

July 22, 2022

NOTICE OF MEETING

A Meeting of the New Haven Union Station Partnership Operations Committee for Union Station Transportation Center will be held on Monday, July 25, 2022 at 3:00 PM via Zoom teleconference.

The Agenda for this meeting is attached.

**AGENDA
NEW HAVEN UNION STATION PARTNERSHIP
OPERATIONS COMMITTEE
MEETING
JULY 25, 2022
3:00 PM
ZOOM WEBINAR**

Dear Operations Committee Members:

You are invited to a Zoom webinar.

Topic: OPERATIONS COMMITTEE MEETING

Time: July 25, 2022 3:00 PM Eastern Time (US and Canada)

Topic: Union Station Partnership / Operations Committee

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

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I. Call to Order

II. Public Comment

Please notify Fortunata Houde (fhoude@nhparking.com) in advance if you have a desire to speak during the Public Comment section or on a specific agenda item.

Please Note: This will be a remote meeting. Any member of the public may request, in writing, a physical location and any electronic equipment necessary to attend the meeting in real time no later than twenty-four (24) hours prior to the meeting. Said individual shall have the same opportunities to provide comment or otherwise participate in the meeting as would be afforded if the meeting was held in person with the following exception: Under law, if such person loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, the committee is not required to adjourn or postpone the meeting. Access can be from anywhere by an electronic device that has Zoom program at the address provided above in the Agenda Notice or by phone at the number set forth above in the Agenda Notice.

III. Discussion Items for Action

- Approval of Minutes from the June 27, 2022 Meeting
- Undomiciled Activity
- Day-to-Day Operations at State Street Station - Update
- Campus Tenancy/Brokerage
- New Revenue Initiatives

IV. New Business

V. Executive Session

- A. Not Anticipated to be Utilized

VI. Adjournment/Site Tour

**MINUTES OF THE JUNE 27, 2022 MEETING OF THE
UNION STATION PARTNERSHIP OPERATIONS COMMITTEE FOR
UNION STATION TRANSPORTATION CENTER CAMPUS**

Present:

Representing CTDOT: Mr. Bordiere, Ms. Cordero (proxy for Mr. Bergeron), Attorney Bartek, Mr. Hayes

Representing City of New Haven: Mr. Aysola, Mr. Eyzaguirre, Attorney Pinto

Representing New Haven Parking Authority: Mr. Hausladen, Mr. Parry, Mr. Seholm, Mr. Staniewicz, Attorney Rini, Attorney Merin

I. CALL TO ORDER

Mr. Hausladen called the meeting to order at 3:11 PM.

II. PUBLIC COMMENT

There were no requests to speak from the public.

III. DISCUSSION ITEMS FOR ACTION

•APPROVAL OF THE MINUTES FROM THE JUNE 6, 2022 MEETING

Mr. Hausladen asked for any exceptions or further discussion on the Minutes as presented. Hearing none he called for a Motion to approve. Mr. Bordiere moved to approve, and Ms. Cordero seconded the Motion. Mr. Hausladen called for a vote:

Mr. Aysola	Approved
Mr. Bordiere	Approved
Ms. Cordero	Approved
Mr. Eyzaguirre	Approved

**•DISCUSSION AND APPROVAL OF THE FY2023 OPERATING AND CAPITAL BUDGETS
VERSION 4.**

Mr. Seholm presented the changes that were made in version V4 of the operating budget. He incorporated comments discussed at the last meeting that impacted transient revenue and substituted numbers that are closer to what has been seen most recently. There were two major drivers:

- Transient revenue was increased from \$2,755,000 to \$3,334,000.
- A line was added for revenue enhancement initiatives of \$264,000.

These two changes increased consolidated Union Station net cash flow to go from negative - \$803,669 to positive \$4,918.

Additionally, the depreciation and amortization line was removed. This will not be done under the new agreement and will no longer be a reporting requirement under the new agreement.

