



Approved Minutes
Thursday, February 22, 2013 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present:

Paddi LeShane, Chair
Kenneth Lerman, Vice Chair
Mathew Jasinski, Commissioner

Also Present for HPA:

Mark McGovern, CEO/Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Terry Leonowicz, Secretary to the Board (Director of Revenue Control and Marketing Promotions)
Brian Yeakel, Director of Property Management
Gina Varano, Assistant Corporation Counsel, City of Hartford

Members of Public Present:

Richard Wagner, General Manager, Republic Parking System
Robert Kliman, Real Estate Manager Services, Kay Management Associates

1. **Call to Order** – Ms. LeShane called the Regular Meeting of the Hartford Parking Authority (HPA) to order at 5:07 P.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced there was a quorum present.
3. **Approval of Minutes of the Regular Meeting of January 17, 2013**
Ms. LeShane polled the Commissioners for amendments to the minutes, and hearing none, called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Jasinski, passing unanimously that –

VOTED: the January 17, 2013 Regular Meeting Minutes were approved as submitted. (ayes - LeShane, Lerman, Jasinski).
4. **Chair's Comments** – Ms. LeShane noted that a Special Board Meeting is scheduled for March 5th at the HPA to discuss garage parking rate recommendations by the Property Management Committee and the FY 2013-2014 Budget. Ms. LeShane also asked the Commissioners to consider cancelling the regular April Board Meeting in lieu of the expected absences of Mr. McGovern and Mr. Fowler and to schedule a special meeting for another date in April to be determined. All Commissioners agreed.

REPORTS AND ACTION ITEMS

1. **Finance Committee**

a) **Monthly Financial Report** – *Please see Committee Report for details*

Mr. McGovern explained significant variances from the Profit & Loss Report, noting that a total of \$217,000 in revenue is attributable to the collection agency CCS thus far, including a February month-to-date total of \$76,000.

Mr. McGovern stated that approximately 500 parking ban citations were issued by the Parking Ambassadors during the February 8-9 winter storm, however the number of paper citations issued by the Police Department has not yet been confirmed. Mr. Redd estimated a total of 2000 citations may be expected.

Mr. McGovern reported on the Balance Sheet Fund 6053 and noted that for the first time this report shows a reduction in the Accounts Receivable for Parking Tickets. Attributable factors include increased collection efforts, towing and overall improvements in the On-Street Parking Program by Republic Parking.

Ms. LeShane stated that it would be helpful to see a twelve (12) month comparison of Republic Parking's on-street parking financial performance versus twelve (12) months for the previous parking operator. Mr. McGovern stated that staff would prepare a comparison report for the Commissioners.

Mr. Jasinski inquired about the "lot full" signage he observed recently posted at the MAT garage where he parks daily. Mr. McGovern responded that in addition to an over-capacity monthly parking situation, twenty-five (25) spaces were lost on the roof due to snow leftover from the February 8-9 snow storm. Mr. Yeakel confirmed that the excess snow was just recently removed by the contractor.

Ms. LeShane then called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Lerman, passing unanimously that –

VOTED: the January, 2013 Financial Report is accepted. (ayes - LeShane, Lerman, Jasinski).

b) **Recommendation to Accept the FY 2011-2012 Annual Report**

Mr. McGovern stated that, as in previous years, the report consists of two (2) parts: the Annual Report and the Audit (or Financial Report). All comments received from Commissioners were incorporated into the report and the Committee is recommending acceptance.

Ms. LeShane called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Jasinski.

Ms. LeShane asked if there were any noteworthy items from the audit and Mr. McGovern and Mr. Michalik stated that there were not.

Mr. Lerman asked for an update regarding the language in the section addressing Internal Controls questioned by the Committee. Mr. Michalik explained that the language stating "no material weaknesses were found in HPA's internal controls..." could be misinterpreted to mean that "other" levels of weaknesses may exist; however, when Mr. Michalik challenged the language with the auditors they were unwilling to revise it. They consider this to be standard industry language and letter format. The consensus of Commissioners and staff was although the language is ambiguous, no actual weaknesses or deficiencies were reported.

Ms. LeShane then called the vote and all were in favor that -

VOTED: the FY 2011-2012 Annual Report is accepted as recommended. (ayes - LeShane, Lerman, Jasinski).

