

NEW HAVEN PARKING AUTHORITY/PARK NEW HAVEN MINUTES OF THE APRIL 19, 2021 BOARD MEETING

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

MEMBERS ABSENT: Mr. Orefice, Mr. Rivera

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

COUNSEL PRESENT: Joseph L. Rini, General Counsel for the New Haven Parking Authority
Clifford Merin, Deputy General Counsel for the New Haven Parking Authority

GUEST: Mr. Breen, Reporter from the New Haven Independent

Commissioner Hausladen was the Moderator, and he called the meeting to order at 5:33 PM. He turned the meeting over to Chairman Forrester to announce the agenda.

I. PUBLIC COMMENT

Chairman Forrester welcomed everyone. He said he has been informed that there were no requests to speak from the public.

II. APPROVAL OF THE MINUTES

Chairman Forrester asked for all to review the Minutes from the March 15, 2021 Board meeting. He asked if there were any exceptions or further discussion. Commissioner Stewart moved to approve the Minutes and Commissioner Curran seconded.

Chairman Forrester called for a vote:

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	Approved
Commissioner Orefice	Approved
Commissioner Stewart	Approved

The Minutes were unanimously approved as written by staff.

III. MOTIONS

MOTION A

Chairman Forrester said with this Motion the Authority is requesting the Board to approve the replacement of their current accounting system with the purchase of Multiview Financials a cloud-based accounting solution that provides financial reporting, dashboards and key performance indicators. He deferred to Mr. Wydra, Director of Finance, for further explanation.

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

Mr. Wydra said due to the age and inefficiency of the current accounting system, the problems that have been experienced with it since 2018, and the lack of technical support the current company has been able to provide, it was decided to go out for proposal on a new system. The usual Request for Proposals procedure was followed and four responses were received (one late) that were reviewed via video conference with three of the proposers and the NHPA accountants. Based on the responses received, Multiview was the best fit and recommended by Mr. Wydra. Mr. Seholm concurred and said Multiview's hours of service and proposed response time were major factors in the decision. Discussion followed on Mr. Forrester's questions.

MOTION RE: MOTION TO SUBSCRIBE TO THE MULTIVIEW CORPORATION FINANCIALS ERP PACKAGE FOR A PERIOD OF FIVE YEARS, PLUS AUTOMATIC ONE YEAR RENEWALS. (Agreement attached is in substantial form)

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

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	Approved
Commissioner Stewart	Approved

The Motion was unanimously approved as written by staff.

IV. SENIOR STAFF REPORTS

CHIEF OPERATING OFFICER'S REPORT

Mr. Parry reported on major activity in Operations for the month of March.

•SECURITY: There were no major incidents to highlight. A detailed description of all incidents reported at the facilities is included in his report.

Chairman Forrester asked about the situation with teens riding bikes through the facilities and exhibiting disorderly behavior. Mr. Parry said we are monitoring these incidents closely to ensure they don't interfere with patron safety, traffic flow and operations.

Chairman Forrester asked about motor vehicle break-ins at the State Street lots, specifically the State/Wall Lot. Mr. Parry said there were none reported last month, and the cameras that have been installed appear to be helping.

•OCCUPANCY: Occupancy is at a standstill/flat. Air Rights Garage is at 64% occupancy and the best performer of the portfolio. Occupancy numbers for all other facilities remain flat with no significant shifts. Construction in progress in New Haven has provided some overflow into NHPA lots. Some increases were seen in April at Union Station.

-Union Station Valet: This amenity continues to be suspended due to very low volumes at Union Station Garage.

-Restaurant Validations: There were no major increases; however, numbers are slightly improved over last month and remain steady. There may be some restaurants that are buying validations to be prepared when additional customers return. As shown in the charts included in his report, there were 600 tickets this year versus 1200 last year. He asked Commissioner Curran to comment on what she has been seeing. She said weekends are about half of what was normal; but they are starting to receive calls booking parties, etc. and hopes by September activity will be back.

•MAINTENANCE: Mr. Parry said the Authority is taking advantage of this slow period to do power washing, sweeping, painting and landscaping, etc. to enhance the appearance of the facilities.

CHIEF FINANCIAL OFFICER'S REPORT

•FY2022 BUDGET

Mr. Seholm presented key points that drove the budget and wanted to give the Commissioners an opportunity to review it prior to asking for approval at the May Board meeting. He said this was a tough budget process because it is not known when the traffic will return at Union Station, and there is no definite commitment for continued COVID reimbursements from the State.

- He called attention to a new piece of the CFO report (page 6) that shows the decline of monthly permits by garage for December through March. This was a critical piece to the budget preparation.
- March variances compared to budget are positive on the expense side due to the efforts of staff; consequently, the Authority is doing reasonably well compared to budget but substantially below prior year.

