



**Approved Minutes**  
**Thursday, June 13, 2013 – 10:00 A.M.**  
**Special Meeting of the Hartford Parking Authority Board**  
**155 Morgan Street, Hartford, CT 06103**

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**Commissioners Present:**

Paddi LeShane, Chair  
William Breetz, Commissioner  
Mathew Jasinski, Commissioner

**Also Present for HPA:**

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

**Guests:**

Kyle Nichols, General Manager, Republic Parking System  
Robert Kliman, Real Estate Manager Services, Kay Management Associates

1. **Call to Order** – Ms. LeShane called the Special Meeting of the Hartford Parking Authority (HPA) to order at 10:25 A.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced there was a quorum present.
3. **Approval of the Minutes of the Regular Meeting of May 16, 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. Breetz, seconded by Ms. LeShane.

Mr. McGovern noted that the unapproved minutes included the statement “to be approved at the June 20<sup>th</sup>, 2013 Regular Meeting”. Ms. Leonowicz will update the approved minutes to reflect the correct meeting date - June 13, 2013.

**VOTED:** the May 16, 2013 Regular Meeting Minutes were approved as amended.

Ayes – Breetz, LeShane                      Abstain - Jasinski

4. **Approval of the Minutes of the Special Meeting of May 21, 2013**  
Ms. LeShane stated that the same amendment previously noted would apply to these minutes and polled the Commissioners for additional changes. Hearing none, a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously that -

**VOTED:** the May 21, 2013 Special Meeting Minutes were approved as amended.

5. **Chair’s Comments** – Ms. LeShane noted that the Commissioners would be taking Mr. McGovern out for a farewell dinner on June 26th and that he would be greatly

missed. Mr. Redd will take over as the Acting CEO/Executive Director effective Friday, June 14<sup>th</sup>, 2013 - Mr. McGovern's last day.

Ms. LeShane also reported that the Search Committee's interviews of Executive Search firms will be discussed in Executive Session; a meeting with Mr. Redd and the Personnel Committee is scheduled for June 18th to discuss policies and procedures; there will be no August meeting of the Board, however, Ms. LeShane suggested scheduling the annual retreat in September following the hiring of a new CEO/Executive Director; the Commissioners were invited to consider and submit important topics and ideas for discussion.

## REPORTS AND ACTION ITEMS

### 1. **Finance Committee** - *Please see the Financial Report for details*

- a) **Monthly Report** – Mr. McGovern reported that HPA had another good month with a favorable revenue variance of \$801,806 and \$85,728 in expense savings which puts us \$887,534 ahead of budget for the year. The debt service coverage ratio (1.42) - up 2% from last month and 1.02 for all parking system debt, which indicates that the HPA is covering all expenses and parking-related debt.

Mr. McGovern noted that Church Street Garage (CSG) hourly revenue was \$37,034 higher than budget in May thanks to special event revenue totaling \$44,000, specifically several concerts. He stated that the increased revenue could be tied to HPA's successful marketing and branding efforts as well as the on-line pre-pay parking option. Mr. McGovern felt that there are additional revenue opportunities with continued target marketing for this type of event parking.

There was additional discussion related to the debt service ratio and Mr. McGovern confirmed that this favorable situation has been acknowledged, and is being tracked by the City. Mr. Breetz asked if the sale of the Morgan Street Garage would raise the debt coverage ratio significantly and Mr. McGovern confirmed that it would.

Mr. McGovern reported on the Monthly Parkers by Facility, noting that Morgan Street Garage (MSG) is at 54% capacity. He confirmed that the State of CT will maintain all monthly parker accounts and charge the same rates until such time that the offices at 450 Columbus Blvd. are open for business and the MSG becomes a State employee-only garage. LAZ Parking will manage the garage for the State for approximately eighteen (18) months until state employees are moved. The HPA staff and the Office of Parking Management and Citation Hearing Office will also remain at 155 Morgan St. for two (2) years, as specified in the sale agreement.

Mr. McGovern noted that an additional 125 Prudential parkers will start at CSG effective July 1, 2013, increasing their total occupancy to 425 parkers.

Also reported was the decision to adjust rates effective July 1, 2013 at the MAT Garage is now taking place and the notification process is moving forward including a letter to monthly customers, new signage, system updates by Wescor, and website updates.

