



**Approved Minutes**  
**Regular Meeting of the Hartford Parking Authority Board**  
**Thursday, September 16, 2010 – 8:00 AM**  
**155 Morgan Street, Hartford, CT 06103**

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Present: Chairman Paddi LeShane  
Commissioner James Thompson (entered at 8:21 A.M.)  
Commissioner Kenneth B. Lerman

Also Present: Mark McGovern, CEO/Executive Director  
Carey Redd, Associate Director  
John Michalik, Chief Financial Officer  
Carl Nasto, Deputy Corporation Counsel, City of Hartford  
Terry Leonowicz, Secretary to the Board  
Robert Kliman, Kay Management Associates  
Jim Lewis, Business for Downtown Hartford  
Stathis Manousos, Central Parking System

1. **Call to Order** - Ms. LeShane called the Regular Meeting of the Hartford Parking Authority (HPA) to order at 8:07 A.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced that there was a quorum.
  - Mr. Thompson entered the meeting at 8:21 A.M.
  - Mr. Nasto entered the meeting at 8:09 A.M.
3. **Approval of the Minutes**
  - Ms. LeShane polled the Commissioners for changes in the minutes from the Regular Board Meeting of July 15, 2010. Ms. LeShane suggested tabling this action until Mr. Thompson arrived since this meeting was held prior to Mr. Lerman's appointment to the Board, and Mr. Lerman concurred.
  - Ms. LeShane polled the Commissioners for changes in the minutes from the Special Board Meeting of September 1, 2010. Hearing none, a motion was made by Mr. Lerman to approve the September 1, 2010 Special Board Meeting minutes, seconded by Ms. LeShane, and passed unanimously.
4. **Chair's Comments**

Ms. LeShane opened her report by acknowledging HPA's many accomplishments in the two (2) months that Mr. McGovern has been with the HPA, particularly through the Marketing Committee, which will meet again on September 20th. Ms. LeShane also noted that the HPA is working on establishing additional Committees once a fourth (4<sup>th</sup>) Commissioner is appointed and that Mr. McGovern continues to look for candidates and résumés to submit to the Mayor's Office. Ms. LeShane mentioned that her appointment comes up in December 2010 and that Mr. Panagore should be reminded of the upcoming position vacancies. Mr. Lerman asked Ms. LeShane if

she would be willing to stay on past December, to which she responded that she would if asked. Ms. LeShane closed her report with a brief summary of agenda items to be discussed in Executive Session.

5. **Financial Report**

Mr. McGovern turned the Commissioner's attention to the Financial Report which he streamlined from previous versions with fewer attachments and welcomed the Commissioner's feedback on this recommended format.

Mr. McGovern explained that for each Board Meeting, the report would include an update in a cover memo, along with the Profit & Loss and Monthly Parkers by Facility Reports and, on a quarterly basis, the Renewal & Replacement Reserve Account and Capital Improvement Plan and Funds statements which do not tend to change from month-to-month. Mr. McGovern stated that a "Notes" section will be included to identify any financial considerations or operational concerns. An example this month being that the entire staff attended a Munis training session led by the City's Munis Coordinator, related to issues such as Account Payable, Purchasing and General Ledger which was very helpful.

Mr. McGovern continued with a summary of the Profit & Loss report pointing out a variance in the Administration section due to a significant unforeseen increase in employee insurance as dictated by the City's plan which the HPA participates in. In terms of the facilities, Mr. McGovern stated that the MSG is \$8,000 favorable in monthly parking revenue, with expenses at \$10,000 less than anticipated, for a favorable total of \$18,000, also noting that a variance in the Operations and Management line item of negative \$8,000 was attributable to the 9.1% increase in the Living Wage applied by the City. Ms. LeShane asked how often the Living Wage gets adjusted, to which Mr. Nasto and Mr. McGovern responded once a year. Ms. LeShane requested that this adjustment be appropriately considered during the budget process to which Mr. Redd responded that it was unfortunate that they were not and will be considered during the future budget process.

Mr. McGovern went on to explain that the major variance in MAT Garage hourly parking revenue is due to the closing of the Hartford Stage. He also pointed out that this garage is accounted for on a cash basis, not an accrual basis, leading to the potential for greater swings from month-to-month.

