

**DRAFT MINUTES OF THE JUNE 15, 2020
NEW HAVEN PARKING AUTHORITY BOARD MEETING**

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Date Time: June 15, 2020 05:30 PM Eastern Time (US and Canada)

Topic: New Haven Parking Authority Board of Directors

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MEMBERS PRESENT: Mr. Forrester, Ms. Curran, Mr. Hausladen, Mr. Orefice, Mr. Stewart

MEMBERS ABSENT: Mr. Rivera

STAFF PRESENT: Mr. Parry, Mr. Seholm, Mr. Staniewicz

COUNSEL PRESENT: Attorney Rini, General Counsel, New Haven Parking Authority
Attorney Merin, Deputy General Counsel, New Haven Parking Authority

Commissioner Hausladen was the Moderator and opened the meeting at 5:36 PM. He turned the meeting over to Chairman Forrester to announce the agenda.

ITEM I. PUBLIC COMMENT

Chairman Forrester welcomed everyone and asked if there were any requests from the public to speak in the Public Comment session. No requests were received.

ITEM II. APPROVAL OF THE MINUTES FROM THE MAY 26, 2020 BOARD MEETING

Chairman Forrester asked if there were any exceptions to the Minutes of the May 26, 2020 meeting. Hearing none, he asked for a Motion to approve. Commissioner Orefice moved to approve the Minutes

as written. Commissioner Stewart seconded the Motion, and the Minutes were unanimously approved. (It was discussed that going forward approvals will be done by roll call vote.)

ITEM III. MOTIONS

MOTION A

Chairman Forrester said with this Motion the Parking Authority is requesting approval to adopt the Operating Budget and Capital Improvements Plan for the period July 1, 2020 through June 30, 2021.

Commissioner Hausladen introduced Mr. Seholm, Chief Financial Officer, to provide further explanation.

Mr. Seholm said this has been the most challenging budget he prepared, because there is no guidance as to when normal business activity will resume due to COVID 19. The State has been open for a few weeks, and substantial changes in transient activity have not been realized. He said this Draft #3 was fundamentally unchanged from the last draft except for two items that he will highlight.

Assumptions: He opened with a review of the assumptions he used to prepare the budget, and made the following discussion points.

-On a consolidated level for the bargaining units, white and blue collar, contractual rate increases (2% contract rate increase and step increases) were the largest piece.

-No increase or CPIU was included for exempt employees.

-For health insurance, the contractual rate through the end of year was used (estimated increase of 8%); however, it is not anticipated to be that high.

-For other expenses, a 2.1 % increase rounded to 2.5% was used to be conservative.

-A modest 1.5% increase was used for rental income (this appears to be the range once final is published in June).

-Commissioner Stewart asked are these increases based on the PILOT to the City. Mr. Seholm said increases are based on payroll and operating expenses and not related to the PILOT for the City. There is a specific line item related to the PILOT in the fiscal 2021 budget, which this year is \$1.2 million from the unrestricted and \$1.5 million for Air Rights Garage.

-The payment to the City for the lots NHPA leases from them is unchanged as seen in Motion E.

-Commissioner Stewart asked in light of the pandemic, have we tried to renegotiate insurance costs with vendors to get a rebate; and have we renegotiated the PILOT with the City. Mr. Seholm said we have discussed operating revenue issues with the Mayor's team, and at this time there is no change to the PILOT they budgeted for the Parking Authority. However, the City agreed to a mid-year discussion on the projected PILOT when more information becomes available.

-Commissioner Stewart asked if we have we used the capital projects that are pending as leverage to get the amount of the PILOT down. Mr. Seholm said the PILOT is voluntary, and the City has included \$4 million from the Authority in their 2021 budget that was presented to the Board of Alders; however, the

City was made aware of the cash flow issues this would present to the Authority that would impact our bond covenants. The City asked that we retain the \$4 million in the budget with an opportunity to readdress the issue mid-year when three-to-six months of information would be available for review.

-Commissioner Stewart asked if that is realistic. Mr. Seholm said the short answer is that we could do it; however, if we don't have an aggressive rebound in traffic and operating revenue, the Authority will be in a precarious cash position that may impact bond covenants and the ability to operate in the future. This was explained to the City and they gave us an opportunity to readdress the PILOT mid-year. Our current revenue could not meet the \$4 million PILOT.

-Commissioner Stewart asked if the Mayor or the Controller is making this decision. Chairman Forrester said we had a good meeting with the City and they understand what the Authority is currently facing and why the PILOT will need to be readdressed when we have more information in three-to-six months.

-Commissioner Stewart did not feel we should wait until mid-year due to the adverse impact the PILOT would present and let the City know what we could actually do. He understands the restraints on us that will affect cash flow and the Authority's ability to operate. We need to renegotiate with the City as we are a cash source for the City.

-Chairman Forrester said once we have more data, we will have an idea on what can be expected from revenue and we will be able to determine our ability for the PILOT; we currently do not have enough data.

