



Approved Minutes
Thursday, February 18th, 2016 - 5:00 p.m.
Regular Meeting of the Hartford Parking Authority Board
11 Asylum Street, Hartford, CT 06103

Commissioners Present:

Bill Breetz, Chair
Ken Lerman, Vice Chair
Rex Fowler, Treasurer
Paddi LeShane, Commissioner
Mat Jasinski, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Michael DesRoches, Director of Finance and Administration

Guests:

Kyle Plaskiewicz, Republic Parking

1. **Call to Order** – Mr. DesRoches called the February 18th, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:07 p.m.
2. **Roll Call of Commissioners** – Mr. DesRoches conducted roll call and announced there was a quorum present.
3. **Chair’s Comments** – Mr. Breetz expressed his intent to hold executive session early in the meeting to accommodate his anticipated departure prior to adjournment.
4. **Approval of Minutes of the Special Board Meeting of January 28th, 2016** – Mr. Breetz polled Commissioners for discussion to the minutes. Hearing none, Mr. Breetz then called for a motion to approve, a motion was made by Ms. LeShane, seconded by Mr. Lerman. –

VOTED: Approved the January 28th, 2016 Special Board Meeting Minutes.
(Ayes – Breetz, Jasinski, Lerman, LeShane; Abstain – Mr. Fowler).

PUBLIC COMMENT – There were no public comments.

EXECUTIVE SESSION

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

VOTED: Enter into Executive Session at 5:10 p.m.
(Ayes - Breetz, Jasinski, Lerman, Fowler and LeShane)

Mr. Boone participated in Executive Session.

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

VOTED: Exit the Executive Session, and to reconvene the Regular Meeting at 5:25 p.m.
(Ayes - Breetz, Jasinski, Lerman, Fowler and LeShane)

RETURN TO REGULAR SESSION (5:27 p.m.)

Appointment of Secretary – Chairman Breetz appointed Michael DesRoches as Secretary to the Board, effective immediately, and in doing so effectively notified the Board of such appointment.

REPORTS AND ACTION ITEMS

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

2. **Finance Committee** –.

- a) **Budget Draft Presentation**- Mr. DesRoches presented the draft of the Authority’s fiscal 2016-2017 Operating Budget, which is the document submitted to City Hall. The budget draft reflects an anticipated transfer to the City of Hartford of \$1,730,882, compared to the prior year budgeted income of \$1,560,546, an increase of \$170,336, or 10.9%. Mr. DesRoches also presented a supporting schedule to the budget, which depicts a detail of expenses for each business unit, with expenses segregated between (1) Operations, and (2) Maintenance and Equipment.

Mr. Boone presented and discussed the capital budget for fiscal 2016-2017. Mr. Boone further presented significant year-on-year operating budget changes, presenting a high level summary explanation of same.

Commissioners shall vote on the Authority’s budget at the Regular Board Meeting scheduled for March 17, 2016.

In addition, there are three revenue-generating initiatives that Mr. Boone presented which would require City Council consideration. The related revenues and expenses for such initiatives accordingly are not included in the 2016-2017 budgeted draft.

- b) **Annual Audit Report** - Mr. Fowler introduced Ed Jason, CPA, a Partner at Whittlesey & Hadley, P.C., which is the firm that performed the annual audit of the Authority’s financial statements as of June 30, 2015 and for the year then ended. Mr. Jason indicated that the Financial Statements contained an unqualified auditor’s report. Mr. Jason further presented excerpts from the positive management letter draft, and supplemental graphs and charts depicting information gleaned from the annual Financial Statements.

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

VOTED: Accept the Audited Financial Statements as of June 30, 2015 and for the year then ended.