Operations is expected to have a positive cash flow for this year as is shown in version V4 of the budget; however, should revenue initiatives not meet the budgeted goal of \$264,000, there are CARES funds that can be designated to cover shortfalls or will be transferred to capital if not needed.

The consolidated budget pulls three sublocations together: Union Station Building, Union Station Garage, and the State Street Station.

Capital Budget V3 to V4 The biggest change relates to the inclusion of \$237,804 of COVID funds transferred to finish FY2022 that would have gone into capital reserves.

MOTION RE: TO APPROVE THE FY2023 V4 OPERATING AND CAPITAL BUDGETS

Mr. Bordiere moved to accept Version 4 of the budgets and Mr. Eyzaguirre seconded the Motion.

Mr. Hausladen asked if any further clarification was needed. He then called for a vote:

- | | |
|----------------|----------|
| Mr. Aysola | approved |
| Mr. Bordiere | approved |
| Ms. Cordero | approved |
| Mr. Eyzaguirre | approved |

**•COORDINATION OF TRANSFER OF OPERATION OF STATE STREET STATION TO
NHPA EFFECTIVE JULY 1, 2022**

Mr. Parry said NHPA met with CTDOT staff and the current operator to develop a plan including NHPA's responsibilities for day-to-day operations at the Station. All components of the plan are in place for the transfer of responsibility on July 1, 2022. He outlined the following:

-Life Safety Equipment: The two most important pieces are the transfer of life safety equipment including elevators and fire and burglar alarms. Vendors for those functions have been contacted to affect the transfer to NHPA on July 1, 2022.

-The services of Calvert Lock will be engaged to change the lock system.

-Ms. Cordero will be transferring the phone accounts to NHPA for transfer to our vendor.

-Personnel: Custodial personnel are ready to take over. Overnight supervision for life safety equipment will be assigned.

Mr. Bordiere asked if we had an estimated time line for the hiring of the new position - Overnight Supervisor. Mr. Parry said we will be working to get this position filled as soon as possible and are hoping for within two months.

•CITY/NHPA AGREEMENT FOR SERVICES

Attorney Pinto reported the City has accepted the housekeeping changes and the suggested language presented by Attorney Bartek from CTDOT on the agreement. The major change is that the Mayor/City of New Haven will be the authorized signatory. Additionally, when the City's audit is presented as part of the lease, the NHPA's audit will be attached. He also noted that all Exhibits should be labeled properly.

He asked the Operating Committee to accept the agreement as drafted with items noted above.

MOTION RE: TO ACCEPT THE TERMS OF THE DRAFT AGREEMENT BETWEEN THE CITY OF NEW HAVEN AND THE NEW HAVEN PARKING AUTHORITY FOR SERVICES AT UNION STATION TRANSPORTATION CENTER DATED JUNE 16, 2022 WITH FRIENDLY AMENDMENTS INCLUDING THE MAYOR/CITY OF NEW HAVEN BEING THE SIGNATORY ON ALL DOCUMENTS, HOUSEKEEPING CHANGES AND THE RELABELING ON THE ORDER OF EXHIBITS.

Mr. Eyzaguirre moved to approve the Motion, and Mr. Bordiere seconded the Motion. Mr. Hausladen called for a vote.

Mr. Aysola	Approved
Mr. Bordiere	Approved
Ms. Cordero	Approved
Mr. Eyzaguirre	Approved

The Motion was unanimously approved. *Attorney Pinto left the meeting.*

•UNDOMICILED ACTIVITY AT UNION STATION

Mr. Hausladen reported that a meeting with CDOT, NHPA, service providers and tenants is scheduled to discuss the increased aggressive activity of the undomiciled at the Station. NHPA will continue to work with security providers and the tenants to improve this issue. Updates will be provided routinely to the Operations Committee.

•RAIL USER AGREEMENTS

Mr. Hausladen said the rail user agreements will continue to be tracked along with tenant agreements and will be revised when expenses for building operations are determined.

