



**Approved Minutes**  
**Thursday, October 14, 2010 – 8:00 AM Regular Meeting**  
**155 Morgan Street, Hartford, CT 06103**

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Present: Chair Paddi LeShane  
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  
Austin Jordan, Hartford Guides  
Stathis Manousos, Central Parking System

1. **Call to Order** - Ms. LeShane called the Regular Meeting of the Hartford Parking Authority (HPA) to order at 8:08 A.M.

2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced that there was a quorum.

3. **Approval of the Minutes**

Ms. LeShane polled the Commissioners for changes in the minutes from the Regular Board Meeting of September 16, 2010. Ms. LeShane requested an amendment to page seven (7), last paragraph, 1. 457 Plan, item #3 to read: ...“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...*”. Hearing no further corrections, a motion was made by Mr. Lerman to approve the September 16, 2010 Regular Board Meeting minutes as amended, seconded by Ms. LeShane, and passed unanimously.

4. **Chair’s Comments**

Ms. LeShane commented on upcoming HPA business items including several operating contracts which were extended through December 31, 2010 which will need to be addressed in conjunction with the Concession Agreement consideration in November or December.

Ms. LeShane stated that she made several calls on behalf of the HPA regarding the status of the Joint Ownership Agreement with Capital Community College and the Morgan Street Garage. Ms. LeShane was told that the Agreement was returned to CT DPW for revisions, and that Mr. McGovern is working with the Deputy Commissioner of CT DPW to address as needed.

5. **Financial Report**

Mr. McGovern reported that two additional statements are included in this month’s package as part of the quarter-end report – the Renewal & Replacement Reserve

account statement and the Capital Improvement Plan and Funds statement. He also reported that we are behind in revenue but slightly ahead in expenses, or very near budget on Operating Income. Mr. McGovern went on to explain each of the significant variances.

The first variance that Mr. McGovern noted was employee insurance expense. This variance is \$3200 above budget as a result of higher insurance allocations from the City this year. The second variance Mr. McGovern reported was Morgan Street Garage Monthly Parking revenue. This revenue item is down \$17,612 as a result of fewer monthly parkers than expected at this time. A third variance noted was Capital Community College revenue which is \$7,471 lower than budget due to a one-time true-up adjustment for Fiscal Year 2008-09.

Mr. McGovern continued with significant variances by noting that MAT Garage Hourly Parking revenue was \$42,277 lower than expected due primarily to the closure of the Hartford Stage. With the re-opening of the Stage this week however, this variance is not expected to worsen. MAT Garage Monthly Parking revenue was \$20,138 below budget. Mr. McGovern said the variance is a result of fewer parkers at 20 Church St. (One Corporate Center) than expected.

Moving to On-Street Parking, Mr. McGovern reported that ticket revenue was down \$32,000 as a result of lower volume and expenses were \$14,000 higher than budget due to the extra cost associated with the Special Detail Police in the Scofflaw Program.

Ms. LeShane asked if the Quarterly Capital Improvement Plan report needed approval by the Board, to which Mr. McGovern responded that the report is simply a statement and is used as part of the City's Capital Budget. Mr. Michalik also responded that the quarterly update that the Capital Projects Director prepares for the Administration is a "cash flow" projection, not an approval or identification of new projects. Mr. McGovern added that any projected improvements are based on the Conditions Assessments done each year which identify HPA's Capital Improvement needs, thus the projections are based on engineering estimates. Should HPA decide one of the projects is needed the proper Board approval process would be followed.

Mr. McGovern then reported on the status of technology upgrades. The leasing and installation of a new color copier/printer/scanner has replaced a 9-year old copier, and the installation of data cables which will enable the Authority to move to the City's telephone system is complete. Savings and increased efficiency are expected in both areas. Mr. McGovern closed with a summary of the Monthly Parker by Facility Report noting that MSG is up slightly, and Church St. and MAT Garages remain at above 100% capacity.

Ms. LeShane polled the Commissioners for any questions or comments regarding the October 2010 Financial Report and, hearing none, a motion was made by Mr. Lerman

to accept the October 2010 Financial Report as submitted, seconded by Ms. LeShane and passed unanimously.

