



Approved Minutes
Thursday, January 28th, 2016 - 5:00 p.m.
Special Meeting of the Hartford Parking Authority Board
11 Asylum Street, Hartford, CT 06103

Commissioners Present:

Bill Breetz, Chair
Paddi LeShane, Commissioner
Ken Lerman, Vice Chair
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:

None

1. **Call to Order** – Mr. Redd called the January 28th, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:08 p.m.
2. **Roll Call of Commissioners** – On behalf of Mr. Breetz, Mr. Redd conducted roll call and announced there was a quorum present. Mr. Redd participated by teleconference.
3. **Chair’s Comments** – Mr. Breetz expressed his appreciation for the attention to detail provided by Mr. Boone with respect to the successful office relocation, its buildout and functionality, particularly while successfully managing the business operations of the Authority. Although customers have generally had no issues locating the new space, it was acknowledged that more signage may be helpful to the public, where permissible, and that internal projection signage is planned and impending.
4. **Approval of Minutes of the Regular Board Meeting of December 17th, 2015** – Mr. Breetz polled Commissioners for corrections to the minutes. Mr. Jasinski noted the need for a grammatical correction with respect to plurality. Mr. Breetz then called for a motion, subject to such grammatical correction, a motion was made by Mr. Lerman, seconded by Mr. Jasinski. –

VOTED: Approved the December 17th, 2015 Regular Board Meeting Minutes as corrected.
(Ayes – Breetz, Jasinski, Lerman, LeShane).

EXECUTIVE SESSION

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 5:19 p.m.
(Ayes - Breetz, Jasinski, Lerman and LeShane)

Attorney Varano and Mr. Boone participated in Executive Session to discuss personnel and contract matters.

Mr. Breetz called for a motion, a motion was made and seconded, passing unanimously to –

VOTED: Exit the Executive Session, and to reconvene the Regular Meeting at 7:33 p.m.
(Ayes - Breetz, Jasinski, Lerman and LeShane)

RETURN TO REGULAR SESSION (7:33 p.m.)

REPORTS AND ACTION ITEMS

1. **Personnel Committee** – Mr. Lerman – No Report

2. **Property Management Committee** – *Please see the Property Management Report for details*
 - a) Republic recently hired a new collection firm to increase collection rates.
 - b) Booting rates remain healthy; Corporation Counsel’s Office continues to work with booted customers to ascertain the nature of the situation and assist with resolution where legally possible.
 - c) Fencing is complete at 141 Sheldon Street Lot.
 - d) DoNo parking discussion is ongoing with approvals pending.
 - e) Budget improvement ordinance modifications shall be resubmitted to Council after Committee organization and population, subject to Mayoral agenda inclusion.
 - f) Mr. Breetz related CRDA’s executive office’s interest in HPA’s potential to acquire licensure and regulation authority over commercial parking, and further related expressed mayoral interest with respect to continuing such a discussion.
 - g) Office move: HPA has spent less than the contingency budget and projects completion within said budget, after repurposing certain heating equipment. Certain “punch list” items remain in negotiation.
 - h) On Street meters: Media Day was held on December 18, 2015, with coverage by NBC television. Meters are providing expected data, and one vendor is making changes to required reporting metrics and manufacturing techniques in conjunction with HPA’s needs. Facebook feedback remains positive from various cross-sections of customers.
 - i) Security: An Agreement has been reached and is in the draft process.
 - j) On-Call Engineering: One firm remains in negotiations with respect to lowering its Administrative rates.
 - k) Parking Citation Modification Policy: In draft form by CEO; to be discussed after other reports are presented.

3. **Bylaws and Revisions Committee** – A proposal to amend Bylaws, to amend the physical address, currently in draft form, will be presented at the next Board meeting.

4. **Marketing Committee** – Ms. LeShane reported on a recent productive meeting held with Mr. Boone and a representative from the State of Connecticut Office of Protection and Advocacy for Persons with Disabilities (“OPA”).
 - OPA is pleased to have been invited to HPA to kick off HPA’s involvement.
 - OPA will host a meeting with other municipalities and advocacy groups that will be interested in garnering data with respect to related placards, violators and other statistical data.
 - HPA may create the template for change leading to better controls to reduce fraud.