-Commissioner Stewart said he trusts Mr. Seholm's ability and asked him what he thought. Mr. Seholm said he wants to convey that both the Mayor and the Controller understand our position but they encouraged us to try to retain the PILOT and have a goal to achieve the \$4 million PILOT due to City's needs. Once we have better information we will readdress this mid-way through the year with our Board and the City.

-Commissioner Stewart asked Commissioner Hausladen for his thoughts on the PILOT. Commissioner Hausladen said the City has obvious needs for their budget and there are procedural matters as the budget was presented to the Board of Alders. He feels we should leave it at the \$4 million as a goal and this provides hope that traffic will return. He would also like to go back to the City mid-year for further discussion and consideration.

-Commissioner Stewart said he feels commuters will be taking their own cars versus public transportation and traffic will increase. Commissioner Hausladen said we are already seeing this at the Hospital.

-Mr. Seholm said these are all good questions. He wanted to emphasize that the PILOT component is a budgeted amount subject to Board approval. Projects in the capital plan do not move without subsequent authorization from the Board for each individual project.

-Commissioner Stewart asked if we could use the Executive Director position being full time as leverage to meet the PILOT requirement. Mr. Seholm said the Authority has an Executive Director budgeted full time this year. It has been a conservative approach that was used in the event the Board desires a full time Executive Director, or it will be extra payroll dollars that create a positive variance for the year. Mr. Seholm said we can use this as a discussion point. Commissioner Hausladen said he serves at the will of

the Parking Authority Board and Mayor and wants the best outcome for the Authority. Commissioner Stewart recommended we try to use this in negotiations. Chairman Forrester said it will be used as a point in discussions when we talk with the Mayor.

-Chairman Forrester said they had a productive meeting with the City, and it is his job to do the best he can for the Authority and residents of New Haven. He will use whatever powers he has to make that happen.

-Commissioner Stewart said his view is that the Authority is a revenue generating source for the City. This puts the Authority in an advantageous position that can be used for leverage so we can both supply the City with what they need but also look to the Authority's welfare as our first priority.

-Commissioner Hausladen said he concurs. A lot of development continues to progress and there may be a time the Authority wants a full time Executive Director. The main reason stopping this has been outside contracts being precarious. In the coming months we will be better able to determine whether we need a full or part-time Executive Director.

-Commissioner Stewart asked if we have commitment from the State to operate Union Station. Mr. Hausladen said the Memorandum of Understanding has not been signed as yet.

Mr. Seholm said thank you for the questions, and those are all issues we have discussed with the City.

-Mr. Seholm said no rate increases were put in the budget for all structures as is reflected in Motion B. This is mainly due to a concern that due to poor activity levels, parkers will move to other facilities with lower rates as they return.

-Commissioner Stewart said the paradigm has changed with people using their own cars versus public transportation that should increase the number of parkers, and he asked if that was factored in. Mr. Seholm said we have not factored that in with certainty because we have not seen an increase in occupancy as yet. He went to his weekly activity report that indicates there has been no spike since the reopening. Air Rights down to Crown are basically flat with a modest increase at Temple Street Garage of about \$500 a week. Mr. Seholm said currently there is only 25% occupancy at Temple Medical, 10% at Crown and Air Rights Garage is at 51%.

-Commissioner Stewart said we have an opportunity to recoup and capture the return population. Mr. Seholm agreed. Commissioner Stewart said he heard the number of cars on the road, from New Haven to Hartford is expected to increase 50% because people are not taking public transportation, and after June 17 dramatic increases are expected. He suggested doing the analytics to see how it will impact the garages.

-Mr. Seholm said additionally in the last two months there have been a number of monthly cancellations that totaled \$100,000 across the five facilities, (Air Rights Garage - nominal, Union Station, Temple Street, Crown Street and Temple Medical.) The number one reason for cancellations we are hearing is that they will not be returning to work until October or December, and a lot are saying they are continuing to work from home even when their office reopens.

-Mr. Seholm said the budget was done conservatively for transient revenue with the underlying reasons being that we don't know if people will return, and if there will be a second wave of the virus because

each transient parker represents cash. He said with the budget presented today, PILOT aside, we will be able to meet the cash operational needs of the Authority. The biggest point he wanted to highlight is that it would be cash flow positive based on extremely low return rates as listed in the assumptions. The real open items for concern are the PILOT or cancellations later in the year.

-Updated cash flow is the biggest piece. After discussion with the State in regard to their expected return rate on transit, as of now the State is not anticipating a full return until 2022.

-With these impacts on the revenue side, cash from operations will meet operating needs for Air Rights Garage for 2021 after the capital reserve obligation and after the PILOT with positive cash flow.