•ASSUMPTIONS FOR FISCAL 2022 BUDGET:

- No wage adjustment was included for exempt non-union employees.
- Union Health Fund has not given us an estimated increase for January 1, 2022. 4.6% is being used as our best estimate for increase in cost.
- A 5% increase in cost was put in for Workers Compensation insurance.
- Liability & Property Insurance was the big one with 7.6% due to the Authority being included with municipalities because our assets are City-owned.
- Air Rights Garage: Due to the additional cash generated from the agreements for Levels 4, 6 & 8, it is projected to be able to fund capital projects of \$2.6 million and to make the PILOT payments to the City and Hospital that are required by the garage operating agreement.
- Union Station: It is projected to keep the current staffing levels for the garage and building; however, there will be a \$2.3 million shortfall in net cash. To date the State has continued with stimulus support/COVID reimbursements that enable the Authority to reduce net losses.
- The remainder of the facilities are mostly in line.
- Sherman/Tyler Lot: The permit terminates as of September 30, 2021 that will result in \$480,000 in lost revenue.
- State/George/Coliseum Lot: There is some discussion that it might be sold for development, and this loss was put in for September 2021.
- The cash generated from those two lots equal a \$600,000 loss.

•CAPITAL BUDGET

- He called attention to Page 1 that showed the current needs that can be met at Air Rights Garage without proposing any changes in rates.
- Union Station – most projects will be completed based on capital reserves.
- State Street Garage has prior projects in the FY2021 budget that are funded from the Unrestricted facilities and will be met.
- Elevators at Temple Street Garage are the biggest piece that cannot be deferred due to safety and will go forward.

•DECD GRANT

- The first contract that will be funded with this grant has been awarded and is nearing State approval. With funds from the grant, we are in a good position to keep projects that ensure safety moving.

•PILOT PAYMENT OF \$2.5 MILLION TO CITY OF NEW HAVEN

Mr. Seholm said In light of the significant shortfall in revenue and the Authority's capital needs, we are not in a position to make this payment as requested for FY2021 and FY2022. Air Rights Garage has a \$3 million PILOT that is required as

part of the garage operating agreement where 50% goes to City and 50% goes to Yale-New Haven Hospital, and that will be met for both years.

Comments/Questions:

The budget was presented tonight for review and discussion with a vote anticipated for next month. Commissioner Hausladen asked the Commissioners to contact Mr. Seholm or him with any questions, and thanked Mr. Seholm and staff for their work on the budget.

Commissioner Stewart asked how the revenue shortfall will affect staffing. Mr. Seholm said the plan is to keep staff at current levels.

CHIEF ENGINEER'S REPORT

Mr. Staniewicz provided updates for some of the projects detailed in his report.

1. State Grant for Crown, Temple and Temple Medical Garages: Two major hurdles were cleared with State DECD as well as CHRO approving the award of the project for concrete and waterproofing at Crown and Temple Garages (first of three projects being funded by the State grant). The contractor is in the process of clearing their EEO Plan with the City Commission on Equal Opportunities, as well as providing to NHPA other required award documents such as insurance and bonds.

3. 270 State Street Garage Repairs: Concrete repair on the roof levels as well as sanitary and storm line drainage system improvements on the first floor are in process and moving along very well.

8. Professional Construction Program Management Agreement: This contract is in the process of being signed.

23. Condition Survey Reports: The draft reports have been reviewed and final reports are being prepared.

EXECUTIVE DIRECTOR'S REPORT

Commissioner Hausladen reported on some of the projects he has been working on.

•OUTDOOR DINING PROGRAM

Commissioner Hausladen said the Authority is supporting Town Green, City Economic Development and Economic Development Corporation with the *City's Outdoor Dining Program*. The Authority will receive and manage requests for bollards and lattices from entities located outside of Town Green's District. Support will be going to the Westville Renaissance Alliance for their Art Walk Event. This program has been put up on the Authority's web site with all information and forms that are needed to fill requests.

Chairman Forrester asked what are the associated responsibilities and liability for the Authority. Commissioner Hausladen will have more information on the program next month. Basically the Authority will take orders for the bollards in the spring, deliver and collect them in the fall.

•UNION STATION PARTNERSHIP

Commissioner Hausladen said the Union Station partnership is taking up the majority of his time. The new Lease and Funding Agreement is being worked on with the potential liabilities and responsibilities that are involved for the Authority.

V. NEW BUSINESS – NONE
VI. OLD BUSINESS – NONE
VII. EXECUTIVE SESSION – NONE

VIII. ADJOURNMENT

Chairman Forrester asked if there were any further items for discussion. Hearing none he called for a Motion and vote to adjourn. Commissioner Hausladen moved to adjourn and Commissioner Curran seconded the Motion, and the meeting was adjourned at 6:30 PM. He called for a vote.

Chairman Forrester	Approved
Commissioner Curran	Approved
Commissioner Hausladen	Approved
Commissioner Stewart	Approved