



## Approved Minutes

### Regular Meeting of the Hartford Parking Authority Board Thursday, June 10, 2010 – 8:00 AM 155 Morgan Street, Hartford, CT 06103

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Present: Chairman Paddi LeShane  
Vice Chairman Albert Barrueco  
Treasurer Richard Twilley  
Commissioner James Thompson

Also Present: Carey Redd, Acting Executive Director  
John Michalik, Chief Financial Officer  
Carl Nasto, Deputy Corporation Counsel, City of Hartford  
Terry Leonowicz, Secretary to the Board  
Steven Lisauskas, Project Leader, HPA  
Robert Kliman, Kay Management Associates  
Yonas Alemu, Operations Manager, Central Parking System  
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 8:21 A.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced that there was a quorum.
  - Mr. Manousos entered the meeting at 8:30A.M.
3. **Approval of the Minutes**
  - Ms. LeShane polled the Commissioners for comments or changes regarding the minutes from the Regular Meeting of May 13, 2010. The following changes were requested by Ms. LeShane: 1) Page 2, 1st sentence, change “who will...” to “who may want to...” 2) Page 2, 2nd paragraph, 2nd sentence, change “phases...” to “forums...” A motion was made by Mr. Twilley to approve the May 13, 2010 Regular Meeting minutes as amended, seconded by Mr. Thompson, and passed unanimously.
  - Ms. LeShane polled the Commissioners for comments or changes regarding the minutes from the Special Board Meeting of May 25, 2010. Hearing none, a motion was made by Mr. Twilley to approve the May 25, 2010 Special Board Meeting minutes, seconded by Mr. Barrueco, and passed unanimously.
  - Ms. LeShane polled the Commissioners for comments or changes regarding the minutes from the Special Board Meeting of June 4, 2010. Mr. Barrueco

requested revisions to the bullets under "Action Taken after Executive Session" as indicated below in underlined italics:

- o Annual base salary \$120,000
- o Exempt, full time, at-will employment
- o Participation in HPA's annual salary review process
- o Potential for a performance bonus consistent with the terms described in the offer letter;
- o Treatment as an employee having a length of service of three (3) years as of July 6, 2010 for purposes of the Employee Leave policy which This entitles the CEO up to fifteen (15) paid vacation days to which shall be accrued consistent with current HPA such policy.
- o The HPA ~~further agrees~~ agreed to allow the use of five (5) paid vacation days (for the period of August 23, 2010 to August 27, 2010) prior to the CEO having accrued such days;
- o The HPA to give notice that it intends to modify the current Employee 457 Plan/SEP Plan program to conform to current IRS rules and regulations, and to notify CEO this will likely affect him ~~you~~ and in some cases will result in lower contributions by the HPA to the Plan(s). ~~The Commissioners will make this modification as soon as possible and will inform you, as well as other HPA employees, of such modifications.~~

A motion was made by Mr. Twilley to approve the June 4, 2010 Special Board Meeting minutes as amended, seconded by Mr. Thompson, and passed unanimously.

4. **Chair's Comments**

Ms. LeShane opened her report by announcing the HPA has made an offer of employment to Mark McGovern as HPA's new CEO/Executive Director, who has accepted and will be arriving on July 6, 2010. Ms. LeShane also announced the departure of Commissioners Barrueco and Twilley, who will be resigning due to residency relocations from the City of Hartford and recognized Mr. Redd for his recent accreditation as a Certified Administrator of Public Parking (C.A.P.P.). Ms. LeShane invited all to a celebratory luncheon immediately after the meeting as a thank you to the Commissioners and to congratulate Mr. Redd on his accomplishment.

Ms. LeShane stated that Mr. Al Ferranti from Agave Restaurant, currently a member of Business for Downtown Hartford, will be joining HPA's Marketing Committee as an ad hoc member which will meet again sometime in late June or July.

Ms. LeShane also stated that the first of three public forums to education and seek feedback regarding the concession project being researched and developed

in collaboration with the mayors office, City Council and The HPA will take place Friday June 11, at 9:00 A.M. to be hosted by Metro Hartford Alliance at their office boardroom. Ms. LeShane, Mr. Redd and Mr. Lisauskas will attend on behalf of the HPA. The HPA will welcome participants, introduce the HPA's new CEO Mark McGovern and listen to what folks want to discuss after the presentation. Ms. LeShane said that the Hartford Courant will be running an editorial about parking including what HPA is working on, and that she has forwarded information which highlighted many of the positive initiatives taking place at the HPA.

