



155 Morgan Street, Hartford, CT 06103

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Approved Minutes
Thursday, October 18, 2012 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present:

Ken Lerman, Vice Chair
Rex Fowler, Treasurer
William Breetz, Commissioner
Mathew Jasinski, Commissioner

Commissioner Present via Conference Call:

Paddi LeShane, Chair

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
Gina Varano, Assistant Corporation Counsel, City of Hartford

Members of Public Present:

Richard Wagner, General Manager, Republic Parking System

1. **Call to Order** – Mr. Lerman called the Regular Meeting of the Hartford Parking Authority (the Authority) to order at 5:04 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 September 20, 2012**
Mr. Lerman 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 Mr. Fowler, passing unanimously that –

VOTED: the September 19, 2012 Regular Meeting minutes were approved as submitted. (ayes - Lerman, LeShane, Fowler, Breetz).

- Mr. Jasinski entered the meeting at 5:10 P.M.

4. **Chair's Comments** – Mr. Lerman stated that he would be chairing in lieu of Ms. LeShane's presence via conference call and due to her need to depart early, he called for a motion to move the Marketing Report to the top of the agenda. A motion was made by Ms. LeShane, seconded by Mr. Breetz, passing unanimously that –

VOTED: the order of the October 18, 2012 meeting agenda would be changed to hear the Marketing Committee Report first.
(ayes - Lerman, LeShane, Fowler, Breetz, Jasinski).

REPORTS AND ACTION ITEMS

1. **Marketing Committee**

- a) **Monthly Report** - *Please refer to the Committee Report for details.* - Ms. LeShane and Mr. McGovern highlighted items from the October Marketing Committee meeting including a Marketing Strategy summary of accomplishments in 2011-12 and objectives for the next few years in correlation with HPA's Strategic Plan.
- b) **Recommendation to Approve a Marketing Partnership Agreement with IMG** - Mr. McGovern introduced a proposed partnership agreement between HPA and IMG (the marketing partner for UCONN Athletics) – for UCONN Huskies Basketball events at the XL Center. The in-kind services from HPA would include the use of ten (10) parking passes at the Church St. Garage for a twelve (12) month period, valued at \$18,000. In return, HPA would be granted rights to use the Husky logo in conjunction with the term "Proud Partner of UCONN Athletics" and other game-related advertising privileges. The Committee recognizes this as an excellent opportunity to attract game-day parkers and recommends that the Board approve the proposal via motion and vote.

Mr. Breetz asked if all legal viability is satisfied and Ms. Varano and Mr. McGovern responded that the agreement would be reviewed and approved for form and legality by Corporation Counsel.

Ms. LeShane and Mr. McGovern added that this was a great first step and foundation for a stronger partnership, which could lead to season ticket package advertising opportunities.

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

VOTED: the UCONN Sports Marketing Promotional Partnership between IMG and HPA which exchanges the use of ten (10) parking spaces at Church St. Garage for one (1) year for rights to the Husky logo and game-day advertising privileges is approved. (ayes – Breetz, Fowler, Jasinski, LeShane, Lerman).

2. **Finance Committee**

- a) **Monthly Financial Report** – *Please see attached Report for details* - Mr. Fowler noted that HPA was showing a favorable variance on the expense side and little fluctuation in the Monthly utilization report.

Mr. McGovern reported on the collection agency (CCS) efforts which started in September and that over \$13,000 had been recovered thus far. The agency felt that this was a positive showing considering the collection calls had just begun.

Mr. Fowler noted that he would like to defer discussion of the new collections report included in the package until the Committee had more time to review the data and refine the format.

Mr. McGovern moved on to the Capital Improvement Plan and Funds Statement stating that the City had exercised their option to withdraw \$1.2 million from the R&R fund in September. There was further discussion regarding the HPA's ability to cover improvements and debt service. Mr. McGovern reported that there were funds on hand through operations to address current planned maintenance, and that for new capital projects the Authority would draw from the approved bond funded amounts.

Mr. Lerman called for a motion and a motion was made by Mr. Breetz; seconded by Mr. Jasinski, passing unanimously that –

VOTED: the September 2012 Financial Report is accepted. (ayes - LeShane, Lerman, Jasinski, Breetz, Fowler).