•NEW REVENUE INTIATIVES

Mr. Hausladen said the Parking Authority, City and State will be working to fill any potential budget gaps with opportunities that become available.

One new initiative is a pilot program that will be launched to assist Tweed Airport Authority with off-site parking while there is occupancy in the garage. Information on program usage will be made monthly.

IV. NEW BUSINESS - none

V. EXECUTIVE SESSION - none

VI. ADJOURNMENT

Mr. Bordiere moved to adjourn the meeting, and Mr. Eyzaguirre seconded. Mr. Hausladen called for a vote.

Mr. Aysola	approved
Mr. Bordiere	approved
Ms. Cordero	approved
Mr. Eyzaguirre	approved

The meeting was adjourned at 4:11 PM

NEW HAVEN PARKING AUTHORITY
UNION STATION CASH TRANSFERS TO CITY
JUNE 30, 2022

prepared:	7/13/2022
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Operating Cash

STIF Operating Reserve (acct 2560)	82,478.44
Webster Credit Card (6557)	72,431.82
Webster Revenue-Lockbox (2922)	566,138.77
less: Jul 5 recon transfer to ARG	(500,000.00)
less: Jul 11 test transfer	<u>(1.00)</u>
Total	221,048.03

Capital Cash

STIF Capital Reserve (acct 2570)	7,480,751.33
less: reserved	(738,856.00)
less: Jul 11 test transfer	<u>(1.01)</u>
Total	6,741,894.32

NEW HAVEN PARKING AUTHORITY
 Union Station Consolidated
 For Fiscal Year Through June 30, 2022
 (Management Use Only)

	CURRENT				YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR	VAR B/W	ACT LAST YR	VAR B/W	
REVENUE								
Monthly Parking Revenue	39,285	26,343	12,942	25,899	13,386	347,404	82,287	
Transient Parking Revenue	289,951	99,489	190,462	142,744	147,207	559,197	2,039,732	
Validation Revenue	0	0	0	0	0	0	0	
Rental Income	14,300	110,152	4,148	110,419	3,891	1,325,028	55,246	
Administrative Income	0	0	0	0	0	0	0	
Special Events Income	0	0	0	0	0	0	0	
Valet Revenue	0	0	0	0	0	0	0	
Advertising Revenue	0	0	0	0	0	0	0	
Other Revenue	0	10	(10)	0	0	0	0	
Total Revenue	443,536	235,994	207,542	314,566	128,970	2,267,223	2,142,782	
EXPENSES								
Personnel:								
Administration Salaries - Straight-time	13,208	11,777	(1,431)	11,865	(1,343)	135,610	(8,550)	
Administration Salaries - Overtime	186	471	285	270	84	2,756	(3,527)	
Cashiers Salaries - Straight-time	11,285	12,553	1,268	10,519	(766)	117,392	(25,274)	
Cashiers Salaries - Overtime	284	753	469	1,126	862	1,294	(3,347)	
Maintenance Salaries - Straight-time	27,893	28,337	444	21,709	(6,184)	308,952	(11,999)	
Maintenance Salaries - Overtime	2,834	2,220	(614)	6,744	3,910	32,462	(9,204)	
Security Salaries - Straight-time	31,562	34,412	2,850	32,982	1,420	54,792	3,536	
Security Salaries - Overtime	2,030	2,055	25	3,532	1,502	27,560	(17,315)	
Benefits	71,988	73,228	1,240	80,098	(11,890)	879,327	(20,269)	
Total Personnel	161,250	165,816	4,566	148,845	(12,405)	1,877,731	(95,750)	
Operating:								
Security/Traffic Control	0	0	0	0	0	12,012	6,368	
Utilities	43,612	36,630	(6,982)	32,124	(11,488)	446,857	(82,400)	
Service Agreements	8,918	9,622	704	(1,245)	(10,163)	91,786	(15,158)	
Professional Services	3,591	2,374	(1,217)	3,975	384	33,796	(5,235)	
Repairs and Maintenance	20,811	21,166	355	18,216	(2,595)	215,132	6,679	
Insurance - Liability	12,569	11,393	(976)	(10,862)	(23,231)	136,263	(9,685)	
Building & Land Rental	0	0	0	0	0	0	0	
Uniforms	1,050	1,800	750	1,571	521	21,367	4,531	
Tickets and Tags	276	154	(122)	118	(158)	2,899	(608)	
Supplies	13,499	9,783	(3,716)	5,088	(8,411)	88,190	(3,260)	
Bark Fees	4,679	8,600	3,921	3,723	(956)	62,264	(17,141)	
Contracted Snow Removal	0	0	0	24,360	24,360	42,910	15,727	
Administrative Expenses	74,394	76,770	2,376	90,473	16,019	827,588	(70,205)	
Valet Expense	0	0	0	0	0	0	0	
Other Expenses	10,177	8,858	(1,319)	8,116	(2,061)	107,235	(11,258)	
Total Operating Expenses	193,575	187,150	(6,225)	175,937	(17,778)	2,049,810	(181,666)	
Total Expenses	354,825	352,966	(1,659)	324,442	(30,183)	3,927,541	(277,416)	
NET OPERATING INCOME	86,911	(16,972)	205,883	(9,876)	96,787	2,533,690	1,865,366	

