



**UNION STATION
PARTNERSHIP
NEW HAVEN**



OPERATIONS COMMITTEE
50 UNION AVENUE, NEW HAVEN, CONNECTICUT 06519

**MINUTES OF THE
UNION STATION TRANSPORTATION CENTER PARTNERSHIP OPERATIONS COMMITTEE
APRIL 24, 2024**

Representing CDOT: Mr. Bordiere (proxy for Deputy Commissioner King), Mr. Bergeron, Attorney Bartek

Representing City of New Haven: Ms. Hendricson, Mr. Piscitelli, 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. *Point of Order:* It was agreed to proceed with the monthly reports until a quorum was available.

II. PUBLIC COMMENT

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

V. MONTHLY REPORTS

OPERATIONS

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

Occupancy: - The following points were discussed which substantiate parkers are returning.

-March showed a slight increase in average occupancy, possibly as a result of sporting events in NYC.

-Total cars parked:

10% increase from last month

7% increase from last year

YTD there was a significant increase of 11% compared to last year - 191,000 versus 171,000.

-Tickets Issued: Showed a 12% increase from last month, 3% from last year and cumulatively an 11% increase.

-Keycards Issued: We are close to reaching the maximum target of 450 keycards. There are currently approximately 100 on the wait list.

The occupancy pattern for Union Station Garage is fairly consistent with what it has been throughout the year. Trends indicate (as seen in the reports) that most parkers are in by 10:00 AM, and the numbers start to decline after 7:00 PM. Maximum occupancy level is in the 6:00 AM to 10:00 PM range.

Security: Mr. Parry said details on all incidents that took place in March are included in his report. The medical category continues to dominate with the highest number.

He called attention to the large, unexpected protest that made its way to USTC on March 28. NHPA is organizing a debriefing session for April 17 for stakeholders to hear their thoughts, as well as to establish a focus group to develop protest policies. Information will be forwarded to the OC once it is finalized.

Unhoused numbers are up to 879 for March versus 696 for February – most likely due to the closing of some of the shelters.

A quorum was now available for the voting items.

III. APPROVAL OF MINUTES

Mr. Hausladen asked if there were any exceptions or corrections to the Minutes of the March 26, 2024 meeting. Hearing none he called for approval. Mr. Bergeron moved to approve, and Mr. Piscitelli seconded the Motion.

A vote was taken:

Mr. Bergeron	Approved
Mr. Bordiere	Abstained (not in attendance at the March 26 meeting)
Ms. Hendricson	Approved
Mr. Piscitelli	Approved

IV. APPROVAL OF THE MOTIONS

MOTION A: TO AUTHORIZE NHPA TO RELEASE THE REQUEST FOR PROPOSAL DOCUMENTS FOR PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES FOR THE ENABLING PROJECT – PHASE I AT NEW HAVEN UNION STATION, PROJECT #23-051.

Mr. Staniewicz introduced the Motion which is for approval to release the RFP documents to the public giving design professionals the opportunity to submit proposals. Both the City and State have reviewed the draft RFP, and it was presented at the Facilities Renovation Committee as well. A summary of the items included in the RFP is contained in the narrative of the Motion. Mr. Hausladen said if approval is received today, NHPA will go out for bid shortly after that.

Mr. Piscitelli said great work and thanked all for the efforts and attention to the collective comments that were made, and to assure the RFP is moving forward. He felt it was important to memorialize the following notes:

-The real intent is not for the project to be packaged similar to a “school construction” project; e.g.; with all components included in one large package. It should be done in sub-packages that are kept progressing on schedule.

-The City will support how to assure tenant relocations go smoothly and don’t slow us up as we move on a critical path. Funds will start to be used and there will be an engineer on board to keep projects moving. Mr. Bordiere will be point with Amtrak and MTA moves. It is hoped he will keep us updated to be certain nothing slows construction once we get into the pipeline of design.

