



**Unapproved Minutes**  
**Thursday, May 16, 2013 – 5:00 P.M.**  
**Regular Meeting of the Hartford Parking Authority Board**  
**155 Morgan Street, Hartford, CT 06103**

**To be Approved at the June 20th, 2013 Regular Board Meeting**

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**Commissioners Present:**

Paddi LeShane, Chair  
Kenneth Lerman, Vice Chair  
Rex Fowler, Treasurer

**Commissioners Present via Conference Call:**

William Breetz, Commissioner

**Also Present for HPA:**

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

**Guests:** Jared Kupiec, Chief of Staff, Mayor's Office, City of Hartford

1. **Call to Order** – Ms. LeShane called the Regular Meeting of the Hartford Parking Authority (HPA) to order at 5:05 P.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced there was a quorum present.  
  
Mr. Lerman entered the meeting at 5:10 P.M.
3. **Chair's Comments** – Ms. LeShane reported that she and Commissioner Fowler attended the budget presentation along with Mr. McGovern and Mr. Michalik, and that it was well received. In addition, at the June meeting, staff will make a presentation to the Board regarding the courthouse project and its corresponding public information campaign.

Ms. LeShane also announced the resignation of Mr. McGovern as CEO and on behalf of the Commissioners, thanked him for his service to the HPA and expressed thanks for his work in improving the work and reputation of the HPA during his tenure. She noted that Mr. McGovern may attend the next meeting of the Board if called as a special meeting prior to his departure date of June 14<sup>th</sup>.

4. **Approval of the Minutes of the Special Meeting of April 23, 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.

**VOTED:** the April 23, 2013 Special Meeting Minutes were approved as submitted.

Ayes - LeShane, Breetz

Abstain - Fowler

## REPORTS AND ACTION ITEMS

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

- a) **Monthly Report** – Mr. McGovern reported that the HPA had another good month with revenue up \$677,278 and \$60,511 in expense savings, putting us at \$737,789 ahead of budget for the year. Although the debt coverage ratio (1.0) on parking system debt dropped slightly from last month, the HPA continues to fully cover all expenses and parking-related debt. Variances this month have mostly remained the same, including citation revenue, which is still ahead of budget as a result of towing and return on the citations collections.

Mr. McGovern summarized the remaining reports including the Profit and Loss, Fund 6053 and the Monthly Parkers by Facility report, noting that the “other unbilled/courtesy” category at MSG includes HPA staff, Commissioners, vendors and Hearing Officers.

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

**VOTED:** The April 2013 Financial Report is accepted as submitted (ayes - LeShane, Breetz, Fowler, Lerman).

### 2. **Marketing Committee**

Ms. LeShane reported that the Committee did not meet in May and intends to meet quarterly going forward, unless the responsibility for the management and operation of the MSG remains with the Authority. She noted that staff is researching marketing best practice of parking contemporaries and will report back to the Committee in June.

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

- a) **Monthly Report** - Mr. Breetz stated that in lieu of his absence from the Committee meeting this month, he asked that Ms. LeShane or Mr. McGovern give the report.

Mr. McGovern briefed the Commissioners on the following items: Four (4) responses to the Library Parking Deck RFR were received and two (2) of those vendors were within HPA's budgeted amount. The two (2) finalists will each attend a scope review meeting, followed by evaluation of proposals by a staff committee. Mr. McGovern noted that the Property Management Committee would meet in early June to review evaluations and prepare a recommendation for the June Board meeting.

Also reported was the postponement of the City Council vote on the sale of MSG until May 28<sup>th</sup>. Non-binding letters of intent relating to contract amendments contingent upon the sale, were sent from the HPA to its three (3) main vendors – Republic Parking, Wescor and Hartford Guides. All letters were reviewed by Corporation Council prior to sending.

Mr. McGovern then introduced the following items for action:

- b) **Recommendation to Issue a Request for Response for the Aesthetic Enhancements to the Church Street Garage**

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

Mr. McGovern and Mr. Breetz added that the intended work would include stucco repairs, power washing, and painting of exterior, stairwells and parapet walls, and exterior facility signage, with a budget of \$515,000.

Ms. LeShane asked about the term "RFR" versus "RFP" and Mr. McGovern stated that HPA is now using (and will use going forward) the term "RFR" from the City Procurement Code and HPA's Procurement Guidelines which covers all the different types of responses we might seek.

Ms. LeShane then called the vote, which passed unanimously that –

**VOTED:** The recommendation to issue a Request for Response (RFR) for Church Street Garage Aesthetic Enhancements is approved (ayes - LeShane, Breetz, Fowler, Lerman).

- c) **Recommendation to Issue a Request for Response for HVAC Improvements at the Church Street Garage**

Mr. McGovern explained the current condition of the existing boiler at CSG which no longer provides efficient heat for the office, restrooms and elevator lobbies. The Committee recommends upgrading the system to either a gas-generated or heat pumps for a budget of \$50,000, utilizing Mr. Yeakel to manage the project and create specifications.

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

Mr. Lerman asked why the upgrade budget would be so high and Mr. McGovern and Mr. Yeakel stated that this commercial grade system heats approximately 3,000 square feet of un-insulated glass and concrete area, estimating that the upgrade will pay for itself in about two (2) years.