-Union Station Transportation Center, due to low transient return rate, is budgeted to lose \$1.9 million in operating cash for 2021. The garage will not be able to support the anticipated operating loss from the building and the garage. The State has already discussed their authorization to use Union Station capital reserves to cover the operation of Union Station Transportation Center.

-Commissioner Stewart asked if the State Street Garage generates positive cash flow. Mr. Seholm said yes.

-Commissioner Stewart asked how the capital projects are being funded at the State Street Garage. Mr. Seholm said capital projects for this Garage are funded from the Unrestricted Facilities. This garage has an elevator project of \$1.8 million and has \$8 – 10 million in capital needs over the next ten years that will need to be funded from other facilities.

-Commissioner Stewart said the Garage is not self-sustaining. Mr. Seholm said it is operationally, but not for capital needs in the first few years.

-Commissioner Stewart asked how will capital improvement projects be funded at that facility. Mr. Seholm said the total supplement for the State Street Garage is \$2.54 million from the Unrestricted facilities, and that is included in the capital plan.

-Commissioner Stewart asked how long will it take us to recover this. Mr. Seholm said once the purchase price is paid, we can fold this garage into the Unrestricted facilities; however, at this time we need to meet the required needs of the purchase agreement.

-Commissioner Stewart asked how long will it take for the Garage to be self-sustaining. Mr. Seholm said possibly after five years depending on the environment with the worst case scenario being up-to-ten years.

-Commissioner Stewart asked what the return on investment was. Mr. Seholm said the investment and value will intersect in the fifteen-year range. We acquired the garage below market value at \$2.3 million knowing that we had to invest \$10 million. Commissioner Stewart asked if we depreciate it every year, and Mr. Seholm said yes.

-Commissioner Stewart asked Commissioner Hausladen for his thoughts. Commissioner Hausladen said he advised to buy the garage with that knowledge and did not expect immediate cash flow. Commissioner Stewart said he respected his opinion. Commissioner Hausladen said the garage is

trending toward the good, and it is a strategic purchase that would be more beneficial with the possibility of our operation of the State Street Station.

-Commissioner Stewart asked if the goal for each garage is to be its own profit center. Commissioner Hausladen said the Unrestricted Facilities act as an unrestricted pot and State Street Garage would be in that pot if not for the requirements of the purchase agreement. It is important to have a large enough portfolio to spread the risk and control more parking so we can better serve the needs of the public. Overall our goal is to have a bigger, sustainable portfolio.

-Mr. Seholm said these are all good questions and they highlight the conditions of this garage. We bought it for a very good purchase price. He likened the garage to a fifteen-year bond. At the end of fifteen years we will have a structure that meets the standards of the Authority.

•**Capital Improvements Plan:** Mr. Seholm said the capital improvements plan has not changed and mirrors what was presented last month. He made the following points for discussion.

-There are a fairly large number of ongoing or previously authorized projects in design or approved contracts along with the \$10.9 million in DECD funds from the State. We should protect cash positions and allow engineering to move on the \$24.8 million in projects to keep our operating structures in the best possible condition. This should be done while our garages are not at capacity which gives contractors the ability to work.

-Mr. Seholm wanted to highlight that while there are recommendations for work in the Desman Condition Surveys, due to the current cash condition and to be conservative, the only programs being moved are the Air Rights Garage elevator work (where we will approve design and the negotiation process to begin to be in place and take action in the next fiscal year) and move with the major programs for elevators at the State Street Garage. We are deferring to outstanding projects in design or committed to construction. Even with the \$10.9 million grant, we can only take so many spaces out at a time and have so many workers in at the same time.

The bulk of the other programs are architectural or need to happen after. Concrete and waterproofing projects are in queue that are in design, bid and approved and in the pipeline for the \$10.9 million grant. We have a thirty-month window in the grant to get projects on the street and effectively complete. He asked Mr. Staniewicz to verify the timeline, and he said he would get back to him.

Chairman Forrester asked if there were any further questions.

-Commissioner Stewart said he wanted to make sure we understand that we can renegotiate the PILOT with the Mayor. Mr. Seholm said absolutely that is included in the proposed budget. The approval the Board gives tonight is predicated on staff following-up no later than fiscal 2021 with cash flow as it relates to the PILOT.

MOVED THAT THE NEW HAVEN PARKING AUTHORITY HEREBY ADOPTS THE OPERATING BUDGET AND CAPITAL IMPROVEMENT PLAN FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021. (THE OPERATING BUDGET AND CAPITAL IMPROVEMENT PLAN ARE ATTACHED HERETO FOR THE RECORD.)

Chairman Forrester asked if there were any questions. Hearing none then asked for a vote:

Chairman Forrester	yes
Vice Chairman Orefice	yes
Commissioner Curran	yes
Commissioner Hausladen	yes
Commissioner Stewart	yes

MOTION B

Chairman Forrester said with this Motion the Parking Authority is requesting approval to revise the parking fees at the stated facilities effective July 1, 2020 as indicated on the attached.