2. **Marketing Committee**

- a) **Monthly Report** – Ms. LeShane noted that the Marketing Committee did not meet in February but reported that staff did discuss the Marketing budget line item and goals for the remaining fiscal year funds with the Finance Committee.

Mr. McGovern also reported on several upcoming events for which HPA will promote the \$4 event rate at MSG including the Big East and St. Patrick's Day Parade. In addition, free parking at MSG for the "Sandy Hook Run for Families" charity event on Saturday, March 23rd will be promoted. Mr. McGovern noted that if requested by the event organizer, any additional parking considerations would be presented to the Commissioners for consideration.

3. **Property Management Committee** - *Please see Committee Report for details*

- a) **Monthly Report** - Mr. McGovern reported that the Committee met in January and reported the following: the Church St. Garage Restoration project is complete and under budget - Mr. Yeakel was recognized for a job well done; the MAT Garage Stair Tower repair is expected to take up to 90 days; and the garage parking rates review will be discussed at a Special Board meeting scheduled for March 5th.

Mr. McGovern stated that copies of the completed Conditions Assessments were available for the Commissioners to review. Ms. LeShane asked if any changes were made to the first draft reviewed by the Committee and Mr. McGovern responded that other than grammatical revisions the final report was the same. The findings will be used to plan the FY 2013-14 Capital Improvement Budget.

Ms. LeShane asked if it would make sense to consider hiring HPA's second on-call engineer Fuss & O'Neill (F&O) for next year's Conditions Assessments (CA) to gain a fresh perspective. Mr. McGovern and Mr. Yeakel noted that F&O's original pricing proposal for the CA work was much more expensive than that of Desman's

pricing. However, F&O now has experience with HPA facilities, and when HPA rebids the contracts we might see more competitive pricing for the Conditions Assessments.

b) **Discussion of MAT Garage Rates**

Discussion of this agenda item was tabled and rescheduled for a special meeting on March 5th, 2013 at 5:00pm.

c) **Recommendation to Execute an Amendment to the Contract Agreement with READCO Management LLC for Snow Removal Services (Hartford Public Safety Complex) and Approve Resolution**

Mr. McGovern presented the Commissioners with the Committee's recommendation to authorize the execution of a contract amendment with Readco Management for Snow Removal Services and the following Resolution:

RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT AMENDMENT WITH READCO MANAGEMENT LLC FOR SNOW REMOVAL SERVICES

WHEREAS, On October 14, 2010, the Hartford Parking Authority (Authority) executed an Agreement with Readco Management LLC (Readco) for snow removal services for a term of two (2) years with two (2) one (1) year options to extend; and

WHEREAS, On October 1, 2012, the Authority elected to extend the term of said Agreement for one (1) year; and

WHEREAS, On January 24, 2013, the Authority and Readco executed the First Amendment to the Agreement in order to amend the scope of services to include snow plowing services for the Hartford Public Safety Complex ("HPSC") in the amount not to exceed \$50,000; and

WHEREAS, The amount of snowfall to date has exceeded estimates and it is likely that the cost for snowplowing services for the HPSC will exceed the maximum dollar amount of \$50,000 as set forth in the First Amendment; and

WHEREAS, The Authority has determined that it is necessary to amend the Agreement to increase the maximum dollar amount from \$50,000 to \$130,000 for the snow removal services at the HPSC.

NOW THEREFORE, BE IT

RESOLVED, That it is necessary to amend Readco's contract for snow removal services at the HPSC to increase the maximum dollar value of the services to be provided from \$50,000 to \$130,000; and

RESOLVED, That the Authority receive a written commitment from the City of Hartford/Department of Emergency Services and Telecommunications that it will satisfy all invoices from Readco for snow removal services at the HPSC as those invoices become due and payable under the Agreement, as amended; and

RESOLVED, That the Authority's Chief Executive Officer is authorized to execute an amendment with Readco for the purpose set forth above, upon and subject to the above terms and conditions, and such other terms and conditions that the Chief Executive Officer and the Corporation Counsel shall deem appropriate and in the best interests of the Authority; and

RESOLVED, That the Chief Executive Officer is hereby further authorized to execute any and all manner of other documents and to take such other actions as he and the Corporation Counsel may deem appropriate and in the best interests of the Authority in order to effectuate the above transaction; and

RESOLVED, That no person or entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should the Authority's Chief Executive Officer fail to execute the aforementioned agreement or other documents, or to take any of the other aforesaid actions; and

RESOLVED, That all approvals and authorizations provided hereby are contingent upon, and only shall be effective on and by means of, the Authority's Chief Executive Officer executing such agreement and documents, and taking such actions, all of which shall be, in form and substance, acceptable to the Authority's Chief Executive Officer and Corporation Counsel.