(Ayes - Breetz, Jasinski, Lerman, Fowler and LeShane)

c) Monthly Report - *See the Financial Report for details.*

Executive Summary – On behalf of Mr. Fowler, Mr. DesRoches reported that the FY 15-16 results through January 31, 2016, for total operations were:

- Operating income was \$1.3M compared to budget of \$1.1M, a favorable variance of \$200k.
- Revenues totaled \$3.9M compared to budget of \$3.5M, a favorable variance of \$400k.
- Expenses totaled \$2.6M compared to budget of \$2.4M, an unfavorable variance of \$200k.

Discussion of operating results principally centered on the current year-to-date results as they relate to the total budgeted amounts for the year, as presented comparatively to the 2016-2017 budget draft.

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

VOTED: Approve the January 2016 monthly Financial Report.
(Ayes - Breetz, Jasinski, Lerman, LeShane, Fowler)

3. Property Management Committee –

Mr. Breetz provided a detailed and historical discussion of issues surrounding certain locations used for parking by Connecticut State Marshals who believe they are exempt from rules and regulations, and prepared and presented a draft of a resolution regarding parking enforcement and State Marshals. After board discussion and four amendments, Mr. Breetz called for a motion to accept the Resolution.

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

VOTED: Approve, with amendments, the Resolution of the Hartford Parking Authority Regarding Parking Enforcement and State Marshals.

(Ayes - Breetz, Jasinski, Lerman, LeShane, Fowler)

Mr. Breetz expectedly excused himself from the remainder of the meeting at 6:42 p.m.; Vice Chair Lerman resumed the meeting at that time.

- a) Mr. Lerman initiated a discussion of the Downton North Resolution regarding parking at certain lots as they exist now, and as they are projected to be developed. The Board developed comments to be passed on to Counsel for consideration.
- b) Property Management Report – Mr. Boone presented highlights of the monthly report. Please see the Property management report for details.

4. Bylaws and Revisions Committee – Mr. Jasinsky presented a Resolution which amends the Bylaws regarding the physical relocation and address of the Authority.

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

VOTED: Accept the Resolution of the Hartford Parking Authority Authorizing the Adoption of the Bylaws as Amended.
(Ayes - Jasinski, Lerman, Fowler and LeShane)

5. Marketing Committee – Ms. LeShane reported on the following:

- a) Position Vacancy Fill – HPA’s revised vacant position appears to be more clarified as an external communications / community relations position, requiring defined skill sets in editing, copywriting, media and community and NRZ relations, with skills relating to social media and website abilities. Candidate evaluation may include assistance from professionals in the field.
- b) RFP for On-Call Communications - Inasmuch as services remain under \$2,500, the Authority can continue to utilize existing services, and the RPF may be deferred until such time as the Communications position referred to above has been filled.
- c) City-Wide Parking Rates for non-City Events – Consideration is being weighed and evaluated for potential modification of Event Parking promotional rates in order to align with pertinent area rates for similar events and night parking rates.
- d) Issues related to Parkers with Disabilities - Ms. LeShane and Mr. Boone reported continued progress after Mr. Boone’s meeting with a representative from the State of Connecticut Office of Protection and Advocacy for Persons with Disabilities (“OPA”), as well as with other advocates, and an ADA compliance attorney, where Mr. Boone presented Hartford’s intentions and plans to curb the fraudulent use of placards, and gathered insight and considerations from advocates regarding the nature, timing and extent of such changes. Mr. Boone reported that one out of six parkers on the street has a placard for disable parking rights. Currently, OPA, ADA representatives, and advocates are reviewing Mr. Boone’s recommendations for comment.

6. Executive Director’s Update

- a) Resolutions – Currently under review with attorney Varano.
- b) Activity Reports - See Activity Report for details. The MAT garage lighting project is now complete. There are no new projects at this time.

ADJOURNMENT

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

VOTED: Adjourn the February 18^h, 2016 Special Board Meeting at 7:49 p.m.
(Ayes - Fowler, Jasinski, Lerman and LeShane)

Respectfully submitted,



Michael R. DesRoches
Secretary to the Board