## Action Items

### 1. Election of Treasurer

With the Commissioner's concurrence Ms. LeShane began with Action Item number four (4) – "Election of Treasurer" to start, making a motion to nominate Mr. Lerman as the Treasurer for the Authority, seconded by Mr. Lerman, and passed unanimously.

### 2. Snow Removal at Church Street, Library and Morgan Street Garages

Following review of Mr. McGovern's recommendation to award Snow Removal contracts at the Church St., Library, and Morgan St. garages, Ms. LeShane reminded staff that EEO certification status should be noted in all contract award recommendations. Mr. Redd acknowledged that going forward this information would be noted. Mr. Lerman then made a motion to approve the RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT AGREEMENT WITH READCO MANAGEMENT LLC FOR SNOW REMOVAL SERVICES AT THE CHURCH STREET, LIBRARY AND MORGAN STREET GARAGES, seconded by Ms. LeShane, and passed unanimously.

### 3. Uniformed Security Guard Services

Mr. McGovern summarized the process that had been taken with Austin Jordan of the Hartford Guides to review the Uniformed Security Guard Services Contract for appropriate amendments based on the Authority's projected budget expenses and continued provision of proper security to all HPA facilities. Mr. McGovern noted that given certain financial constraints and the need to achieve savings over the term of the Agreement, the Authority recommends amending the Agreement as follows:

1. Establish a cap for reimbursable expenses of 6.0% of each year's Base Management Fee
2. Adjust hours, rates and positions in Schedule B resulting in revised not to exceed compensation amounts of \$3,713,000 for the base term, \$4,555,500 for the first extended term (if applicable) and \$5,416,000 for the second extended term (if applicable) in Section 3.
3. Make amendments effective November 1, 2010

Ms. LeShane made a motion to approve the RESOLUTION AUTHORIZING THE EXECUTION OF AN AMENDMENT TO THE AGREEMENT WITH THE HARTFORD GUIDES, INC. FOR UNIFORMED SECURITY GUARD SERVICES seconded by Mr. Lerman and passed unanimously.

Ms. LeShane recognized Austin Jordan, noting the Authority's excellent, long-standing relationship with the Hartford Guides, and acknowledged the positive

security statistics which signify HPA's successful security program. Ms. LeShane thanked Mr. Jordan for continuing to work with the Authority to meet HPA's evolving security needs.

#### 4. **Policy to Promote Transparency**

Mr. McGovern summarized the recommendation to formalize the practice of posting Board Meeting agendas and minutes to the Authority's website as follows:

1. Post Regular and Special Meeting agendas on the Authority website not less than twenty-four (24) hours prior to a duly called meeting.
2. Post draft minutes of Regular and Special Meetings on the Authority website not more than seven (7) calendar days following a duly called meeting.
3. Post approved minutes of Regular and Special Meetings on the Authority website not more than twenty-four (24) hours following approval, and remove draft minutes.

After reviewing the resolution Ms. LeShane requested that the word "*calendar*" be added to item #2 following the word "*seven (7)*". Mr. Lerman requested that the phrase "and remove draft minutes." be added to the end of item #3.

Mr. Lerman then made a motion to approve the RESOLUTION APPROVING A POLICY TO POST MEETING AGENDAS AND MINUTES ON THE AUTHORITY'S WEBSITE with the requested amendments, seconded by Ms. LeShane, and passed unanimously.

### **Ongoing Business and Committee Report(s)**

#### 1. **Marketing Committee Update**

Mr. McGovern reported that all three (3) Parking Incentive Programs were approved by the City on Tuesday, October 12<sup>th</sup>, prompting some media coverage. He also noted that the Certified Resolutions for each program were received from City Council and that HPA staff is working closely with Ryan Marketing Partners to get the necessary marketing materials printed. He also stated that HPA staff met with the Authority's Parking Operators to finalize the implementation of the three (3) programs, as well as with several restaurant owners (headed by Mr. Ferranti from Agave) to garner the support for HPA's first "Freebie Night" which is planned as a "Park n' Dine" opportunity on November 26<sup>th</sup>, 2010. A twenty (20%) percent discount off the food bill at participating restaurants will be offered in addition to free parking after five (5) P.M. with a voucher from any HPA garage. Mr. McGovern added that the Authority is fortunate to have the assistance of Ms. Vanessa Williams, a Small Business Specialist with the City's Economic Development Division, whose restaurant and business contacts HPA will be utilizing to gather a larger group of businesses to partner with. Ryan Marketing has recommended kicking off the PR campaign approximately ten (10) days before the first "Freebie Night", which will include e-mail blasts, posters, print ads, radio interviews and website coverage. Ms.