Mr. McGovern confirmed that the amendment to extend snow removal services to the HPSC will cover this winter season only, and that HPSC will put out its own RFP next year. It was also noted that there is no advantage to or cost-savings from attaching HPSC services to HPA's contract with Readco.

Ms. Varano confirmed that her revisions to the Resolution included request for a written commitment from the City/Department of Emergency Services and Telecommunications stating that it will satisfy all invoices from Readco.

Ms. LeShane called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Lerman. For the record, Mr. Jasinski noted several punctuation/formatting revisions. The vote then carried unanimously that –

VOTED: the Resolution Authorizing the Execution of a Contract Amendment with Readco Management LLC for the Snow Removal Services is approved. (ayes - LeShane, Lerman, Jasinski).

Ms. LeShane asked Attorney Varano for legal guidance regarding Connecticut laws related to the legalities of holding meetings via e-mail and voting actions during the course of such a meeting. Following some discussion, Attorney Varano stated that she would research the matter and inform the Commissioners.

4. **Personnel Committee** - *Please see Committee Report for details*

- a) **Monthly Report** - Mr. Lerman reported that the Committee met in January to review research regarding the 401(a) plans of comparable organizations and data provided by Mr. Michalik. The recommendation of the Committee is to include the maximum allowed contribution level of ten percent (10%) in the budget and to continue to review objective criteria for establishing yearly allocations and present this recommendation for approval by the Commissioners.

Mr. McGovern confirmed that the research would be attached to the Committee Report and posted on the website in the Committee Reports section.

Mr. Lerman also reported that the Committee recommends removing the vacant Compliance Director position from the FY 2013-2014 budget. All were in agreement.

5. **Bylaws and Revisions Committee**

There was no report from this Committee.

6. **Chief Executive Officer Update** - *Please see Report for details*

- a) **Activity Report** – Mr. McGovern gave an update on the “Park on Us” promotion reporting that City Steam will be HPA’s first program sponsor. They will cover the cost of a number of random parking meter fees using BFDH gift cards over a 20-day period. A dining discount coupon will be attached to HPA’s Parking Tips card and handed out to parking patrons by HPA Parking Ambassadors during the transactions. Mr. McGovern noted that promotional efforts during the first weeks of the promotion will include social media, a press release by HPA, e-blasts etc. Dornenburg will reach out to media contacts for additional coverage opportunities.

Additional updates included the NEPC (New England Parking Council) Conference in March at the Hartford Hilton. Staff will attend and the Mayor will give the opening welcome; HPA requested permission from the State of CT to destroy stored paper records as appropriate; the MSG Lane Monitoring project has been completed; the Library Parking Deck project drawings now indicate that it may be possible to keep the facility open to parking during the construction.

Recommendations will be presented to the City Offices and the Property Management Committee with the goal of putting an RFP out in April.

Mr. Jasinski inquired if the lower deck Library Garage parking spaces were open to the public during Library events. Mr. McGovern responded that the lower deck spaces are assigned to Library and City staff and may be closed on weekends. Staff will follow up with Matt Poland, CEO, regarding parking options for the larger Library events.

OPEN SESSION – PUBLIC COMMENT

Mr. Kliman confirmed his attendance at the March 5th Special Board Meeting.

EXECUTIVE SESSION

1. Contract Considerations and Litigation

Ms. LeShane called for a motion to enter into executive session at 6:15 P.M. and a motion was made by Mr. Jasinski, seconded by Mr. Lerman, passing unanimously (ayes- LeShane, Lerman, Jasinski).

Mr. McGovern and Ms. Varano remained for the Executive Session.

Executive Session ended and the Regular Meeting reconvened at 6:35 P.M.

ADJOURNMENT

Ms. LeShane called for a motion and a motion was made by Mr. Lerman, seconded by Jasinski, passing unanimously (ayes - LeShane, Lerman, Jasinski). The February 21, 2013 Regular Meeting ended at 6:35 P.M.

Respectfully submitted,

Terry Leonowicz

Terry Leonowicz
Secretary to the Board