	CURRENT				YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR	VAR B/W	ACT LAST YR	VAR B/W	
144,360	145,252	892	135,610	(8,550)				
6,283	5,813	(470)	2,756	(3,527)				
142,666	153,885	11,219	117,392	(25,274)				
4,641	9,231	4,590	1,294	(3,347)				
320,551	342,468	21,917	308,952	(11,999)				
41,666	32,309	(9,357)	32,462	(9,204)				
368,642	423,434	54,792	372,178	3,536				
45,075	25,408	(19,667)	27,560	(17,315)				
899,596	936,648	37,052	879,327	(20,269)				
1,973,481	2,074,448	100,967	1,877,731	(95,750)				
5,645	20,023	14,379	12,012	6,368				
529,257	498,610	(30,647)	446,857	(82,400)				
106,944	114,932	7,988	91,786	(15,158)				
39,031	30,048	(8,983)	33,796	(5,235)				
208,453	268,492	60,039	215,132	6,679				
145,948	156,738	(9,210)	136,263	(9,685)				
0	0	0	0	0				
16,836	22,900	6,064	21,367	4,531				
3,507	1,848	(1,659)	2,899	(608)				
91,470	123,728	32,258	88,190	(3,260)				
40,936	103,200	62,264	23,795	(17,141)				
27,184	360,000	332,817	42,910	15,727				
897,773	921,207	23,434	827,588	(70,205)				
0	0	0	0	0				
118,493	110,096	(8,397)	107,235	(11,258)				
2,231,476	2,711,822	480,346	2,049,810	(181,666)				
4,204,957	4,786,270	581,313	3,927,541	(277,416)				
205,048	(2,328,642)	2,533,690	(1,650,318)	1,865,366				

NEW HAVEN PARKING AUTHORITY
 Union Station Building
 For Fiscal Year Through June 30, 2022
 (Management Use Only)