Commissioner Hausladen moved the Motion for discussion, and Commissioner Orefice seconded.

Commissioner Orefice asked Mr. Seholm to confirm that there were no rate changes proposed for next year. Mr. Seholm said the rate schedule being approved tonight reflects the current conditions and approved rates in the budget that was adopted.

Commissioner Hausladen asked if these rates include the State Street Garage in the restaurant program. Mr. Seholm said the restaurant program is not necessarily facility-specific.

Commissioner Hausladen asked Mr. Seholm to add the State Street garage to the program along with Crown and Temple.

MOVED THAT THE NEW HAVEN PARKING AUTHORITY HEREBY REVISES THE PARKING FEES AT THE STATED FACILITIES EFFECTIVE JULY 1, 2020 AS INDICATED ON THE ATTACHED.

Chairman Forrester asked if there was any further discussion. Hearing none he called for a vote.

Chairman Forrester	yes
Commissioner Curran	yes
Commissioner Hausladen	yes
Commissioner Orefice	yes
Commissioner Stewart	yes

MOTION C

Chairman Forrester said with this Motion the Authority is requesting approval to disburse to the City of New Haven their portion of the Air Rights Garage 2020 distribution in accordance with the Garage Operating Agreement not to exceed \$1,516,543.76.

The Motion was moved for discussion by Commissioner Hausladen, and seconded by Commissioner Orefice.

Mr. Seholm said this disbursement mirrors the amount as set forth pursuant to the Garage Operating Agreement for the Hospital and City to receive, and the amount is consistent with prior years. Any amount over that will be rolled into the capital account for Air Rights Garage, and this has been agreed to by the City and Yale-New Haven Hospital.

To keep the timing of the distribution consistent with prior years and the City’s preferred time, the distribution will be provided to the City by June 30, 2020 to meet the City’s budget year. The disbursement to the Hospital will be made in three months, to meet their budget year requirements.

MOVED THAT THE EXECUTIVE DIRECTOR BE AUTHORIZED TO DISTRIBUTE UP TO \$1,516,543.76 TO THE CITY OF NEW HAVEN AS REQUIRED UNDER THE AIR RIGHTS GARAGE OPERATING AGREEMENT.

Chairman Forrester asked if there was any further discussion. Hearing none he asked for a vote.

Chairman Forrester	yes
Commissioner Curran	yes
Commissioner Hausladen	yes
Commissioner Orefice	yes
Commissioner Stewart	yes

Motion D

Chairman Forrester said with this Motion the Parking Authority is requesting approval to make a voluntary payment to the City of New Haven in the amount of \$1,266,550 on behalf of the New Haven Parking Authority.

Commissioner Hausladen moved the Motion for discussion, and Commissioner Stewart seconded the Motion.

Commissioner Hausladen said the planned PILOT amount was based on capital reserve funds being supplemented by other funding and that made it possible for this fiscal year.

MOVED THAT THE EXECUTIVE DIRECTOR BE AUTHORIZED TO MAKE A VOLUNTARY PAYMENT TO THE CITY OF NEW HAVEN IN THE AMOUNT OF \$1,266,550 (ONE MILLION TWO

HUNDRED SIXTY SIX THOUSAND, FIVE HUNDRED FIFTY DOLLARS) ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY.

Chairman Forrester asked if there were any further questions. Hearing none, he called for a vote.

Chairman Forrester	yes
Commissioner Curran	yes
Commissioner Hausladen	yes
Commissioner Orefice	yes
Commissioner Stewart	yes

MOTION E

Chairman Forrester said with this Motion the Parking Authority is requesting approval to enter into a License Agreement with the City of New Haven for the Authority to continue to operate the following lots: Sherman/Tyler, Orange/George, Orchard/Sherman, George Street Lot at 25 George Street, State & Audubon, State/Grand/Olive Lot at 581 State Street, 432 State Street, State/Pulaski Lot and Lots N & O on State Street.

Commissioner Hausladen moved Motion E for discussion and Commissioner Orefice seconded.

Commissioner Hausladen said the Authority manages these properties/lots for the City and the license agreements are renewed annually. A license fee is paid to the City, we sell spaces and manage them with those fees.

He said Sherman/Tyler and Orchard Sherman are utilized by Yale-New Haven Hospital. Orange/George is a transient lot. State/Audubon Lot is used by the Judicial parkers and included in a contract with them. These are lots that generate revenue. Mr. Seholm said the above list does not include the Coliseum Lot (October renewal date) or Under Air Rights Garage. These two lots are covered under separate agreements.

Chairman Forrester asked Commissioner Hausladen about the Grand/East Pearl Lot. Mr. Seholm said this is a neighborhood lot and is included on Exhibit B. No charge lots operate for the benefit of residents and do not generate revenue.

