



Approved Minutes
Tuesday, April 23, 2013 – 5:00 P.M.
Special Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present:

Paddi LeShane, Chair
Kenneth Lerman, Vice Chair
William Breetz, Commissioner
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)
Gina Varano, Assistant Corporation Counsel, City of Hartford

Guests:

Dan Nash, District Manager, Republic Parking System
Robert Kliman, Real Estate Manager Services, Kay Management Associates
Lisa Silvestri, Assistant Corporation Counsel, City of Hartford
Jared Kupiec, Chief of Staff, Mayor's Office, City of Hartford

Members of Public Present:

Lew Michaels, Hartford Stage
Rosemary McMahan, Marsh & McLennan Companies

1. **Call to Order** – Ms. LeShane called the Special 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.

PUBLIC NOTICE, HEARING AND COMMENT – MAT GARAGE RATE ADJUSTMENT PROPOSAL

Ms. LeShane briefly summarized the guidelines for the public hearing on the MAT Garage rate adjustment proposal and noted that no action would be taken at tonight's meeting. Any comments received during Public Comment or submitted in writing, would be taken under advisement by the Commissioners and if any action on the proposal should be recommended by the Property Management Committee, it would occur no earlier than the May 16th, 2013 Board Meeting.

Ms. LeShane invited Mr. Michaels from the Hartford Stage to comment. Mr. Michaels summarized a letter that HPA received from Michael Stotts, Managing Director at the Stage, which asked for consideration to freeze the monthly parking rate at their current tax exempt rate of \$141.51. Mr. Michaels also stated that the Stage would like to see

the current discounted event rate for Stage patrons of \$6.50 remain unchanged, but asked that the hours of stay under that rate be extended for those patrons who have dinner before or after a show. Other considerations included maintaining the current (discounted) rate for two (2) reserved parking spaces and extended hours of operation on "opening nights" of a performance so patrons can access the garage without a problem. Mr. Michaels also stated that HPA's recent proposal to add a nested parking area at the MAT Garage would negatively impact their patrons, making it more difficult to find a space, and although overflow parking is provided at the Church Street Garage (CSG), it is too far for many of their elderly patrons to walk.

Mr. Michaels also complimented Nelson Carvajal and the Connecticut Parking Services (CPS) staff, who are always very helpful, great to work with and often receive positive comments from patrons for their personal service.

Ms. LeShane thanked Mr. Michaels for his comments and noted that the action, if any, at the May Board meeting would specifically pertain to the rates, but assured him that staff will continue to work with CPS to address the operational concerns as best as they can. Mr. McGovern and Mr. Redd stated that a follow up meeting is scheduled with Mr. Stotts and that some of the operational issues are already being addressed.

Ms. LeShane asked if there were additional public comments, and hearing none, noted that in the event that additional public comment was needed, an additional Open Session would be available immediately prior to Executive Session.

3. **Approval of the Minutes of the Special Meeting of March 28, 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. Breetz, passing unanimously that –

VOTED: the March 28, 2013 Special Meeting Minutes were approved as submitted. (ayes - LeShane, Breetz, Jasinski, Lerman).

4. **Chair's Comments** – Ms. LeShane noted that a lengthy Executive Session was anticipated to discuss real estate transactions, contract negotiations and litigation. She also stated that a budget presentation is tentatively scheduled for May 7 between 5:30 and 9:30P.M. and invited the Commissioners to attend.

Ms. LeShane called for a motion to enter into Executive Session and a motion was made by Mr. Jasinski, seconded by Mr. Lerman.

Mr. Breetz asked for consideration to address the remainder of the agenda before entering into the Executive Session. All were in agreement to do so. The motion to enter into Executive Session was tabled.

REPORTS AND ACTION ITEMS

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

- a) **Monthly Report** – Mr. McGovern reported the third quarter results including a favorable revenue balance of \$611,751 and a favorable expense variance of \$99,181, noting that the HPA is now covering all its expenses and debt service.

Mr. Breetz noted and applauded the extraordinary change in the Debt Service. Mr. Michalik confirmed that the revenue was largely attributable to the collections efforts being managed by Republic Parking. Mr. McGovern noted that the change was also due in part to the addition of a large monthly parking account at MSG.

Mr. McGovern turned to the quarterly Capital Improvement Plan and Funds Statement, noting that the City's budget does contemplate withdrawing \$1 million from HPA's Renewal and Replacement Account this fiscal year to reflect several changes in the MSG status which will affect the totals significantly.