Ms. LeShane called for a motion to accept the May Financial Report as submitted and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously that –

**VOTED:** The May 2013 Financial Report is accepted as submitted (ayes - LeShane, Breetz, Jasinski).

2. **Marketing Committee** - *Please see Committee Report for details*

- a) **Monthly Report** – Ms. LeShane gave updates on the following items as discussed by the Committee including a parking survey of the BFDH and CCSB Memberships; an update of the progressive meter rate project in the courthouse area; promotion of event parking at both MAT and Church St. Garages to UConn Basketball season ticket holders; the USA Gymnastics has agreed to be the next Park on Us sponsor for July/August.

Ms. LeShane also noted that she received a detailed calendar from the I-Quilt and MECA (Marketing, Events & Cultural Affairs) and staff will begin to review the calendars and reach out to organizers for events where a HPA partnership may be advantageous for participants.

Ms. LeShane recognized Kyle Nichols of Republic for his presentation to the Committee which covered promising new parking technologies such as parking sensors, kiosk marketing of available city amenities including parking options and mobile citation payments.

Mr. Nichols gave a summary of Republic's pilot program called "the Parking Merchant Network", scheduled for testing this month in Scranton, PA. The goal of the program is to showcase area businesses and attractions using parking kiosks which can integrate QR codes or other technology to connect visitors to the downtown area. Implementation could be promotional, directional, or a combination of both. Ms. LeShane stated that the intent would not be HPA-exclusive, but would make merchant and tourism information available to Hartford visitors such as Conventioneers.

In closing, Ms. LeShane noted that the Committee is on target with their budget and that remaining funds would be used to implement a public information campaign related to the Progressive Meter Rate project in the courthouse area.

Mr. McGovern stated that from the beginning of his tenure as CEO, his main objective was to ensure that HPA was better engaged with downtown businesses. After attending the Business for Downtown Hartford's June meeting, it was apparent that this goal has been accomplished. Mr. McGovern observed that not one parking-related question or complaint came up during this well-attended, hour long meeting - previously a rare occurrence. He stated that this was a testament to the relationships which have been built and the public information strategy developed by the board and implemented by HPA staff over the last few years.

Ms. LeShane noted that much of what has been accomplished ties back to HPA's strategic plan and commended staff and Commissioners on the number of goals achieved in such a short time.

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

a) **Recommendation to Authorize the Execution of a Contract for the Library Parking Deck Restoration and Approve Resolution**

Mr. Breetz reported that out of four responses reviewed - Frank Capasso and Sons received the highest rating by the Evaluation Committee. Subsequently, the Property Management Committee recommends authorizing the execution of an agreement with Frank Capasso and Sons, Inc. for the Restoration Project at the Hartford Library Parking Deck and the approval of the Resolution below.

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH FRANK CAPASSO AND SONS, INC. FOR THE RESTORATION PROJECT AT THE LIBRARY PARKING DECK**

**WHEREAS,** *On April 12, 2013, the Hartford Parking Authority (Authority) issued Request for Response # 041213 for the Restoration Project at the Library Parking Deck; and*

**WHEREAS,** *Said Project, includes but is not limited to, the installation of a new expansion joint, partial depth slab repairs, crack repairs, control/construction joint repairs, cove joint installation and repairs, , cleaning of the drainage system, the installation of LED light fixtures in the lower level, installation of new way finding signage, and parking stall and line striping; and*

**WHEREAS,** *On May 8, 2013, the Authority received four (4) proposals in response to Request for Response # 041213 which were fully vetted by an Evaluation Committee in accordance with the Authority's Procurement Policies and Procedures; and*

**WHEREAS,** *The Evaluation Committee has recommended the selection of Frank Capasso and Sons, Inc. and this recommendation has been reviewed by the Authority's Property Management Committee; and*

**WHEREAS,** *The Authority has determined that it is in its best interest to enter into a contract with Frank Capasso and Sons, Inc. in the amount of \$184,904; and*

**WHEREAS,** *Said contract shall designate a contingency of \$27,736 to be utilized at the Authority's sole and absolute discretion*

**NOW THEREFORE, BE IT**

**RESOLVED,** *That it is in the best interests of the Authority to enter into a contract with Frank Capasso and Sons, Inc. for the Repair and Preventative Maintenance at the Library Parking Deck in the amount of \$184,908 and that an additional \$27,736 be designated as the Authority's contingency to be utilized at the Authority's sole and absolute discretion; and*