Mr. McGovern continued with variances at Church St. Garage for which bottom line is favorable and On-street Parking for which he pointed out that in the Operations and Management line item, there is negative \$15,000; \$9,000 of which was an unanticipated reimbursement expense to the Hartford Police Department relating to their role in our Scofflaw Program which began in the Fall of 2009. Ideally, the HPA should be recapturing this expense through Citation revenue however, that revenue is down year-to-date.

Ms. LeShane asked if it is a practice of the HPA to send interdepartmental “memorandums of understanding” stating who is responsible for such expenses. Mr. McGovern deferred explanation of HPA usual practice to Mr. Redd, but reported that his experience with City Departments was that “memorandums of understanding” were typically used if related to State or Federal Grant programs, and that the transfer of funds from one City Department to another would usually be done at the Management and Budget level on behalf of the two departments. Ms. LeShane recommended that going forward and in particular, in the case of the Scofflaw and other such interdepartmental initiatives, it would benefit HPA to have an internal protocol to follow before we engage in such interdepartmental programs documenting details and what, if any, impact on the budget would be. Mr. McGovern and Mr. Redd were in agreement that documentation regarding interdepartmental decision-making related to finances is called for and would incorporate the protocol for the Amnesty Program (to be created) for Board review and for any further expenses in next year’s budget for other such interagency initiatives.

Mr. McGovern and Mr. Redd addressed Mr. Lerman’s question regarding Citation Revenue budget projections, stating that the decrease in traffic volume coupled with the behavioral learning curve of On-street parking patrons in Downtown Hartford has had an impact on revenue, but believe that the recession has leveled off and appears to be on the up-swing which would increase meter turnover and citation revenue.

Mr. McGovern completed his Profit and Loss summary during which Ms. LeShane noted that HPA’s commercial space would be losing its one tenant, Hartford Stamp, in April, 2011, which will impact the Commercial Space line item for this Fiscal year and going forward.

Continuing to the Monthly Parkers by Facility report, Mr. McGovern estimated an additional eighty-two (82) monthly parkers at MSG since the August 1<sup>st</sup> roll-out of the new Incentive Rates; and an increase of twenty-nine (29) parkers in the last two (2) weeks putting that facility at 41% capacity. Mr. McGovern also stated that CSG and MAT Garage continue at over 100% capacity, with M&T Lot down to 46% capacity. Mr. McGovern closed his report stating that the appointment of additional Commissioners and corresponding Committees prompted a discussion at the September 1st Board Meeting regarding the Board Meeting scheduling practices, and what day of the month would work best for reporting the Financials. Mr. McGovern recommended that the Board meet on the third (3<sup>rd</sup>) Thursday of the month, so that the Finance Committee (once established) could convene the second (2<sup>nd</sup>) week of the month, allowing sufficient time to close month’s end statements and complete and distribute the Financial Report to the Commissioners for review and comment. Ms. LeShane suggested that when the Board meets to

adopt the 2011 Monthly Board Meeting Schedule at the December regular meeting, the third (3<sup>rd</sup>) Thursday would be recommended. All Commissioners were in concurrence.

Ms. LeShane called for a motion and a motion was made by Mr. Lerman to adopt the Financial Report, seconded by Mr. Thompson, and passed unanimously.

### Action Items

1. **Elevator Maintenance Service at the Morgan Street Garage - Recommendation to Award Bid and Approve Resolution**

Following a brief summary of the Bid Response and contractor background criteria, Mr. McGovern recommended awarding a two-year contract with two one-year renewal options to the low bidder, KONE Elevator, at \$19,500 per year. Ms. LeShane called for a motion and a motion was made by Mr. Thompson to adopt the RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT AGREEMENT WITH KONE ELEVATORS FOR ELEVATOR MAINTNENACE SERVICES AT THE MORGAN STREET GARAGE, seconded by Mr. Lerman.

Following the motion, Mr. Lerman asked if Corporation Council will be overseeing the contract process, to which Mr. Nasto responded that it is standard procedure for all contracts to have the business terms approved first by the HPA commissioners and instruct the HPA's CEO and Corporation Counsel to finalize the actual contract. The motion then passed unanimously.

2. **457 Plan – Recommendation for HPA to be in Compliance**

Mr. McGovern gave a summary explanation that the current 457 is not consistent with HPA's Employee Handbook and is not in compliance with IRS requirements and that the HPA met with third party professionals on the issue and recommended discussing recommendations on how to proceed in Executive Session. Ms. LeShane anticipated that the Commissioners will take action on this item during the Executive Session.