Commissioner Orefice asked legal counsel if he should abstain from voting due to his employer having interest in two of the lots. Attorney Rini said technically the license agreement is with the City and in regard to his vote for Motion C that PILOT/disbursement is a contractual payment that is required by the Air Rights Garage Operating Agreement.

MOVED THAT THE CHAIRMAN, OR IN HIS ABSENCE THE VICE CHAIRMAN, BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY (NHPA) TO ENTER INTO A LICENSE AGREEMENT WITH THE CITY OF NEW HAVEN FOR NHPA TO CONTINUE TO OPERATE THE FOLLOWING LOTS: SHERMAN/TYLER, ORANGE/GEORGE LOT, ORCHARD/SHERMAN, GEORGE STREET LOT AT 25 GEORGE STREET, STATE & AUDUBON LOT, STATE/GRAND/OLIVE LOT AT 581 STATE STREET, 432 STATE STREET, STATE/PULASKI LOT AND LOTS N & O ON STATE STREET.

Chairman Forrester asked if there were any questions or further discussion. Hearing none, he called for a vote:

Chairman Forrester	yes
Commissioner Curran	yes
Commissioner Hausladen	yes
Commissioner Orefice	yes
Commissioner Stewart	yes

MOTION F

Chairman Forrester said with this Motion the Authority is requesting approval to enter into a license agreement with the City of New Haven and State Condo Management, Inc. for the issuance of eight parking permits for a twelve-month term with renewal terms subject to conditions.

Commissioner Hausladen moved to discuss the Motion, and Commissioner Orefice seconded.

Commissioner Hausladen said this is in regard to a longstanding issue involving a property dispute between the Condo Association and the City. This ends all disputes in property court and has been discussed and approved previously.

MOVED THAT THE CHAIRMAN, OR IN HIS ABSENCE THE VICE CHAIRMAN, BE AND HEREBY IS AUTHORIZED ON BEHALF OF THE NEW HAVEN PARKING AUTHORITY (NHPA) TO ENTER INTO A LICENSE AGREEMENT WITH THE CITY OF NEW HAVEN AND STATE CONDO MANAGEMENT, INC. FOR THE ISSUANCE OF EIGHT (8) PARKING PERMITS FOR A TWELVE-MONTH TERM WITH RENEWAL TERMS SUBJECT TO CONDITIONS.

Chairman Forrester asked if there were any questions or discussion. Hearing none, he called for a vote.

Chairman Forrester	yes
Commissioner Curran	yes
Commissioner Hausladen	yes
Commissioner Orefice	yes
Commissioner Stewart	yes

MOTION G

Chairman Forrester said with this Motion the Parking Authority is requesting approval for the Executive Director to accept 300 bikes from the existing New Haven Bike Share Program, initiate a \$1.00 fee per New Haven Parking Authority monthly permit holder, and explore a Fall 2020 relaunch of the Bike New Haven Program.

Commissioner Hausladen moved to discuss Motion G, and Commissioner Orefice seconded.

Commissioner Hausladen said the Bike Share Program has been terminated and the contractor will be closing the doors by June 30, 2020. This Friday the Parking Authority will receive 300 bikes on behalf of the City to store.

The Authority would like approval to charge the Executive Director to relaunch the program in the Fall, working with the City of New Haven and our partners at Air Rights Garage and Yale University. He will try to relaunch the bike share without any cost to the City or the Authority with the possibility of expansion.

Commissioner Hausladen will provide an update at the July meeting and is expecting to have a plan of action ready to present in August.

Sources of revenue will come from the advertising panels that the Authority will take over with a new firm, and the \$1 mobility fee for monthly permit holders.

He spoke to the Hospital and University and they are interested but would like to see more details. This program is currently available at Union Station, State Street Station, Orange & Elm Lot, Chapel Street Lot and a number of others. This program answers the question of what we do for neighbors that don't live near a Parking Authority Lot.

Commissioner Stewart asked why did the current operators leave. Commissioner Hausladen said they did not make enough money, and start-up costs were higher than anticipated. With the advent of COVID 19 they are getting out of the mobility business and focusing on other parts of their portfolio for revenue.

Commissioner Hausladen said he discussed this with the Mayor and was told that there are no dedicated funding sources for this but would like to see the program go forward and improved upon if possible. It may provide a good opportunity to come together with our partners at Yale University and Yale-New Haven Hospital.

Commissioner Stewart said as he is a biker, he feels it is a great opportunity. Chairman Forrester said he agrees. Commissioner Hausladen said to note the one dollar fee charged per monthly permit holder would be a membership fee for the bike program.

MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ACCEPT 300 BIKES FROM THE EXISTING NEW HAVEN BIKE SHARE PROGRAM, INITIATE A \$1.00 FEE PER NEW HAVEN PARKING AUTHORITY MONTHLY PERMIT AND EXPLORE A FALL 2020 RELAUNCH OF THE BIKE NEW HAVEN PROGRAM.

Chairman Forrester asked if there were any questions or further discussion. Hearing none, he called for a vote.