**RESOLVED,** *That the Authority's Acting Chief Executive Officer is authorized to execute an agreement with Frank Capasso and Sons, Inc. for the purpose set forth above, upon and subject to the above terms and conditions, and such other terms and conditions that the Acting Chief Executive Officer and the Corporation Counsel shall deem appropriate and in the best interests of the Authority; and*

**RESOLVED,** *That the Acting Chief Executive Officer is hereby further authorized to execute any and all change orders to the contract in accordance with the Authority's procurement policies and procedures, upon such terms and conditions that the Acting Chief Executive Officer, the Authority's Property Management Committee, and the Corporation Counsel may deem appropriate and in the best interests of the Authority; and*

**RESOLVED,** *That the Acting 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 Acting 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*

*Acting 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 Acting Chief Executive Officer and Corporation Counsel.*

Mr. Jasinski asked if the City's compliance requirements such as Living Wage had been met and Mr. Breetz acknowledged that they have been met.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski to -

**VOTED:** Approve the Resolution authorizing the Execution of an Agreement with Frank Capasso and Sons, Inc. for the restoration project at the Hartford Library parking deck (ayes - LeShane, Breetz, Jasinski).

**b) Recommendation to Implement Progressive Rates and Extended Duration of Stay in the Courthouse Area**

The Committee has researched and reviewed the progressive rates and the plan to extend duration of stay in the Courthouse Area recommends Board action to acknowledge their approval.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously that -

**VOTED:** The HPA Board of Commissioners recommends to the Traffic Authority the progressive rates and extended duration of stay in the Courthouse Area as presented and discussed at prior Board meetings (ayes - LeShane, Breetz, Jasinski).

**c) Recommendation to Authorize Certain Actions in Support of the Sale of the Morgan Street Garage to the State of Connecticut and Approve the accompanying Resolution:**

- Recommendation to Terminate the Joint Ownership Agreement with the State of Connecticut for the Morgan Street Garage and Approve Resolution
- Recommendation to Amend Existing Contracts with Republic Parking System, Inc., The Hartford Guides, Inc. and Wescor Parking Controls, Inc. and Approve Resolution
- Recommendation to Authorize the Execution of a Lease for HPA Office Space at 155 Morgan Street with the State of Connecticut and Approve Resolution
- Recommendation to Authorize the Execution of a Bill of Sale for Personal Property owned by the Hartford Parking Authority within the Morgan Street Garage or a Document of Similar Import and Approve Resolution

**RESOLUTION AUTHORIZING CERTAIN ACTIONS IN CONNECTION WITH THE TRANSFER OF THE MORGAN STREET GARAGE FROM THE CITY OF HARTFORD TO THE STATE OF CONNECTICUT**

**WHEREAS,** the State of Connecticut ("State") intends to purchase the office building and attached garage located at 450 Columbus Boulevard;

**WHEREAS,** the State needs additional parking to accommodate the state employees whose offices will be located at 450 Columbus Boulevard and the parking garage located at 155 Morgan Street (the "Morgan Street Garage") can meet those parking needs;

**WHEREAS,** the State presently owns 23.10% of the Morgan Street Garage and the City presently owns 76.90% of the Morgan Street Garage;

**WHEREAS,** the City, State and the Hartford Parking Authority entered into a Joint Ownership Agreement dated June 4, 2003 which sets forth their respective rights and obligations with respect to the ownership, maintenance and operation of the Morgan Street Garage;

**WHEREAS,** the State has requested that the City transfer the City's ownership interest in the Morgan Street Garage to the State for an amount equal to defease the bonds issued for the construction and subsequent improvements to the Morgan Street Garage AND the City has approved the request by resolution of its Court of Common Council;

**WHEREAS,** the Hartford Parking Authority intends to utilize the office space in the Morgan Street Garage for a period of two years after the date of the transfer to the State;

**WHEREAS,** the Hartford Parking Authority intends to work with the City and facilitate the transfer of the Morgan Street Garage to the State;

**NOW, THEREFORE, BE IT**

**RESOLVED,** that the Authority's Chief Executive Officer is authorized to execute the following documents in order to effectuate the transfer of the Morgan Street Garage to the State:

- a) Termination of the Joint Ownership Agreement dated June 4, 2003;
- b) An amendment to the existing contracts with Republic Parking Systems, Inc., Hartford Guides, Inc. and Wescor Parking Controls, Inc. to terminate any management, service or maintenance obligations that may exist in those contracts for the Morgan Street Garage and to include such other terms and

*conditions as are set forth in certain letters of intent dated March 14, 2013 from the Hartford Parking Authority to Republic Parking Systems, Inc., Hartford Guides, Inc. and Wescor Parking Controls, Inc.;*

*c) A lease agreement with the State for continued use of the office space for parking management purposes and citation hearings for a period of two years from the date of transfer to the State with no rental charge or utility charges to the Hartford Parking Authority;*

*d) A Bill of Sale, or document of similar import, transferring the fixtures and equipment necessary for the operation of the garage, to the extent owned by the Hartford Parking Authority, to the State;*

*e) A Bill of Sale, or document of similar import, transferring the existing software and hardware necessary for the operation of the garage, and other personal property related to the maintenance of the Morgan Street Garage or stored on site to the State as set forth on the attached Schedule A;*

**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 in order to effectuate the above transaction; and be it further*

**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 be it further*

**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, and be it further*

**RESOLVED,** *that all approvals and authorizations provided hereby are contingent upon, and only shall be effective upon the consummation of the transaction contemplated by the Purchase and Sale Agreement between the State and the City.*

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

Mr. Jasinski raised some discussion with regard to language in the Resolution relating to contingencies, however, following the discussion, was satisfied that the current wording was sufficient.



Ms. LeShane called the motion and the motion passed unanimously to -

**VOTED:** Approve the Resolution as amended by Corporation Council and approved by the Property Management Committee authorizing certain actions in connection with the transfer of the Morgan Street Garage from the City of Hartford to the State of Connecticut (ayes - LeShane, Breetz, Jasinski).

Ms. LeShane thanked Ms. Varano on behalf of the Commissioners and staff for her valuable assistance and guidance through the MSG sale negotiation process.

4. **Personnel Committee**

a) **Recommendation to Authorize the Expenditure and Engage a Firm to Conduct a Search for a Chief Executive Officer/Executive Director**

Ms. LeShane reported that discussion of this agenda item will be heard in Executive Session.

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. Redd reported on activity items including neighborhood initiatives; the anticipated August approval of the RPP ordinance by the City; collection efforts for the leasing and rental car company debt; and approval by the State for disposal of records three (3) years or older.

Ms. LeShane requested that staff document the policy for record retention and disposal for future use. There was a recommendation by Mr. McGovern and a consensus by the Commissioners that further review and documentation of a records retention policy would be handled by the Bylaws Committee.

Mr. McGovern described the records approved for disposal including older financial reports and records, processed garage parking ticket stock, hearing office settlements, etc.

**OPEN SESSION – PUBLIC COMMENT**

Ms. LeShane recognized Mr. Kliman who congratulated Mr. McGovern on a job well done during his tenure at HPA and wished him much success in his new position.

**EXECUTIVE SESSION**

1. **Personnel Matters and Litigation**

Ms. LeShane called for a motion to enter Executive Session at 11:13 A.M. and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously.

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

Executive Session ended and the special meeting reconvened at 11:45 A.M.

**ACTION TAKEN FOLLOWING THE EXECUTIVE SESSION**

a) **Recommendation to Authorize the Expenditure and Engage a Firm to Conduct a Search for a Chief Executive Officer/Executive Director**

Ms. LeShane called for a motion, and a motion was made by Mr. Jasinski, seconded by Mr. Breetz, passing unanimously that -

**VOTED:** the HPA Chair be empowered to do additional due diligence regarding two (2) search firms – Horton International and Management Search, Inc. – both of which are satisfactory to the Board - and upon said additional due diligence, the Chair be empowered to select the firm to use and that the Acting CEO be empowered to execute a contract with the selected firm for an amount not to exceed \$25,000, and to revise the HPA budget accordingly. (ayes - LeShane, Breetz, Jasinski).

**ADJOURNMENT**

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously that -

**VOTED:** The June 13, 2013 Special Meeting ended at 12:53 P.M. (ayes - LeShane, Jasinski, Breetz).

Respectfully submitted,

*Terry Leonowicz*

Terry Leonowicz  
Secretary to the Board