Ms. LeShane went on to inform the Commissioners that the retreat previously scheduled for August will be postponed and may be rescheduled in September, therefore there will be no meeting in August unless a Special Meeting is needed. Ms. LeShane also stated that there will be discussion regarding the by-laws in Executive Session which may call for action to be taken.

In closing, Ms. LeShane requested moving the Open Session Public Comment to the beginning of the agenda as a courtesy to the guests attending, and all Commissioners were in concurrence.

### **Open Session – Public Comment**

Ms. LeShane opened the floor to public comment and recognized Mr. Lewis who thanked the Commissioners for their consideration and described a loading zone outside of his business which is not properly striped to indicate a no parking zone, as well as inadequate signage of the same. Following some discussion, it was agreed that Mr. Redd will notify the Citation Hearing Office of the situation immediately in case of any resulting citations and will address the signage and striping improvements for this location and any other on-street parking areas with similar issues. Ms. LeShane asked Mr. Redd to update the Commissioners on his progress at the July 15 Regular Board Meeting and to communicate with Mr. Lewis as to the resolution of his concern.

There was no further public comment.

### 5. **Treasurer's Report/Financial Update/ FMI S update/Budget Hearing**

Mr. Twilley directed the Commissioner's attention to the Profit & Loss Budget versus Actual Summary report stating that Morgan Street Garage (MSG) and Church Street Garage (CSG) are ahead of budget and On-Street and MAT garage below budget.

Mr. Twilley turned to the Profit & Loss Budget versus Actual Detail report and explained that MSG is unfavorable in monthly parking revenue as a result of the United Health Care (UHC) moving to City Place and transitioning to the CSG, and

favorable in the hourly due to higher validations from Capital Community College. Mr. Twilley explained that an unfavorable variance for MAT Garage is due to the cash versus accrual.

Mr. Twilley stated that we are approximately 4% under our current year revenue budget and also summarized detailed expenses, noting that the MAT Garage electricity expense is rolled into the management fees versus the electricity line item and explaining that the savings in HPA payroll expenses was due to an anticipated payment to the Executive Director in April which was not paid and then reversed in May putting us in the black. Mr. Twilley also stated that professional services are higher as a result of the fees associated with the Project Leader and the CEO/Executive Director search firm, leaving us 3% under our budgeted expenses year-to-date, leaving us approximately \$94K in our operating budget.

Mr. Twilley summarized the significant income and expense variances noting that the trickle down at MSG continues with an average loss of eight parkers per month. Mr. Twilley expects this to reverse next fiscal year once the new rate structure is in place. Mr. Twilley said further that, including scofflaw revenue, On-Street Parking is down \$281K, due to lower volume, better compliance by on street parkers and unrealized revenue from fine increases.

Mr. Twilley then turned to the Renewal and Replacement Reserve report stating the Reserve Account has been funded with all but the June 2010 numbers and is available for HPA's disposal, which will be further discussed later in the regular meeting.

Mr. Twilley then directed the Commissioners' attention to the Monthly Parkers by Facility Report explaining that United Health Care numbers are down 250 parkers at MSG in June versus May 2010, due to the anticipated company relocation; which leaves a 64% occupancy rate at that facility and increases the CSG occupancy to 87%. MAT Garage remains well oversold at 107%, compared to 95% five years ago.

Following Mr. Twilley's comments, Ms. LeShane requested adding a separate line item for UHC under CSG, retaining a separate line under MSG for ease of tracking the total UHC population under the new license agreement. Mr. Michalik agreed to make that change for the next report.

Mr. Twilley then briefly summarized the On-Street Parking Report and the MAT Garage Monthly Operating Statement and Comparison of Cash Basis Net Revenue to Accrual basis Net Revenue and then the Capital Improvement Plan and Funds Statement.

Ms. LeShane asked Mr. Michalik what the anticipated balance would be in the Capital Improvement Fund at the end of the fiscal year and Mr. Michalik responded that we have \$7.2 million in appropriations and that each line item in red represents a proposed expenditure based on anticipated projects and staff recommendations. Mr. Twilley added that in the future some of these line item expenses may represent a commitment or a planned expenditure but that currently all items listed are planned expenditures without commitments. However, prior to a commitment being made, each item would go through the formal Board approval process. Ms. LeShane then requested that Mr. Michalik, prior to the arrival of the incoming CEO/Executive Director, fine-tune the report for clarity, identifying each item as a Board approved or "proposed by staff" expenditure versus a "committed" expenditure. Mr. Michalik responded that he would revise the report to reflect the clarifications for the July meeting.