3. **Sick Day Donation Policy and Community Sick Bank – Recommendation to Establish Program**

Mr. McGovern explained that there is a provision in HPA's Employee Handbook for employees to donate sick time to other employees for which he has a policy recommendation for consideration also in Executive Session. Ms. LeShane also anticipated action by Commissioners on this agenda item during the Executive Session.

### Ongoing Business and Committee Report(s)

1. **Marketing Committee Update**

Mr. McGovern reported that the Marketing Committee continues making progress noting that all three (3) Parking Incentive Programs that were approved by the Board were submitted to City Council and appeared on the September 13<sup>th</sup> Council agenda. As expected, these programs were referred to the Planning and Economic Development Committee which meets on October 5<sup>th</sup> at which time the HPA will briefly present the programs and answer any questions by the Council. It is expected that these items will be acted on at the October 12<sup>th</sup> Council Meeting. Mr. McGovern also stated that the Marketing Committee will meet again on September 20<sup>th</sup> to discuss agenda items such as a design for the Amnesty Program, On-street Parking signage concerns as put forward by Mr. Lewis of Business for Downtown Hartford, off highway public parking signage, and how to prepare for the October 5<sup>th</sup> Council Committee meeting.

## 2. **Chief Executive Officer Update**

Mr. McGovern opened his report by noting the revised report format and title "FY10-11 Activity Report", highlighting items of note such as the Capital Community College Joint Ownership Agreement which has yet to be received, despite frequent contact with the State, College and Connecticut DPW. Ms. LeShane offered to call the Office of Policy Management to expedite the process. Additional items noted included researching a new Payroll Provider, HPA office equipment technology upgrades, research of Security Services Contract concessions for which a recommendation to memorialize would be presented at the October Regular Board Meeting, as well as the status of the MAT Garage Stairwell Project.

For the Commissioner's information, Ms. LeShane summarized several contracts that were extended through December 2010 at the Church St. Garage, Morgan St. Garage and M&T parking lot, and the complex approval process that would be necessary if the concession agreement was not acted on by year-end.

Mr. McGovern continued his report with a brief description of the Winterization Contract award which will start in late October or early November 2010, and closed with a summary of HPA's FY 09-10 M/WBE statistics showing totals paid to certified M/WBE vendors at \$1.8 million. Mr. Michalik added that that going forward he would include the total percentage paid to M/WBE vendors as an additional data point. Mr. Nasto added that the \$1.8 million amount did not include the additional 15% paid to HPA's non-certified M/WBE construction vendors as required by the City. This will also be adjusted in the reports going forward.

Mr. McGovern then summarized a job description for the new position "Director of Parking Compliance" which was drafted consistent with current HPA job description formats and within budgetary considerations. Mr. McGovern explained that the job description is subject to change, subsequent to discussions with Department of Public Works, Department of Development Services and Corporation Counsel. Final

approval for the job description and new hire will be needed from the HPA Board. Changes to the Municipal Code to permit such a position would be necessary, in addition to collective bargaining considerations. In response to Mr. Thompson's question, Mr. McGovern stated that the salary range would be up to \$65,000 but that information was not included in the job description in keeping with other current HPA job descriptions. As there were no further comments from the Commissioners, Ms. LeShane opened the floor to Public Comment.

### **Open Session – Public Comment**

The Chair recognized Mr. Kliman who commented that it would be an advantage if HPA had someone to work more closely with the brokerage community on behalf of the Parking Operators in advance of leasing properties, similar to what was done for Cigna, by securing spaces that match the needs of prospective tenants with various Parking Operators. Ms. LeShane responded by saying that Mr. McGovern was perfectly positioned to forge such a relationship with the Economic Development Division (EDD) and was considered part of his role as the CEO. Mr. McGovern confirmed that he has received such calls and he does have existing relationships with leading brokers. He agreed that this is one of HPA's most important roles. Mr. McGovern also felt that HPA's role is the same as EDD and knows when a call does come in from a blind tenant that one of the first calls to be made is about parking. Ms. LeShane suggested putting together a tour of Hartford's general parking environment in for brokers. Mr. McGovern responded that he felt a key issue is keeping brokers educated on what HPA's limitations are as it relates to our inability to do long-term deals and making spaces available.

The Chair then recognized Mr. Manousos who agreed with Mr. Kliman and Mr. McGovern that these types of broker discussions are indeed taking place, and that it would benefit all Parking Operators to be at the same table when it comes to accommodating incoming business to Hartford. Mr. Manousos commented that if HPA or a competitor does receive a request for long-term parking spaces but is unable to accommodate a prospective tenant's needs, it benefits downtown Hartford as a community for Parking Operators to work together to place such a tenant wherever their needs can be met.