Ms. LeShane also indicated interest in moving forward with (1) Setting a pricing rate for City events not sponsored by the City and (2) Potential pursuit of a Program Manager / Communications position, and defining responsibilities and capabilities related thereto.

5. Finance Committee – *See the Financial Report for details.*

Monthly Report

Executive Summary – On behalf of Mr. Fowler, Mr. DesRoches reported that the FY 15-16 results through December 31, 2015, for total operations were:

- Operating income was \$1.1M compared to budget of \$900k, a favorable variance of \$200k.
- Revenues totaled \$3.3M compared to budget of \$3.0M, a favorable variance of \$300k.
- Expenses totaled \$2.2M compared to budget of \$2.1M, an unfavorable variance of \$100k.

Mr. Lerman made a motion to replace Bank of America as HPA’s credit card processor; there was no second. Discussion was held that pursuant to the City’s Banking RFP, Mr. Breetz would send Treasurer Cloud a communication indicating HPA’s interests in being represented, and offering assistance with any required information to that end.

Mr. Boone indicated further that the healthiness of HPA’s financial condition is particularly sound, despite the lack of historical citation issuance typically consistent with the mid-year mark, which typically arise as a result of snow bans, which have not occurred yet in the current fiscal year.

Further discussion to the report differentiated the presented Aging of Citations receivable as of a certain date, versus a collections rate report for a period of time. General discussion ensued with respect to the improvement and monitoring of HPA’s collections rate.

After motion by Mr. Lerman, and seconded by Mr. Jasinski,

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

6. Executive Director’s Update

- a) Resolutions - All resolutions outstanding have been drafted by HPA staff and are presently with Attorney Varano for review. In the future, at the time of Agenda publication, any contemplated actions requiring a vote shall be accompanied, at a minimum, by a draft resolution prepared by HPA staff. The resolution for DoNo Parking will be prepared by Attorney Varano for next month’s meeting for Board consideration.
- b) Activity Reports - See Activity Report for details. Mr. Boone related a recent change in T2’s Account Executive assigned to HPA matters, which has proven to be very beneficial in meeting HPA’s industry-progressive demands.

Ms. LeShane related the need for a 2016-2017 draft budget to be approved at the February meeting. Already in process, Mr. Boone provided assurance that the preparation and review would be completed by that date.

Mr. Boone revealed a hand-crafted memento of gratitude, an out-of-service, modified parking meter head / display, with inscription, which was presented to Ms. LeShane by the Board for her many years of service and commitment to the HPA as Chair and as a commissioner.

- c) Parking Citation Modification Policy - (discussion deferred from Property Management Committee Report): A Policy and Procedure draft was presented by Mr. Boone. The draft was a culmination of efforts by Mr. Boone and Attorney Lauture. Ms. LeShane recommend that a Policy Statement be required in conjunction with the document and that the draft should be revised to incorporate certain rights and restrictions as deemed complete and necessary under the circumstances for users of the T2 system, based on their relationship to the data, and in execution the duties of their position. Mr. Jasinski offered that the document could more clearly

articulate, irrespective of the user(s) role, the specific circumstances where a citation may be modified, and secondarily, if necessary, by which users such modifications may be made. Due to the combined Policy and Technical Implementation nature of the draft document, a vote was deferred in order to allow for further modifications to the current draft. Mr. Breetz recommended that an ad hoc committee be formed to meet prior to the next Board meeting in order to arrive at consensus relative to changes required. Such ad hoc Committee will consist of Mr. Breetz, Mr. Boone, Ms. LeShane, Mr. Jasinski, and a representative from Corporation Counsel's Office.

PUBLIC COMMENT – There were no public comments

ADJOURNMENT

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

VOTED: Adjourn the January 28th, 2016 Special Board Meeting at 8:56 p.m.
(Ayes - Breetz, Jasinski, Lerman and LeShane)

Respectfully submitted,



Michael R. DesRoches, CPA
Acting Secretary to the Board