Ms. LeShane polled the Commissioners for any questions or comments regarding the Treasurer's Report and, hearing none, a motion was made by Mr. Barrueco to accept the Treasurer's report as submitted, seconded by Mr. Thompson and passed unanimously.

On behalf of the Commissioners, Ms. LeShane thanked Mr. Twilley for his excellent service to the Board, adding that she would cover the Treasurer's position unofficially until Mr. McGovern begins his employment; at which time much of the day-to-day authority would be transferred back to the CEO, and when new Commissioner slots are filled, one will be elected to serve as Treasurer.

## Action Items

Ms. LeShane called for a motion and a motion was made by Mr. Twilley to amend the agenda to include a MAT Garage Special Events Calendar discussion seconded by Mr. Barrueco and passed unanimously.

### 1. **Award Bid for Alarm System**

Mr. Twilley moved to accept the recommendation to renew the Alarm Monitoring Services Contract with Sonitrol, seconded by Mr. Barrueco and passed unanimously.

### 2. **Renewal and Replacement Guidelines**

Ms. LeShane directed the Commissioners attention to the recommended rules governing the use of the HPA's Renewal & Replacement Reserve Fund submitted by HPA staff, vetted through HPA Counsel and sent to the City's Finance Department for their information. Mr. Twilley moved to approve the recommended rules governing the use of the Renewal & Replacement Reserve

Fund, seconded by Mr. Barrueco. Ms. LeShane clarified that HPA staff will provide a monthly report to the Commissioners listing all expenditures that were made and why. Mr. Nasto noted that the first four rules listed are the principal guidelines which represent HPA's own procurement guidelines that differ from the City's as per the existing ordinance. All were in favor of the motion, and it passed unanimously.

3. **FY08-09 Annual Report**

Ms. LeShane explained that the Annual Report was written, as required by state statute, by Mr. Redd with the assistance of Mr. Lisauskas and Mr. Michalik and that the report represents last fiscal year at which time a different staff was in place. Ms. LeShane added that the report was written with the intent of reflecting last year's financial information as presented by the applicable audit performed and that the HPA fulfills its obligation by forwarding the report to the Mayor's office.

A motion was made by Mr. Twilley to accept the annual report, seconded by Mr. Barrueco and passed unanimously.

4. **Contract Extension for Project Leader**

Ms. LeShane summarized the next action item as an amendment to extend the Project Leader's Agreement for the period from July 1, 2010 to September 1, 2010 at an hourly rate of \$125 per hour in connection with the proposed concession of the City of Hartford's parking system. The amendment further addresses a change in the HPA Representative to Mr. McGovern, effective July 6, 2010.

A motion was made by Mr. Twilley to approve the amendment to extend the Project Leader's Agreement, seconded by Mr. Barrueco and passed unanimously. Ms. LeShane recognized and thanked Mr. Lisauskas for his valuable guidance and contributions thus far.

5. **M&T Lease Agreement Addendum**

A motion was made by Mr. Twilley to accept the recommendation to extend the M&T Lease Agreement on a month-to-month basis through December 31, 2010, and to provide the M&T lot operators an opportunity in August 2010 to seek changes to the contract amount paid to HPA, seconded by Mr. Thompson. Mr. Nasto confirmed that this amendment does not agree to allow changes in fees paid to HPA; it merely allows the operator to initiate a discussion. The Agreement Addendum passed unanimously.

6. **Morgan Street Garage Management Agreement Addendum**

A motion was made by Mr. Twilley to accept the HPA staff's recommendation to extend the Morgan Street Garage Management Agreement on a month-to-month

basis through December 31, 2010, seconded by Mr. Barrueco and passed unanimously.

7. **Cogent Management Letter Agreement**

A motion was made by Mr. Twilley to accept the Parking Rights Letter Agreement with Hartford Downtown Revival as submitted and seek assistance from Mr. Nasto in framing a resolution to support the rate agreement and submit it to the City Council for approval, seconded by Mr. Barrueco and passed unanimously.