Mr. Manousos requested a copy of the job description for HPA's Compliance Officer position so that he could provide appropriate feedback and as a partner to HPA, offered to assist in its marketing efforts and attend any marketing meetings as appropriate to provide input and assistance to drive business to HPA facilities.

Ms. LeShane stated that the Marketing Committee Meeting is an open meeting which is why updates are given and discussed at Board Meetings. She invited Mr. Manousos to attend and explained that the Marketing Committee is not a policy committee, but has a "working" agenda for sharing ideas, reporting back to the

Board for any proposed initiatives and implementing approved projects by the Board.

In response to Ms. LeShane's comments, Mr. Manousos asked if he could be included on the e-mail distribution list for the Marketing Committee meetings, and, in anticipation of public comment at the monthly Board Meetings, also asked if going forward it was possible to receive copies of the hand-outs at the meetings, as was a past practice, so that attendees could follow along at the meeting and comment when applicable. Ms. LeShane and Mr. McGovern responded that this practice would be restored and apologized for the oversight.

There was no further public comment.

Ms. LeShane then returned to the agenda item which had been tabled earlier until Mr. Thompson's arrival, and polled the Commissioners for changes in the minutes from the Regular Board Meeting of July 15, 2010. Hearing none; a motion was made by Mr. Thompson and seconded by Ms. LeShane, passing unanimously.

### **Executive Session**

#### **1. Anticipated Discussion on Strategic Planning and Personnel Matters**

Ms. LeShane called for a motion and a motion was made by Mr. Thompson to enter Executive Session at 9:16 A.M., seconded by Ms. LeShane, and passed unanimously.

- Mr. McGovern returned to the Executive Session at 9:20 A.M.
- Mr. Nasto returned to the Executive Session at 9:25 A.M.

The Executive Session ended at 10:25 A.M. and the regular meeting was reconvened at 10:27 A.M.

### **Action Taken after Executive Session**

#### **1. 457 Plan - Recommendation for HPA to be in Compliance**

Following discussion, Ms. LeShane called for a motion and a motion was made by Mr. Thompson to approve the CEO's recommendation to 1) make proper adjustments to FICA payments for 2010 2) temporarily suspend employer contributions to the 457 account and 3) have the Personnel Committee work with the CEO to make recommendations to the Board to address the 2008 and 2009 FICA adjustments as needed, and make recommendations for employer contributions for 2011 and beyond, at the October regular meeting, seconded by Mr. Lerman and passed unanimously.

#### **2. Sick Day Donation Policy and Community Sick Bank - Recommendation to Establish Program**



Following discussion, Ms. LeShane called for a motion and a motion was made by Mr. Lerman to revise the CEO's recommendation to establish a "Sick Day Donation Program" and establish a "Community Sick Bank" as follows:

- Any HPA employee may voluntarily donate up to five (5) Sick Days to a Community Sick Bank for FYE 2010-2011
- HPA employees may request up to fifteen (15) Sick Days from the Community Sick Bank for their individual medical needs (illness or injury) if they have exhausted all of his/her available paid leave for FYE 2010-2011.
- The CEO shall approve the donation to and usage of all donated Sick Days from the Community Sick Bank.
- As with any usage of Sick Days, the HPA reserves the right to require medical verification of an employee's illness or injury.
- The CEO shall seek voluntary donations of Sick Days once during the FYE 2010-2011 from HPA employees as means of avoiding undue influence between colleagues.
- In the event that the CEO has exhausted all of his/her available paid leave and is in medical need, the Chairman of the Board of Commissioners shall seek all required approvals in accordance with the approved Community Sick Bank.

The motion was seconded by Mr. Thompson.

Mr. McGovern stated this new policy would be in place through 6/30/11 and that the Personnel Committee would make recommendations for a permanent program prior to FYE 2010-2011

All were in favor and the motion was carried unanimously.

### **Adjournment**

Ms. LeShane called for a motion and a motion was made by Mr. Thompson to adjourn the September 16, 2010 Regular Meeting, seconded by Mr. Lerman and unanimously carried. The July 15, 2010 Regular Meeting ended at 10:30 A.M.

Respectfully submitted,

Terry Leonowicz  
Secretary to the Board