Chairman Forrester yes

Commissioner Curran yes

Commissioner Hausladen yes

Commissioner Orefice yes

Commissioner Stewart yes

CHIEF OPERATING OFFICER’S REPORT

Mr. Parry presented highlights of activity in Operations.

Occupancy Report: Mr. Parry said occupancy was reflected in the financial report, and he would provide clarification if there are any questions. Currently the only location that has significant numbers is Air Rights Garage with about 50% occupancy. All other locations are either at low or no occupancy.

Commissioner Stewart said in light of what he spoke about in regard to demographics and systemic changes that are anticipated, have we adjusted the marketing plan at all. Mr. Parry said not at this time. We are exercising caution, using conservative numbers as to when things will change; however, it will be taken into consideration. Commissioner Stewart said he understands this position but as a businessman would want us to be more aggressive. Mr. Parry said these are unprecedented times. It was thought by now increases would have been seen, but there have not been any. It is hoped that maybe the second opening of the State on June 17 will result in an increase in transient parkers.

Commissioner Stewart asked if Mr. Parry has checked into what is happening at other Parking Authorities. Mr. Parry said he has reached out to his counterpart in Philadelphia and Washington DC, and all are waiting for their Cities to open. Commissioner Stewart said they are being cautiously optimistic, and Mr. Parry said that is an accurate description.

Incident Report: Mr. Parry said there were a total of seven incidents for the month of May. The most populated category was Motor vehicle break-ins with three break-ins reported.

Aside from that there were two issues with medical calls for homeless at Union Station Building and one person who would not leave the Station. The last was in regard to some minor NHPA property damage.

Return to Work: Mr. Parry said all employees were back to work on June 7. The paramount concern was for our employees’ safety. Precautions were taken to ensure proper sanitization of the facilities was done and to make PPE available for all employees. There was only one complaint that was addressed and rectified to the satisfaction of all. Most everyone was happy to be back to work.

Chairman Forrester said relative to the reopening protocol do we have thermometers on site. Commissioner Hausladen said as part of the reopening protocol laser thermometers were purchased and some disposable ones as well. Employees have been asked to do a self-assessment each morning at home and notify their supervisor of any issues (temperatures over 100 degrees) without violating HIPPA regulations.

Restaurant Program: Mr. Parry said most restaurants want to put up tables on the sidewalks to start opening, and we did see some business in May.

Mr. Parry asked Commissioner Curran for her thoughts, and does she know what most restaurant owners are planning in regard to reopening. Commissioner Curran said it is uneven. Some will open no

matter what, and some are a little more cautious. She feels it is difficult with kitchen staff in high temperatures with masks and to determine how to keep these employees and guests safe before opening up. She said she currently is catering to some small groups, but does not anticipate opening prior to August. Mr. Parry said all this factors into the garage occupancy for Temple and Crown.

Maintenance: We have been taking advantage of down time with fewer cars in the facilities. Power washing of the garages has started and should be complete by next week.

Decontamination of Union Station: Mr. Parry said the next decontamination will be done on June 27 and this will be the third round done by an outside vendor. It is hoped this will increase the public's confidence and have a positive impact on transient parking.

Mr. Parry said we will wait and see, and in regard to marketing efforts, start to develop a plan to be prepared when things open up.

Commissioner Stewart asked how does the public know we are doing the decontamination. Mr. Parry said signs are posted the day before the process is done.

Commissioner Hausladen said we are coordinating with the CT Rail Council to make the rail operators and advocates aware of what we are doing to make the Station safe in response to COVID 19.

Commissioner Stewart suggested we look at our service as a product and should advertise for that product. Commissioner Hausladen said we have not had a budget available in the last few years for a marketing program; i.e., social media boosts, billboards etc. Mr. Parry said in response to Commissioner Stewart, that a few years back we did secure the services of an outside marketing company, and we have employed some techniques in trying to market the facilities. Commissioner Hausladen said there has not been a large exodus from our garages and efforts are being made to do a good job of customer retention.

CHIEF FINANCIAL OFFICER'S REPORT

Mr. Seholm presented an overview of the May financial report that includes the impact of COVID 19.

Human Resources Report: He said as a result of the closure of the office due to COVID 19, and as part of the bargaining unit agreement, employees were compensated while staying home. Vacations that were scheduled during that time period were not taken. In accordance with the Board approved policy, vacations will start to expire or force the bargaining unit members to buy out a week.

For one time only as it relates to the office closure being extended, the Authority will give a ninety-day extension to employees who had vacation time scheduled during this period. This will eliminate the strain on Finance and on employees that would have to cover. Again this is a one-time change as a result of COVID 19 to provide a ninety-day extension for vacations.

Commissioner Orefice asked will this affect the financials in regard to how time is accrued. Mr. Seholm said it is not a financial concern. If we force pay out there will be a cash flow issue. This is the most cost effective and employee friendly option.

