefit of HPA.
- iii. Renewal and Replacement – Mr. Boone reported HPA’s Renewal and Replacement account is funded through November 30th, 2015 with a balance of approximately \$457k.
- iv. Aging Accounts Receivable – Mr. Boone reported during November 2015, roughly 205k citations amounting to \$11.7M were removed from the balance sheet as uncollectible, in accordance with HPA’s analysis and policy. Because these receivables were fully reserved, there was no impact to the operating profit.

Mr. Boone presented the citations aging accounts receivable broken down for review.

Mr. Boone stated after the office move Mr. Fowler and he will present a rebalance budget for the Board review and approval.

Following the Commissioners’ discussion/inquires, Mr. Breetz polled Commissioners for further comments/questions, and hearing none, he called for a motion, a motion was made by Ms. LeShane, seconded by Mr. Lerman, to –

VOTED: Approve the November 2015 Financial Report.
(Ayes - Breetz, Jasinski, Lerman, Ms. LeShane)

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

- a. Five (5) year Strategic Plan – Mr. Boone stated Commissioners’ inputs highlighted in red text were included in the Strategic Plan final draft. He noted under External Strategy # 2 – Regulate the first bullet will have “HPA” inserted it states “Restructure HPA regulations and operations to:”

Following the Commissioners' discussion/inquires, Mr. Boone stated the third bullet shall state "Work with City to improve private and public parking off-street parking administration and enforcement."

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

VOTED: Adopt the Five (5) year Strategic Plan as amended.
(Ayes - Breetz, Jasinski, Lerman, Ms. LeShane)

- b. Activity Report – Mr. Boone report there were no new projects. He stated the completed projects were On-Street #3- A/R Debt Suspension; PM #6 – On-Call Engineering RFR; and PM #7 – Security RFR.

PUBLIC COMMENT – There were no public comments

EXECUTIVE SESSION

- a) Personnel Matters

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

VOTED: Enter into Executive Session at 6:52P.M.
(Ayes - Breetz, Jasinski, Lerman and LeShane)

Attorney Varano and Mr. Boone participated in Executive Session.

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

VOTED: End Executive Session at 8:10P.M.
(Ayes - Breetz, Jasinski, Lerman and LeShane)

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

VOTED: Reconvene the Regular Meeting at 8:10P.M.
(Ayes - Breetz, Jasinski, Lerman and LeShane)

ADJOURNMENT

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

VOTED: Adjourn the December 17th, 2015 Regular Board Meeting at 8:10P.M.
(Ayes - Breetz, Jasinski, Lerman and LeShane)

Respectfully submitted,



Michael R. DesRoches, CPA
Acting Secretary to the Board

EXHIBIT A

MACCHI ENGINEERING SUPPLEMENTAL FEE SCHEDULE

POSITION	HOURLY RATE
PRINCIPLE VICE PRESIDENT	\$175.00
PROJECT MANAGER	\$175.00
PROJECT MANAGER	\$140.00
PROJECT ENGINEERS/ARCHITECT	\$110.00
ASSISTANT ENGINEERS	\$95.00
TECHNICIAN	\$90.00
PARKING CONSULTANT	\$175.00
DRAFTSPERSON/CADD	\$90.00
CLERICAL	\$90.00

ADDITIONAL POSITION CLASSIFICATIONS MAY BE REQUIRED, DEPENDENT ON THE PROJECT ASSIGNMENT.
THE HPA WILL NEGOTIATE THESE RATES WITH THE SUCCESSFUL PROPOSER.

EXHIBIT A

BL COMPANIES ENGINEERING SUPPLEMENTAL FEE SCHEDULE

POSITION	HOURLY RATE
PRINCIPLE/VICE PRESIDENT	\$175-200
PRINCIPLE PROJECT MANAGER	\$150-190
PROJECT MANAGER	\$115-165
PROJECT ENGINEERS/ARCHITECT	\$100-140
ASSISTANT ENGINEERS	\$70-100
TECHNICIAN	\$70-110
PARKING CONSULTANT	N/A
DRAFTSPERSON/CADD	\$60-85
CLERICAL	\$45-75

ADDITIONAL POSITION CLASSIFICATIONS MAY BE REQUIRED, DEPENDENT ON THE PROJECT ASSIGNMENT.
THE HPA WILL NEGOTIATE THESE RATES WITH THE SUCCESSFUL PROPOSER.

EXHIBIT A

DESMAN ASSOCIATES SUPPLEMENTAL FEE SCHEDULE

POSITION	HOURLY RATE
PRINCIPLE/VICE PRESIDENT	\$250
PRINCIPLE PROJECT MANAGER	\$175
PROJECT MANAGER	\$150
PROJECT ENGINEERS/ARCHITECT	\$125
ASSISTANT ENGINEERS	\$110
TECHNICIAN	\$75
PARKING CONSULTANT	\$175
DRAFTSPERSON/CADD	\$75
CLERICAL	\$45

ADDITIONAL POSITION CLASSIFICATIONS MAY BE REQUIRED, DEPENDENT ON THE PROJECT ASSIGNMENT.
THE HPA WILL NEGOTIATE THESE RATES WITH THE SUCCESSFUL PROPOSER