



**UNION STATION
PARTNERSHIP**
NEW HAVEN



OPERATIONS COMMITTEE
50 UNION AVENUE, NEW HAVEN, CONNECTICUT 06519

**MINUTES OF THE
UNION STATION TRANSPORTATION CENTER PARTNERSHIP OPERATIONS
COMMITTEE
MAY 29, 2024**

Representing CDOT: Deputy Commissioner King, Mr. Bergeron, Attorney Bartek
 Representing City of New Haven: Mr. Piscitelli, Ms. Hendricson, Attorney Pinto
 Representing New Haven Parking Authority: Mr. Hausladen, Mr. Parry, Mr. Seholm, Mr. Staniewicz, Attorney Merin

I. CALL TO ORDER

Mr. Hausladen called the meeting to order at 1:00 PM.

II. PUBLIC COMMENT

Mr. Hausladen reported there were no requests to speak from the public.

III. APPROVAL OF THE MINUTES

Mr. Hausladen asked if there were any exceptions or further discussion on the Minutes from the April 24, 2024 meeting. Hearing none he called for a Motion to approve. Deputy Commissioner King moved to approve, and Mr. Piscitelli seconded the Motion. A vote was taken.

Deputy Commissioner King	Approved
Mr. Bergeron	Approved
Ms. Hendricson	Approved
Mr. Piscitelli	Approved

IV. PRESENTATION OF THE CONDITION SURVEYS PREPARED BY DESMAN ASSOCIATES FOR THE UNION STATION TRANSPORTATION CENTER CAMPUS

Mr. Hausladen said each year the condition assessments of the garage are performed in partnership with the budget for capital planning and to identify any long-range, medium or short-term needs.

Mr. Staniewicz concurred and said visual site visits to the facilities were made by the Desman team. Items found that require action along with their projected costs are what NHPA uses to prepare the capital plan recommendations. The reports include in-depth tracking of issues at the facilities that provide valuable historical information.

Mr. Staniewicz introduced Ken Sugarman, Senior Associate from Desman, who presented the summary overview of the reports done for Union Station Garage, Union Station Building and the State Street Station. Mr. Sugarman said the intent this evening is to provide a brief overview of the facilities as the full reports are very lengthy, and he welcomed any questions.

Union Station Garage: Mr. Sugarman described the work proposed for 2025 including replacement of PARCS and the callbox system for a total of \$1,281,600 in repairs/improvements. He reviewed the projects and associated costs which were included in the five-year projection that totaled \$8,449,600. Projects already captured and planned are not included. The "State of Good Repair" projects currently in design total approximately \$6.25 million and are on top of the projections as well.

Union Station Building: Specific work to be done for 2025 was described for a total cost of \$1,360,000. Work projected for the next five years that was listed is totaled at \$13,924,800. Projects currently in design including architectural repairs and wayfinding are not included in the total. Roof repairs are being monitored.

State Street Station: He said the work projected for 2025 is basically on the front area, elevator modernization, and interior of the Station with a projected cost of \$2,187,200. The total five-year projection is \$2,630,400.

Questions/Discussion:

Mr. Hausladen asked how the summary report ties into the full reports. Mr. Sugarman used the Union Station Garage report for an example and pointed out projects currently in progress, the five-year projection and how the bulk of the work is shown in a pie chart. A description of the structure including visual observations and repairs that are recommended are also incorporated..

Mr. Piscitelli commented a great job was done. The condition assessments are a significant component of what the City uses for the annual inventory and look ahead. He would like to amplify the relationship of the State of Good Repair Projects, and the betterment projects that are being done because the partnership is embarking on a significant investment and there is much more to do on the capital side down the road.

Mr. Sugarman said it should be emphasized that these reports are based upon today and going forward; not the work already planned that is in progress.

V. APPROVAL OF MOTIONS OF THE OPERATIONS COMMITTEE

A. MOTION RE: THAT THE UNION STATION TRANSPORTATION CENTER PARTNERSHIP OPERATIONS COMMITTEE ADOPT THE OPERATING BUDGET (V3aa), CAPITAL IMPROVEMENT PLAN AND RATES FOR THE PERIOD JULY 1, 2024 THROUGH JUNE 30, 2025 FOR THE UNION STATION TRANSPORTATION CENTER CAMPUS INCLUDING THE STATE STREET STATION.