3. Property Management Committee

- a) **Monthly Report** - *Please refer to Committee Report for details* - Mr. Breetz provided updates on the Church Street Garage restoration project which is currently running on-time and on budget and recognized Mr. Yeakel for his efforts. He also referred the Commissioners to the Committee's written recommendation to authorize an agreement with Environmental Systems Corp. for the MSG lane monitoring equipment installation and approve the correlating resolution as follows:

RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH ENVIRONMENTAL SYSTEMS CORP. FOR THE LANE MONITORING CAMERA SYSTEM UP-GRADE AT THE MORGAN STREET GARAGE

WHEREAS, On June 29, 2012, the Hartford Parking Authority (Authority) issued Request for Response # 062912 for the Lane Monitoring Camera System Up-Grade Project at the Morgan Street Garage; and

WHEREAS, Said Up-Grade, includes but is not limited to, all labor, materials, hardware and software needed to provide a fully functional system that is capable of integrating with the existing NICE camera and operating system currently installed in the Citation Hearing office; and

WHEREAS, On July 27, 2012, the Authority received four (4) responses in Response For Request #062912 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 Environmental Systems Corp. 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 Environmental Systems Corp. for the above referenced purposes.

NOW THEREFORE, BE IT

RESOLVED, That it is in the best interests of the Authority to enter into a contract with Environmental Systems Corp. for the Lane Monitoring Camera System Upgrade Project at the Morgan Street Garage in the amount of Forty-Nine Thousand Six Hundred Seventy-Four Dollars and Zero Cents (\$49,674.00); and be it further

RESOLVED, That the Authority's Chief Executive Officer is authorized to execute an agreement with Environmental Systems Corp. 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 be it further

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 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.

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

VOTED: the Resolution Authorizing the Execution of an Agreement with Environmental Systems Corp. for the Lane Monitoring Camera System Upgrade at the Morgan Street Garage is approved. (ayes - LeShane, Lerman, Jasinski, Breetz, Fowler).

Mr. Breetz reported that HPA will issue an RFR for repairs needed at the MAT Garage stair towers to eliminate rainwater leakage. A budget of \$95,000 was included in HPA's capital improvement plan for this project. The Committee recommends that the Board approves the issuance of an RFR for this project.

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

VOTED: the issuance of a Request for Response for repairs to the MAT Garage Stair towers is approved. (ayes – Breetz, Jasinski, Fowler, LeShane, Lerman).

Mr. McGovern reported that he is currently working with the City's Department of Development Services regarding the future use of the M&T Lot and the possibility of issuing an RFP for development parcel plans. If done, this would remove the M&T lot from the HPA management portfolio.

Mr. McGovern stated that staff continues to evaluate the economic feasibility of solar equipment installation at MSG now that current available energy credits are published. A new program through the CT Conference of Municipalities has been identified which would give HPA access to expert solar consultant research and resources to assist us in making educated decisions.

Mr. Lerman asked if we identify our chosen minority-based contractors on our website. Mr. McGovern responded that we did not. Ms. LeShane noted that it would be appropriate to list in our Annual Report; it was the consensus of staff and the Board that that item would be added in the future.

4. **Personnel Committee** - *Please refer to Committee Report for details* - Mr. Lerman and Mr. McGovern reported that the Committee met to discuss the City's recent request to implement two (2) furlough days during the 2012-13 fiscal year for employees whose salary is greater than \$45,000 and recommends that the CEO administer the two days to applicable employees consistent with personal leave procedures.

Noting that this will impact salary increases recently implemented, Mr. Breetz asked that this be a consideration during the next annual performance reviews.

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

VOTED: the Board honor the request of the City, adjust the budget accordingly and direct the CEO to administer two (2) furlough days for each staff member whose salary is greater than \$45,000 in a manner consistent with leave procedures contained the HPA's Employee Handbook. (ayes – Breetz, Jasinski, Fowler, LeShane, Lerman).

- Ms. LeShane ended her call at 6:00 P.M. and departed the meeting.

5. **Bylaws and Revisions Committee**

There was no report from this Committee.

6. **Chief Executive Officer Update**

- a) **Activity Report** - *Please refer to attached Report for details* - Mr. McGovern updated the Commissioners on the status of the relocation of the Megabus to Charles St., University of Hartford co-promotional opportunities, meter bagging, BFDH interests, new meter opportunities on Park St. and NRZ initiatives.

Mr. Breetz asked for an update on a column which recently ran in the Hartford News relating to a towing incident. Mr. McGovern stated that the column referenced that the Commission on Human Relations had concerns so staff attended the Commission's October meeting. HPA's attendance was appreciated and there was a very productive Q&A session about HPA operations. In addition, Mr. McGovern reported that HPA sent a rebuttal letter to the Hartford News, under the direction of the Chair, in response to the column. The Commissioners asked to receive a copy of both the letter and the column for their information. Mr. McGovern agreed to provide both.

EXECUTIVE SESSION

There was no discussion for Executive Session.

OPEN SESSION – PUBLIC COMMENT

Mr. Lerman recognized Mr. Wagner who reported that parking operations were going well for Republic Parking Systems.

ADJOURNMENT

Mr. Lerman called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously (ayes - Breetz, Jasinski, Fowler, Lerman). The October 18, 2012 Regular Meeting ended at 6:20 P.M.

Respectfully submitted,

Terry Leonowicz

Terry Leonowicz
Secretary to the Board