Ms. LeShane then called the vote, which passed unanimously that –

**VOTED:** The recommendation to issue a Request for Response (RFR) for HAVC Improvements at Church Street Garage is approved (ayes - LeShane, Breetz, Fowler, Lerman).

d) **Recommendation to Approve a Rate Adjustment Proposal for the MAT Garage**

Mr. McGovern referred the Commissioners to the memo explaining the rate adjustment proposal process, including the Strategic Plan objectives, review of the existing rate structures, demand, and comparable facilities by staff with consultation of HPA parking operators. Findings determined that the high demand for parking at MAT Garage, subsequent closures during peak hours, and the potential to revise rate blocks to a more customer-friendly, consistent and gradual increase justified a recommendation for adjustments while rates at MSG and Church facilities met HPA objectives. Following a vote by the Board to advance the proposal for a monthly rate adjustment and hourly rate adjustments, a public notification process and timeline was established.

Public comment was heard at the April 23<sup>rd</sup> with representatives from Hartford Stage and Marsh McLennan attending and speaking against an adjustment in rates as well as in writing. The Property Management Committee considered, and discussed with the Commissioners, all the feedback received from the two entities, which represent approximately 92 of the 1079 monthly parkers at the MAT Garage, and felt that the modest adjustment in the monthly rate and smoothing out the hourly rates are appropriate and warranted while being within the parameters of the municipal code. Therefore, the Committee recommends approval of the rate adjustment as proposed, for hourly and monthly parking at the MAT Garage, effective July 1, 2013.

It was also noted that the Hartford Stage identified operational issues unrelated to the rate proposal and Mr. McGovern noted that staff and CT Parking Services have already begun to address these issues. In addition, the existing MAT Garage non-event rate of \$6.50 which is currently permitted to pre-paid Hartford Stage patrons will remain unchanged.

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

**VOTED:** The recommendation to approve the rate adjustment effective July 1, 2013 as proposed, for hourly and monthly parking at the MAT Garage is approved (ayes - LeShane, Breetz, Fowler, Lerman).

Mr. McGovern stated that based on the City Code, the HPA will make the survey of comparable facilities available for inspection at the HPA Office, post on the HPA website, post signs at the MAT Garage, will send a notice directly to affected monthly parkers and will schedule follow-up meetings with the property managers at 20 Church St. and 280 Trumbull St. office buildings. Mr. McGovern will also inform the City's Chief Operating Officer and other City departments as needed. Mr. Yeakel will order garage signage to reflect the rate adjustments.

Ms. LeShane stated for the record that the Rate Adjustment Memo is meant to encapsulate HPA's policy related to any future rate change. Staff will see that the memo is added to HPA's policy handbook.

4. **Personnel Committee**

Mr. Lerman reported that the Committee has officially received Mr. McGovern notice to resign. Further discussion will be heard in Executive Session related to this personnel item.

5. **Bylaws and Revisions Committee**

There was no report from this Committee.

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

Mr. McGovern highlighted activity items including an agreement to add 125 additional Prudential parkers at CSG; HPA welcomed its 2<sup>nd</sup> sponsor - Black-eyed Sally's - of the "Park on Us" program for the month of May, thanks to owner James Varano.

Ms. LeShane asked staff to research the potential use of parking Apps on HPA's website and to consult Dornenburg to determine best practice for optimizing use of "Search Engine Optimization". Mr. McGovern noted that although he has seen use of

Apps by some larger private parking operators, he was uncertain if other Authorities were using them, but agreed to have staff research further and present to the marketing committee.

Mr. McGovern continued to highlight report items including On-street progressive rate structure, the single-space meter project, potential new Residential Permit Programs (RPP), and leasing and rental company group account citation collections.

Mr. Fowler asked about the Frog Hollow RPP project and Mr. Redd reported that he is working with the NRZ, Republic Parking and DPW to address parking challenges in that area. Mr. Fowler recommended taking the Lyceum event parking into account when establishing any permit program for that area. Mr. Redd agreed to do so.

Mr. McGovern noted that HPA is still waiting for the approval of the ordinance before staff can develop individual, neighborhood-based programs and accept permit applications and charge fees. Currently, HPA is not charging for these (pilot) programs.

Ms. Varano identified and confirmed what action items were under her Corporation Counsel's office and what priority they had with the HPA. It was determined that the Residential Commercial Permit Ordinance was the only outstanding item. She will review as soon as possible and return to staff so that it can be shared with the Commissioners for their review at the next HPA meeting.

Mr. McGovern closed his report stating that the Hilton was looking to increase the number of spaces they currently lease at the CSG and discussions with the City and HPA have begun.

## **OPEN SESSION – PUBLIC COMMENT**

Ms. LeShane welcomed Mr. Kupiec who commented that he was sorry to hear of Mr. McGovern's departure from the HPA, acknowledged the work he has done to improve the City of Hartford throughout his career and wished him well.

## **EXECUTIVE SESSION**

### **1. Real Estate Transaction, Contract Considerations, Litigation and Personnel Matters**

Ms. LeShane called for a motion to enter Executive Session at 6:10 P.M. and a motion was made by Mr. Lerman, seconded by Mr. Fowler, passing unanimously

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

Mr. Breetz left the meeting at 6:45 P.M.

Executive Session ended and the Regular Meeting reconvened at 7:40 P.M.

#### **ACTION TAKEN FOLLOWING THE EXECUTIVE SESSION**

Ms. LeShane called for a motion, and a motion was made by Mr. Fowler, seconded by Ms. LeShane, passing unanimously to -

**VOTED:** Authorize the CEO/Executive Director or designee to solicit proposals from Executive Search firms to identify candidates for the position of CEO/Executive Director (ayes - LeShane, Fowler, Lerman).

#### **ADJOURNMENT**

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

**VOTED:** The May 16, 2013 Regular Meeting ended at 7:43 P.M. (ayes - LeShane, Fowler, Lerman).

Respectfully submitted,

*Terry Leonowicz*

Terry Leonowicz  
Secretary to the Board