LeShane suggested contacting the Metro Alliance for assistance with distributing information to their membership.

Ms. LeShane invited comment from the public and recognized Mr. Kliman who commented that he agreed that the success of the Freebie Night program will depend on the cooperation of restaurants and retail.

Ms. LeShane called for a motion to add the item of November 26<sup>th</sup>, 2010 night of free parking to the agenda, and a motion was made by Mr. Lerman, seconded by Ms. LeShane, and passed unanimously.

Ms. LeShane then made a motion to approve November 26<sup>th</sup>, 2010 as our first "Freebie Night" at all three (3) HPA Garages starting at 5:00 p.m. assigning our Marketing Committee to execute same, seconded by Mr. Lerman, and passed unanimously.

Ms. LeShane and Mr. McGovern then summarized on-going discussions between the Marketing Committee and staff regarding On-street parking hours and the potential for incorporating a Phase-III Marketing Campaign to publicize free on-street parking after 6:00 p.m. on weeknights and all weekend. Mr. Lerman asked if signage should be made clearer in response to some of the editorial comments he read, to which Mr. Redd responded there is a signage assessment and correction project currently in progress with DPW.

2. **Personnel Committee Update**

Ms. LeShane stated that she will be serving as a member of the Personnel Committee until additional Commissioners are elected, and that she will be meeting with Mr. McGovern next week to discuss various Personnel issues and to review Mr. McGovern's confidential assessment of the Authority.

3. **Chief Executive Officer Update**

Mr. McGovern started his report with several matters where outside counsel is being utilized including City Code Revisions and Standardization of an RFP document. Mr. McGovern then reported on Marketing items explaining that HPA's negotiations with Cogent Management have been delayed by competitive offers by others, and that an amnesty program proposal will be ready for review at Monday's Marketing Committee Meeting. Mr. McGovern pointed to Street Signage concerns and noted a recent letter-to-the editor has been forwarded to the Director of DPW, urging priority attention to this matter. Mr. McGovern noted staff anticipates meeting with the Director next week. In response to Ms. LeShane's question about existing documentation from previous signage audits, Mr. Redd stated that that this documentation has been shared with DPW, but sees a need to expand this information to address a much larger system-wide issue.

Ms. LeShane shared an experience she had with Pay and Display meters taking money after 6:00 p.m. when signage on the meter clearly states there is no

enforcement. Mr. Redd responded that he will work with Complus to reprogram each Pay and Display meter.

Mr. McGovern continued his report stating that he and Mr. Nasto are working with outside counsel to review new procurement guidelines in accordance with the City's revised ordinance. Mr. McGovern closed his report pointing out the re-opening of the Hartford Stage on October 15<sup>th</sup> following the completion of the Phase I construction.

### **Open Session – Public Comment**

The Chair recognized Mr. Kliman who thanked Mr. Jordan and the Hartford Guides for their continued efforts in providing security services over the years.

There was no further public comment.

### **Executive Session**

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

Ms. LeShane called for a motion to enter into Executive Session at 9:15 A.M. The motion was made by Mr. Lerman to enter Executive Session, seconded by Ms. LeShane, and passed unanimously. Mr. McGovern and Mr. Nasto were present during Executive Session.

- Mr. Nasto left the meeting at 9:45 A.M.

The Executive Session ended at 9:48 A.M. and the regular meeting was reconvened.

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

There was no action taken following the Executive Session.

### **Adjournment**

Ms. LeShane called for a motion and a motion was made by Mr. Lerman to adjourn the October 14, 2010 Regular Board Meeting, seconded by Ms. LeShane and unanimously carried. The October 14, 2010 Regular Board Meeting ended at 9:48 A.M.

Respectfully submitted,

Terry Leonowicz  
Secretary to the Board