Mr. Bergeron concurred, and he said it was a good first step. CDOT supports the partnership working with our service providers to get them situated so work can begin.

The above Motion was moved by Mr. Bergeron and seconded by Mr. Piscitelli. A vote was taken.

Mr. Bergeron	Approved
Mr. Bordiere	Approved
Ms. Hendricson	Approved
Mr. Piscitelli	Approved

V. MONTHLY REPORTS (continued)

CAPITAL PROJECTS

- **State of Good Repair Projects:** The two State of Good Repair projects are next to get finalized and the final draft will be distributed for review.
- **Internal Wayfinding Signage:** Consultants will be making some full size actual samples of signs that any revisions can be made from.
- **Annual Condition Surveys Prepared by Desman Associates:** Mr. Staniewicz said these surveys are like an annual health check-up of the facilities which include a list of action items that are recommended to be accomplished and prioritized by year-end with conceptual cost. They will be presented to the OC at the May meeting. Due to nature of the reports, the Facilities Renovation Committee felt it would be better to be presented at the OC.

Mr. Piscitelli said as we get into the significant packages, we need to find a way to organize and make final decisions. If we don't have good internal alignment, it will slow progress. He suggested to meet off line on the procedure the Facilities Renovation Committee follows to get projects to closure. Mr. Bergeron said he would like to give this some thought.. As far as clean-up and closure, he suggested there are some tools which can be used to streamline the process, including document control and common tracking.

FINANCE

Mr. Seholm reported on the financial results for March 2024, highlighting some of the larger variances. He presented the following points for discussion.

Consolidated Results

Actual Net Operating Income was \$53,656 and \$154,757 better than the loss that was budgeted. Two of the bigger drivers were: contracted snow removal of \$37,500 which was not used and a posting error of an accrual of \$6,900 for the security traffic contract did not get posted in the proper period. This follows what we have been seeing with the added security traffic expenses. Monthly permits are being kept close to maximum.

Union Station Building Results

Net Operating Income was \$,6,192 better than the loss that was budgeted for the month. Revenue results for the month were close to budget. The CPIU that was in effect at the time was used.

Total Personnel Expenses were \$3,067 better than budget due to the night maintenance supervisor now posted to the proper line, and a few open shifts that also impacted benefits.

Total Operating Expenses were \$36,524 better than budget. The contract for Security and Traffic control was \$9,031, and it was not budgeted for and did not have an accrual. The schedule of actual hours used was included in his report. Utilities were \$24,328 better driven by the generation rates NHPA negotiated with Algonquin. Repairs and Maintenance and Supplies were down. Contracted snow removal was not needed.

State Street Station

There was an Actual Net Operating loss of (\$15,729) for the month, which was \$4,105 better than (\$19,834) loss that was budgeted. Contracted snow removal of \$2,500 which was not used was the biggest driver. Most categories were fairly close to budget.

Union Station Garage

Actual Net Operating Income for the month was \$249,153 and \$114,461 better than budget. Actual year-to-date was \$2,044,458 and \$649,587 better than budget and \$164,297 better than year-to-date last year. The garage results continue to support Union Station Building and State Street Station. There were no significant swings in line items.

Revenue came in better than budget and this correlates with what was discussed in the Operations Report. Total Personnel expenses were \$10,485 less than budget for the month.

Total Operating Expenses were \$27,315 less than budget for the month. Most categories came in better than budget. Main drivers were Utilities coming in \$6,803 better than budget driven by generation rates for electricity and \$17,500 of the positive variance was related to not needing contracted snow removal.

FY 2025 BUDGET

Mr. Seholm provided a detailed overview of the FY2025 Budget that was previously sent out to the Operations Committee for review. Overall the proposed OC budget can support State Street Station and the Union Station Building.

Some discussion points were made as follows:

-CPIU increase of 3.4% was indicated in March and until then it was running mid 2%; consequently, a rapid evaluation of contracts that were impacted was done.