•Mr. Seholm continued to the CFO report that showed the ***YTD Budget by Location to Actual results for May and made the following points for discussion.***

-He said it indicates the Authority was in a good position prior to COVID 19 and built up a positive trajectory.

-Union Station was the most dramatically affected, having a deficit of \$592,000 worse than budget YTD.

-The Unrestricted facilities have a positive variance of \$1,244,000.

-We will finish the year with a positive cash position for nearly every location on a stand-alone basis.

-The major variances to revenue are COVID 19 related.

-Mid-March through May 31 is where you can see the cash impact of COVID for the top five facilities (Air Rights Garage, Union Station, Temple Street, Temple Medical and Crown).

-Revenue from transient validations for the month is significantly lower than last year.

-Costs for decontamination of the buildings and the purchase of remote PC's for staff to provide them the ability to work from home along with masks and thermometers came to \$57,759.

-Payroll costs for those bargaining unit employees that came in and covered shifts came to \$368,555.

-Total out-of-pocket cash expense from mid-June to date came to \$419,314.

-All of the above contributed to a decrease in revenue in the top five facilities that is fast approaching \$2.6 million for a cash impact to the Authority.

-The bigger impact was loss of rail and downtown business with over 10% of revenue evaporating over the past ten weeks.

•**Transient Ticket Graphs**

-As of this date there has not been a pop in transient revenue with Phase 2 of the reopening, and he referred to the transient ticket graph where this can be seen. Crown Street, Temple Street and Temple Medical dropped off significantly. Air Rights Garage and Union Station are struggling. The Unrestricted Facilities have held up reasonably well with Sherman-Tyler and the Coliseum Lot. At this point it looks like the Unrestricted Facilities will still be ahead of budget.

-He will have enough information for next month in regard to the decrease in revenue and out-of-pocket expenses for COVID 19.

-We haven't seen any large groups or major users even though employees that have cancelled indicated they will permanently be working remotely or on a longer return to work schedule.

•**Conclusion**

Mr. Seholm said as of this date there will be enough cash generated to meet the PILOTs that were committed to in this meeting and cash flow through nearly 2021. We will be back to the Board before mid-year to continue discussion on the PILOT for 2021.

Chairman Forrester asked if there were any other questions, and none were raised.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz presented a status on capital projects.

Temple Street Garage: Mr. Staniewicz said we recently found out that the Temple Street Garage is listed on the State's historic resource inventory, and because we will be using funds from the State grant for the concrete and waterproofing project as well as the lighting replacement and electrical repairs project, this designation requires application to the State Historical Preservation Office. Mr. Staniewicz said he had a thorough conversation with the preservation officer who will get back to him on our application. The bid documents on the concrete and waterproofing project are currently being reviewed by the DECD, and as soon as approvals are received that project will be put out to bid.

Chairman Forrester asked relative to the State Historic Preservation Office, does a contractor we choose have to be on a certified or approved list. Mr. Staniewicz said the State may require the contractor to comply with certain specifications in performing the work, and we do ask bidders to provide their qualifications and experience. The Temple Street Garage has had many repairs and a lot of the deck is not original. We are trying to retain the unique texture on the columns, walls and ceilings the best we can and not do anything out of character based on conversations with the historian. They understand we have respect for the building.

Downtown Crossing: He said now that the City is not going ahead with the Temple Street bridge at this time, this gives us an opportunity to determine if we can preserve access and egress onto MLK Boulevard. All options are being examined. It was determined that the entrance on MLK can be kept open but not the exit. There are other alternatives and flexibility with other exits and entrances.

On-Line Public Bidding Process: Mr. Staniewicz said a project at Air Rights Garage that went out to bid in March was put on hold due to the impact of COVID 19. Since that time he made revisions to our public bidding procedures which were reviewed with Attorney Rini. We are rereleasing the ARG repair project and utilizing Turner Construction's bidding system that enables us to hold zoom public bid opening meetings and submit bids on line. This will be our first on-line bid.

MBE Status: Commissioner Stewart asked for an update on progress the Authority is making in regard to hiring minority and local contractors. Mr. Staniewicz said the Authority's numbers are much higher than the national average. He has not seen any documents from the City on their MBE program, however, representatives from the City have indicated in a recent meeting that the Parking Authority's program is successful.

Commissioner Stewart asked what percentage of contracts do minority and local contractors have and what minority contractors do we currently employ. Mr. Staniewicz said he would provide that information to the Board.

Commissioner Hausladen said there was a meeting about three months ago with MBE advocates, Chairman Forrester and Commissioner Stewart in regard to this. Commissioner Stewart said he had some questions in regard to the accuracy of the numbers. Commissioner Hausladen showed an older

chart and said current information will be provided. He said the Authority continues to work on improvement.

Chairman Forrester asked that we reach out to the City to see if they will provide the data on the City's program. This will give us their percentages and a basis for comparison.