The Standard and Rolling Citation Collection Rate report was explained including the standard rate for the quarter ending March 31 was 94% versus the rolling collection rate – which is the percentage of tickets paid on tickets issued in the month.

Mr. McGovern summarized a two (2) year historic comparison of expenses for contracted management operations at the MSG and CSG Central Parking vs. Republic Parking, as requested by Ms. LeShane at the March Board Meeting. Mr. Michalik confirmed that the chart compares expenses related to the two (2) different Parking Operator contracts for off-street parking management.

Ms. LeShane noted that significant savings were achieved related to the CSG, and asked if a comparison of revenue for the same two (2) years could also be done. Mr. McGovern stated that a comparison of revenue for on-street parking would be best, since the parking operators do not focus on marketing HPA's off-street facilities. Mr. McGovern agreed to present those comparisons once twelve (12) months of data was available for On-street parking under Republic.

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

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

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

- a) **Monthly Report** – Ms. LeShane reported that the Committee is researching similar cities and parking authorities for parking promotions and marketing

practices they offer to make the parking experience customer-friendly and cost-effective. Staff is putting together an annual calendar of HPA promotions which have proved successful in attracting visitors to Hartford.

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

- a) **Monthly Report** - Mr. Breetz reported on items including the completion of the MAT Garage stair tower repairs which was finished \$3,000 under budget; a public hearing on April 22nd regarding the sale of the MSG was attended by Mr. Jasinski who provided his feedback at the meeting. It was also noted that the resolution was removed by the Mayor from the Council's agenda until May 13; an RFR was issued 4/12/13 for repairs to the Library Deck which drew eleven (11) interested companies to the April 17th walk-through. A recommendation to issue an RFR to replace an obsolete oil boiler at CSG will be made to the Committee and Board in May.

There was some discussion regarding the CSG beautification project budget of \$515,000, which will include power washing, patching, exterior painting and facility signage. Suggestions were discussed for the west exterior wall which is the largest and most in need of beautification.

Mr. Breetz also reported that written testimony was submitted to the State's Judiciary Committee to seek inclusion of municipal parking authorities to use License Plate Recognition technology.

Mr. Breetz commended Mr. McGovern and Mr. Redd on their presentation and detailed analysis of parking utilization data for the courthouse area. Mr. Redd recognized Kyle Nichols of Republic Parking for his assistance compiling the data. Additional analysis is being done and staff will present an implementation plan at the next Committee meeting.

Ms. LeShane noted that this data gathering supports HPA's strategic plan to gauge and implement best pricing at targeted on-street parking locations, particularly in high demand areas, and that HPA's goal is to have the right on-street parking programs at the right locations to better serve the appropriate parking patrons.

4. **Personnel Committee**

There was no report from this Committee.

5. **Bylaws and Revisions Committee**

There was no report from this Committee.

6. **Chief Executive Officer Update**

Mr. McGovern pointed out the inclusion of the CEO Report in the Board Package and invited the Commissioners to follow up with him with any questions or comments.

OPEN SESSION – PUBLIC COMMENT

Ms. LeShane invited additional public comment at this time. Rosemary McMahan introduced herself as a representative from Marsh & McLennan Companies, which currently parks 55 monthly parkers at MAT Garage. Ms. McMahan stated that the rate increase would impact employees who currently pay for their own parking at the garage. Ms. McMahan was encouraged to submit her comments in writing. Ms. LeShane explained that all feedback received will be taken under advisement at the next Property Management Committee meeting and recommendations, if any, would then be made at the May 16th Board Meeting. All meeting dates are available on the website.

EXECUTIVE SESSION

1. **Contract Considerations and Litigation**

Ms. LeShane reminded the Commissioners that a motion was made earlier and seconded, to enter into Executive Session. The motion was called, passing unanimously at 5:35 P.M. (ayes- LeShane, Lerman, Jasinski, Breetz).

Mr. McGovern, Ms. Varano, Mr. Kupiec and Ms. Silvestri remained for the Executive Session.

Executive Session ended and the Regular Meeting reconvened at 7:35 P.M.

ADJOURNMENT

There was no action taken in Executive Session.

Ms. LeShane called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Breetz, passing unanimously (ayes - LeShane, Lerman, Breetz, Jasinski). The April 23, 2013 Special Meeting ended at 7:35 P.M.

Respectfully submitted,

Terry Leonowicz

Terry Leonowicz
Secretary to the Board