	CURRENT				YEAR-TO-DATE					
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR	VAR B/W	ACTUAL	BUDGET	VAR B/W	ACT LAST YR	VAR B/W
REVENUE										
Monthly Parking Revenue	0	0	0	0	0	0	0	0	0	0
Transient Parking Revenue	0	0	0	0	0	0	0	0	0	0
Validation Revenue	0	0	0	0	0	0	0	0	0	0
Rental Income	114,300	110,152	4,148	110,419	3,881	1,380,274	1,321,824	58,450	1,325,028	55,246
Administrative Income	0	0	0	0	0	0	0	0	0	0
Special Events Income	0	0	0	0	0	0	0	0	0	0
Valet Revenue	0	0	0	0	0	0	0	0	0	0
Advertising Revenue	0	0	0	0	0	0	0	0	0	0
Other Revenue	0	0	0	35,494	(35,494)	1,000	200	800	35,494	(34,494)
Total Revenue	114,300	110,152	4,148	145,913	(31,613)	1,381,274	1,322,024	59,250	1,360,522	20,752
EXPENSES										
Personnel:										
Administration Salaries - Straight-time	6,281	5,520	(761)	4,894	(1,387)	67,885	68,076	191	57,598	(10,287)
Administration Salaries - Overtime	72	221	149	101	29	3,024	2,724	(300)	954	(2,070)
Cashiers Salaries - Straight-time	0	0	0	0	0	0	0	0	0	0
Cashiers Salaries - Overtime	0	0	0	0	0	0	0	0	0	0
Maintenance Salaries - Straight-time	22,284	22,933	650	17,728	(4,556)	286,496	280,828	14,332	253,696	(12,800)
Maintenance Salaries - Overtime	2,481	1,832	(649)	5,791	3,310	34,206	26,421	(7,785)	28,227	(5,979)
Security Salaries - Straight-time	16,420	19,433	3,013	18,359	1,939	193,955	239,811	45,556	199,608	5,653
Security Salaries - Overtime	947	1,166	219	2,240	1,293	23,733	14,388	(9,345)	12,842	(10,991)
Benefits	44,878	44,073	(805)	44,334	(544)	547,127	559,329	12,002	527,591	(19,536)
Total Personnel	93,362	95,178	1,816	93,447	85	1,136,426	1,191,577	55,151	1,080,516	(55,910)
Operating:										
Security/Traffic Control	0	0	0	0	0	5,645	20,023	14,379	12,012	6,368
Utilities	36,114	30,220	(5,894)	26,246	(9,866)	431,222	406,540	(24,682)	360,248	(70,974)
Service Agreements	4,951	5,076	1,225	(4,593)	(9,444)	67,118	72,912	5,794	51,292	(15,826)
Professional Services	2,146	1,502	(644)	3,280	1,134	27,214	19,104	(8,110)	25,456	(1,758)
Repairs and Maintenance	15,978	17,429	1,451	16,473	495	181,077	221,148	40,071	193,525	12,448
Insurance - Liability	6,731	6,177	(554)	(5,710)	(12,441)	79,272	74,124	(5,148)	69,849	(9,423)
Building & Land Rental	0	0	0	0	0	0	0	0	0	0
Uniforms	603	1,000	397	889	286	9,730	13,150	3,420	12,956	3,226
Tickets and Tags	0	0	0	0	0	0	0	0	0	0
Supplies	12,010	7,300	(4,710)	3,546	(8,464)	66,968	89,808	22,840	62,134	(4,834)
Bank Fees	487	300	(187)	202	(285)	2,863	3,600	737	2,005	(853)
Contracted Snow Removal	0	0	0	12,180	12,180	13,592	180,000	166,408	21,455	7,863
Administrative Expenses	43,597	44,984	1,387	61,094	17,497	536,667	539,786	3,119	486,697	(39,970)
Valet Expense	0	0	0	0	0	0	0	0	0	0
Other Expenses	10,137	8,098	(2,039)	7,790	(2,357)	114,585	99,076	(15,509)	98,097	(16,488)
Total Operating Expenses	132,654	123,086	(9,568)	121,399	(11,255)	1,535,953	1,739,271	203,318	1,436,726	(130,227)
Total Expenses	226,016	218,264	(7,752)	214,838	(11,180)	2,672,379	2,930,848	258,469	2,486,242	(186,137)
NET OPERATING INCOME	(111,715)	(108,112)	(3,603)	(68,923)	(42,792)	(1,291,104)	(1,608,824)	317,720	(1,125,720)	(165,364)

NEW HAVEN PARKING AUTHORITY
 Union Station Garage
 For Fiscal Year Through June 30, 2022
 (Management Use Only)