Under Air Rights Garage Project: Bond Brothers contractors have started today on this project as a result of public bid. Additionally, the City was doing work with drainage under ARG that came out well.

Commissioner Stewart asked if they are new contractors. Mr. Staniewicz said they have been in business for a while, but recently had a name change due to a company reorganization. Commissioner Stewart asked if they are site contractors and Mr. Staniewicz said yes.

Commissioner Stewart said there are a number of local contractors, and this company is from Massachusetts and also has a New Haven office. There was discussion on how we are working with Turner Construction on educational programs they have to assist MBEs.

Commissioner Orefice asked if the Authority is required to go with the lowest responsible bidder. Commissioner Hausladen said there are cases where the lowest bidder is non-responsive. Attorney Rini said if subcontractors are involved, the Authority does not have direct control. We have MBE contractors that are registered with the City that can be used so they have every opportunity to bid. We cannot write bids to favor New Haven business.

Commissioner Stewart asked if we have any documentation in our bids that requires contractors to have a certain percentage of minorities. Attorney Rini said in general we do not have a mandatory set aside if a private contractor is doing the work; however we do have an MBE program for subcontractors.

Commissioner Stewart said for this project what is the likelihood in trying to get a small business to do this work. Attorney Rini said Turner has been helpful, and the Authority has participated in other seminars that are available to them. Commissioner Stewart asked what has Turner done for training any contractors. Mr. Staniewicz said Turner acts as an owner's representative and does not hold any construction contracts, subcontracts nor performs any construction work for us. They provide professional services.

Commissioner Stewart asked who dictates how contracts are awarded and how contractors are vetted. Commissioner Stewart emphasized he would like to see the Authority focus on getting more local and minority contractors.

Chairman Forrester said he would like to set up a subcommittee to work on this including himself, Commissioner Hausladen, Commissioner Stewart, Mr. Staniewicz and Attorney Rini to set up policy. Commissioner Stewart said it was a good idea and invited anyone else to join to get this policy documented.

•Dog Park at Crown Street

Mr. Staniewicz said there is a phone conference scheduled for tomorrow with legal counsel to discuss the license agreement for the dog park.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hausladen provided an overview of projects he has been working on.

Beacon Communities Property Acquisition: Mr. Hausladen said as reported in the New Haven Independent, Beacon Communities has purchased property at Ninth Square and Chapel Street. They have reached out to us for their parking needs to satisfy their plans for development of the property.

Coliseum Lot: Spinnaker held an initial outreach meeting last Monday and additional progress has been made on their plans to develop the lot. We do have a lease on the property and development will cause our leasehold to drastically diminish.

Drone Proposal: We have not been able to locate an FAA license that will allow drones to fly over humans. As a result this proposal is pending license approval.

Union Station Memorandum of Understanding (MOU): Mr. Hausladen said the document is being reviewed; however, it is not signed. The Mayor, Economic Development, the State and the Parking Authority are working hard to obtain an announcement in a couple of months on the future of Union Station.

Commissioner Stewart commended leadership and the NHPA team on the potential signing of the MOU for Union Station.

Commissioner Hausladen added that the Joint Advisory Committee (JAC) expressed their appreciation to NHPA for their work to remediate the flooding in the tunnel, and he thanked Mr. Staniewicz and Mr. Parry for their efforts to get this done.

Return to Work on June 7, 2020: As Mr. Parry said there has been only one issue to date, and that was resolved. He said he is impressed with the whole Parking Authority team, managers, supervisors and staff with their response to COVID 19 during the past three months.

NEW BUSINESS

None.

OLD BUSINESS

•State Street Garage Opening Ceremony: Commissioner Stewart asked for a status on the proposed plaque for 270 State Street Garage and the opening ceremony. Commissioner Hausladen said the plaque is ready, and Mr. Staniewicz said it was delivered to the 232 George Street office. Commissioner Hausladen asked that we work on scheduling the opening ceremony.

•Plaque for Union Station 100th Anniversary: Commissioner Hausladen said this ceremony had to be postponed due to COVID 19. We are waiting on word from the Governor and Mayor on the unveiling of the plaque. The possibility of turning it into a virtual event was discussed.

Commissioner Stewart suggested doing these two events simultaneously and to have them done sooner than later as it would be good optics and marketing for us. Chairman Forrester suggested making them part of the reopening of the State.

ADJOURNMENT

Chairman Forrester thanked the management team for their efforts working through COVID 19 and thanked the Commissioners for their continued involvement in support of the Authority and their service.

Chairman Forrester asked for a Motion to adjourn. Commissioner Hausladen moved to adjourn, and Commissioner Stewart seconded. The meeting was adjourned at 8:05 PM.

Chairman Forrester called for a vote.

Chairman Forrester	yes
Commissioner Curran	yes
Commissioner Hausladen	yes
Commissioner Orefice	yes
Commissioner Stewart	yes