Mr. Seholm reviewed the proposed FY2025 budget that was forwarded previously to the OC for their review.. Some of the points he provided for discussion are as follows:

Operating Budget: Mr. Seholm called attention to the **Incorrect label on the operating Budget that should be Version aa; however, it does match to the \$5,016 break even number for the campus.**

-A revenue increase of \$300,000 is proposed;

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- A \$1 rate increase for the first hour across all transient rates is proposed;
- Tried to capture what CPIU NE would be for rent etc. and used low to mid 3% for expense increases;
- \$70,000 increase was included in total personnel costs;
- Slightly lower OT was budgeted than projected for this year; A modest increase was put in for personnel;
- Additional security was included - one shift per day (not a defined shift) funded by excess revenues from the garage;
- There is a gap of \$2.443 million in Net Operating loss for the building;
- At State Street Station there are expenses of \$256,354 with no revenue. An allowance for additional meters was put in along with a place holder for additional electrical expense.
- A modest increase in utilities was included as we were able to keep our procurement of electricity from the Algonquin hub;
- Insurance increased mainly in general liability;
- Higher bank fees were budgeted for due to additional transient parkers plus greater business travel.

Mr. Seholm said again Union Station Garage covers operating losses of Union Station Building and the State Street Station and is how we get to a break-even position for the Transportation Center.

Questions/Discussion

•Mr. Bergeron asked if the budget anticipated/includes the costs for real estate services. Mr. Seholm said those costs were not included and will need to be an add for the period. Mr. Seholm said he will look into an estimated cost for the real estate piece.

CAPITAL PLAN

The document shows there were \$2.6 million in capital needs projected from the Desman condition surveys.

Capital programs listed have been previously approved including wayfinding at the garage, enabling projects, lockers and storage. These are the major drivers for the capital document that was sent over to the City and held and put in their restricted account with accumulations of projects that have been approved. The balance of new projects moving forward will be defined by the capital agreement.

Mr. Bergeron noted CDOT does have a capital program planned for State Street Station so there may be some overlap. CDOT is not at a point where they can bring the design forward to the partnership yet; however, it does address additional concrete, stairwell issues, and it could include some of what Desman has in their reports.

The schedule attached to the capital funding agreement lists \$22 million envisioned initially.

Mr. Seholm emphasized, this document is a plan and no action on projects will be taken unless approved by the Operations Committee. The focus of capital programs shifts to projects in progress.

Mr. Seholm thanked the Finance team at the State and City for their review and comments on the budget.

Questions:

•Commuter Rates: Mr. Piscitelli asked how many people are currently on the waiting list at Union Station? He would also like to see a comparison on the rates for other locations. Mr. Seholm will pull that information together for the Operations Committee..

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Mr. Piscitelli moved to approve the Motion and Deputy Commissioner King seconded the Motion. A vote was taken.

Deputy Commissioner King	Approved
Mr. Bergeron	Approved
Mr. Piscitelli	Approved
Ms. Hendricson	Approved

The budget was unanimously approved.

VI. MONTHLY REPORTS

•Operations

Mr. Parry presented an overview of activity in Operations for the month of April. He presented the following points for discussion.

Occupancy:

- The month of April showed the highest average occupancy so far this year. The garage was closed five times. To be clear, the garage is closed when it gets down to five available spaces that are left for monthly parkers.
- Total cars parked for April were 12% higher than last year and cumulatively there was a 12% increase which indicates people are returning.
- Keycards increased 49% from the prior year indicating monthlies are coming back as well.
- There were no significant changes in the Length of Stay with the daily max dominating the weekdays and two-day stays dominate on the weekend in the 6:00 AM to 10:00 PM time range.