-Utilities were based on a determination of where we will be with natural gas purchases and included an allowance for spikes.

-A transient parking rate increase of \$1 for the first hour was included in consideration of expenses for the Building and State Street Station. No monthly increase is being proposed.

-For the capital plan, Mr. Seholm will work with City staff to get a current cash balance that is available to combine with the DECD grant. Capital projects that are contracted or in agreement will be put in a tracking format.

-For NHPD services, one person for one shift per day every day is included along with some officers outside the building on a holiday.

-For State Street Station focus is on personnel efficiencies in maintenance and the Manager's time being flat for the year.

-Union Station Garage:

- Budgeted slightly higher on monthlies keeping the full 400+ permits;
- Personnel - same staffing with adjustment for bargaining unit increase;
- Slight increase was included for insurance rates;
- Estimates for contracted snow removal were decreased. Four minor events and one major event were planned for.
- Administrative fee was higher due to higher activity levels at the garage.

Questions:

-Mr. Bordiere asked with the new transient parking rate increase, what is the amount of the impact on incremental revenues?— Mr. Seholm will send the schedule to him.

-Mr. Bordiere asked if consideration was given to the pending costs for the real estate consulting services. Mr. Seholm said costs are unknown at this time; however, when available they will be included and an adjustment to the budget will be made. Typically, costs would be offset with revenue generated by the leases.

-Mr. Piscitelli thanked Mr. Seholm for a thorough report and had some thoughts on how to approach the gap. He believes the one shift for NHPD services is appropriate. He suggested indexing up the monthly rates as this could be an area for focus on how to stabilize revenue. Mr. Hausladen said the current rate for monthly parkers is the highest rate on the Hartford, New Haven line and the entire system by \$30 a month. Mr. Piscitelli asked about the rate for the new garage at Stamford Station. Mr. Bordiere said it is \$70 a month.

-Mr. Piscitelli asked if there were enough funds in the uniform budget to start to purchase the new uniforms for USTC. Mr. Hausladen said the new uniforms are in the 2024 budget, and they are at the printers. It is hoped they will be available in the next month or two. Mr. Seholm said they will be purchased by the end of the fiscal year.

Next Steps:

-NHPA To meet with the representatives from City and State's finance teams with the goal to get approval on the budget at the next Operations Committee meeting.

-The summary of capital plans is in progress with reference to funds on hand at the City and DECD.

VI. LEASING AND TENANT UPDATES

BESB: Toured the facility on April 22 and is interested in expanding their footprint

VII. NEW BUSINESS

Union Station Partnership working group on updates on Protest Protocols:

A debriefing was held on April 17 with all stakeholders. Next step is to develop protest plan/policies.

VIII. OLD BUSINESS

-Interviews with Proposers for Real Estate Support Services: Mr. Hausladen said interviews are being set up in May.

-OC Approved Actions: Mr. Hausladen said he has received the signed copies back from the Operations Committee. He will forward those required (over \$500,000) to the Executive Oversight Panel next and asked what the best way to approach this would be.

-Opening Day Events: Baseball opening Days for the Yankees, Red Sox and Yard Goats went well with the giveaways.

-East Lot RFQ: This has been issued.

-USTC Zoning: The final vote from the Board of Alders on the TOC Zoning is expected on May 6, 2024, and it is anticipated to be signed into law by June.

IX. EXECUTIVE SESSION – (NOT NEEDED)

X. ADJOURNMENT

Mr. Hausladen asked if there were any other items for discussion. Hearing none, he asked for a Motion to adjourn. Mr. Bordiere moved to adjourn, and Mr. Bergeron seconded the Motion. A vote was taken.

Mr. Bergeron	Approved
Mr. Bordiere	Approved
Ms. Hendricson	Approved
Mr. Piscitelli	Approved

The meeting was adjourned at 2:05 PM.