	CURRENT			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
REVENUE				
Monthly Parking Revenue	39,285	26,343	12,942	25,899
Transient Parking Revenue	289,951	99,489	190,462	142,744
Validation Revenue	0	0	0	0
Rental Income	0	0	0	0
Administrative Income	0	0	0	0
Special Events Income	0	0	0	0
Valet Revenue	0	0	0	0
Advertising Revenue	0	0	0	0
Other Revenue	0	10	(10)	10
Total Revenue	329,236	125,842	203,394	168,653
				160,583

	YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
	429,691	316,182	113,509	347,404
	2,598,939	819,302	1,779,627	559,197
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	110	120	(10)	100
	3,028,730	1,135,604	1,893,126	906,701
				2,122,029

	CURRENT			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
EXPENSES				
Personnel:				
Administration Salaries - Straight-time	6,928	6,257	(671)	6,971
Administration Salaries - Overtime	114	250	136	169
Cashiers Salaries - Straight-time	11,285	12,553	1,268	10,519
Cashiers Salaries - Overtime	264	753	489	1,126
Maintenance Salaries - Straight-time	5,609	5,404	(205)	3,981
Maintenance Salaries - Overtime	354	388	34	953
Security Salaries - Straight-time	15,142	14,979	(163)	14,623
Security Salaries - Overtime	1,083	899	(184)	1,292
Benefits	27,109	29,155	2,046	15,764
Total Personnel	67,888	70,638	2,750	55,398
				(12,450)

	YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
	76,474	77,176	702	78,212
	3,260	3,089	(171)	1,802
	142,666	153,885	11,219	117,392
	4,641	9,231	4,590	1,294
	54,055	61,640	7,585	55,256
	7,460	5,888	(1,572)	4,235
	174,687	183,623	8,936	172,570
	21,343	11,020	(10,323)	14,718
	352,469	377,319	24,850	351,736
	837,055	882,871	45,816	797,215
				(39,840)

	CURRENT			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
Operating:				
Security/Traffic Control	0	0	0	0
Utilities	7,497	6,410	(1,087)	5,876
Service Agreements	4,067	3,546	(521)	3,348
Professional Services	1,445	872	(573)	695
Repairs and Maintenance	4,833	3,737	(1,096)	1,743
Insurance - Liability	5,838	5,216	(622)	(5,152)
Building & Land Rental	0	0	0	0
Uniforms	447	800	353	682
Tickets and Tags	276	154	(122)	118
Supplies	1,489	2,483	994	1,542
Bank Fees	4,192	8,300	4,108	3,521
Contracted Snow Removal	0	0	0	12,180
Administrative Expenses	30,797	31,786	989	29,319
Valet Expense	0	0	0	0
Other Expenses	40	760	720	336
Total Operating Expenses	60,721	64,064	3,343	54,208
				(6,513)
Total Expenses	128,610	134,702	6,092	109,606
				(19,004)

	YEAR-TO-DATE			
	ACTUAL	BUDGET	VAR B/W	ACT LAST YR
	98,035	92,070	(5,965)	86,609
	39,825	42,020	2,195	40,494
	11,817	10,944	(873)	8,340
	27,376	47,344	19,968	21,607
	66,676	62,614	(4,062)	66,414
	0	0	0	0
	7,106	9,750	2,644	8,411
	3,507	1,848	(1,659)	2,899
	24,503	33,920	9,417	26,056
	38,073	99,600	61,527	21,790
	13,592	180,000	166,408	21,455
	361,106	381,421	20,315	330,871
	0	0	0	0
	3,998	11,020	7,112	9,138
	695,524	972,551	277,027	644,054
	1,532,579	1,855,422	322,843	1,441,299
				(91,280)

NET OPERATING INCOME

	200,626	(8,860)	209,486	59,047	141,579
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	1,496,152	(719,818)	2,215,970	(534,598)	2,030,750
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