Security/Incidents:

- There were 41 total incidents for April. The Medical category dominated with 19, which is consistent with what we have been seeing followed by Disorderly Conduct. Details of all incidents can be found in the charts included in his report..
- The Unhoused count for April is slightly increased from January and may be attributed to some shelter closures.
- In regard to Security, NHPA has been charged to update and enhance the protest/emergency plan for the Transportation Center. The initial meeting with stakeholders was held, and a schedule of future meetings is set. When the final draft of the plan is available, it will be shared with the OC members.

•Finance

Mr. Seholm presented an overview of the financial report for April.

•**Consolidated Results:** He was pleased to report that total consolidated revenue for the month was \$537,415 which was \$56,148 over what was budgeted. YTD results were \$413,440 higher than budget due to a strong performance from transient parking coming in \$60,153 better than budget for the month, \$462,452 better YTD .and \$310,169 better than last year.

Total personnel costs were \$227,025 and \$29,417 better. than budget for the month.

Total Operating Expenses came in at \$274,534 for the month due to staffing of extra duty police.

Consolidated Net Operating Income came in at \$35,856 for the month that was \$78,192 better than budget and \$843,654 better than budget YTD.

•Building:

Monthly Revenue was slightly below budget due to the net increase in contracts driven by CPIU.

Total Personnel Costs were \$19,917 less than budget for the month. This is driven by Administrative Salaries coming in with the hours for the night manager, maintenance salaries and OT needed to cover open shifts. Security Salaries were less than budget by \$5,180 due to an open shift and hours worked by lower-step employees for shifts covered with ST. Benefits were \$121,000 better due to new employee not yet covered by health insurance and less vacation and sick time taken.

Total Operating Expenses were \$9,574 over budget for the month. We continue to see extra duty police coming in over budget - \$ 24,000 versus a budget of 0. This was offset by utilities coming in \$19,559 less than budget due to electrical generation and distribution. Professional services were over budget due to legal fees for the TOC zoning change. Uniforms were over budget due to \$2,400 due to summer shirts and new hire requirements.

Due to time constraints, Mr. Seholm will send explanations for all variances in excess of \$1,000 out after the meeting.

•Capital Projects

Mr. Staniewicz presented updates on major capital projects.

•**23-009 and 23-020: Two State of Good Repairs Projects:** Design pieces for both are done. The next step is to integrate the new front-end requirements which are being integrated related to the capital funding agreement. Draft bid documents will be distributed for final review.

•**23-051:Enabling Projects:** The proposals for design will be opened Friday, May 31 at 3:00 PM. Once they are reviewed Mr. Staniewicz will summarize and forward to the OC for review.

•**23-054 Wayfinding Design:** The design consultant made arrangements to have full scale sample signs made. They are being manufactured and will be installed so they can be seen on site.

Mr. Piscitelli wanted to review the process of how the new design will be selected. He said to confirm there will be a screening of the applications for completeness, etc., and does the selection require a vote of the OC or just the entire contract?

Mr. Staniewicz said it could be done either way. He will do a side-by-side comparison of what was provided by the proposers in regard to what we are looking for as noted in the proposal documents. This will be used as the basis to offer an initial recommendation. Both proposers will be interviewed.

Deputy Commissioner King was asked for her preference on how to make a selection. Deputy Commissioner King proposes and recommends that the OC make the decision, and a review meeting will be scheduled.

Mr. Hausladen said to confirm, staff will prepare a comparison and make a recommendation and the OC will make the final decision.

VII. LEASING AND TENANT UPDATES: (No new updates at this time)

VIII. NEW BUSINESS:

Mr. Hausladen said in regard to the USP working on updates to the protest plan, this was discussed in the Operations Report. The working group will meet again in June, wrap-up end of August and recommend in September.

IX. OLD BUSINESS:

Mr. Hausladen said the approved action on the budget taken today will be sent to the OC and EOP for signature.

X. EXECUTIVE SESSION:-(Not Needed)

XI. ADJOURNMENT

Mr. Hausladen asked if there were any other issues. Hearing none he asked for a Motion to adjourn. Deputy Commissioner King moved to adjourn, and Mr. Piscitelli seconded the Motion. The meeting was adjourned at 2:00 PM.