8. **WTIC Generator Removal**

Mr. Nasto summarized the process of the removal of a WTIC-owned generator from a load-bearing wall at the MAT Garage. Mr. Nasto explained that HPA has consulted a structural engineer who reviewed the WTIC plans for deconstruction, and confirmed that all appropriate issues have been addressed. Mr. Nasto added that the plans will be attached as part of the amended license agreement requiring that the generator be removed in accordance with the plans, ensuring the work is done correctly. Mr. Nasto stated that having our engineer on site during the removal process is HPA's choice and that he is currently preparing the License Agreement and will coordinate with WTIC and Mr. Lopez to ensure the work is not done on a high-volume day or during high volume hours so as not to interrupt operations.

A motion was made by Mr. Barrueco to provide permission to WTIC to remove the generator according to the HPA engineer's recommendations; seconded by Mr. Thompson and passed unanimously.

9. **MAT Garage Special Events Calendar Discussion**

Ms. LeShane directed the Commissioners attention to a special events calendar submitted by Mr. Redd for consideration of opening MAT Garage as needed in lieu of the recent temporary change in operating hours. After some discussion regarding improved communication procedures between the garage operator and HPA, there was a consensus to table this agenda item and allow the operator and HPA staff to mutually agree on additional special event hours beyond the XL Center events.

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

1. **Personnel Committee Update**

Ms. LeShane turned the floor over to Mr. Barrueco who formally announced that the Committee has completed its work with the hiring of a CEO/Executive Director. Additional discussions regarding other personnel items will take place in Executive Session. These items include the review of the banked and earned time for HPA employees, the issues with the current 457 B deferred compensation

plan, update on contractual items related to the former Executive Director and status of employee annual reviews.

2. **Marketing Committee Update**

Ms. LeShane briefed the Commissioners that further Marketing Committee action is on hold pending Council approval of HPA's proposed incentive rate program, although it is anticipated that the committee will meet in late June or early July regarding signage implementation which can take place prior to incentive rate approval.

3. **Acting CEO/Executive Director Update**

Mr. Redd turned the Commissioners attention to a letter from the HPA tenant – Hartford Stamp who formally announced they will not be renewing their lease effective April 7<sup>th</sup>, 2011. Mr. Redd highlighted report items including a request from St. Joseph's College and subsequent negotiations for 25 parking spaces.

Ms. LeShane asked for clarification of the uncollected revenue which the anticipated September amnesty program might be able to collect, to which Mr. Redd responded it totals approximately \$ \$11,6 million. Mr. Redd continued by summarizing future HPA objectives including submitting a HPA diversity report to the Commissioners at the September regular meeting, to which Ms. LeShane responded and recommended that we incorporate a section on the diversity of HPA vendors into our FY 2009 – 2010 annual report format. All Commissioners were in concurrence.

Ms. LeShane asked Mr. Redd for clarification on a presentation regarding the lifting of a Parking Ban, to which Mr. Redd responded that Councilman Kennedy proposed the lifting of certain parking ban restrictions; a matter which is the jurisdiction of the Hartford Police Department to who the matter has been referred and subsequently closed.

Ms. LeShane asked Mr. Redd for a status update on data being provided to the Blair Project, considered an urgent priority, especially on this eve of the first public forum. Mr. Redd responded that much information has been sent and resent, and he has recommended setting up a meeting with Blair to clarify any outstanding data needs to which Mr. Lisauskas stated he would organize. Ms. LeShane stated that since the bidders have been announced they are anxious to have this information available to them so they may start to analyze it in preparation of their bid submission. Mr. Lisauskas commented that Blair is available to come to the HPA and assist in the data assembly process, an opportunity which Mr. Redd said he would welcome.



Mr. Barrueco informed the Commissioners of his attendance at the Hartford Stage Ground Breaking Ceremony on behalf of the HPA, describing his experience as very positive and that the Hartford Stage formally thanked the HPA and its staff for their continued support and genuine interest in the success of their organization in the coming years.

### **Executive Session**

#### **1. Anticipate Discussion on Strategic Planning, Contract Negotiation and Personnel Matters**

Ms. LeShane called for a motion to enter into Executive Session at 9:58 A.M. The motion was made by Mr. Twilley to enter Executive Session to discuss Strategic Planning, Contract Negotiation, and Personnel Matters, seconded by Mr. Barrueco, and passed unanimously.

- Mr. Nasto entered the Executive Session at 10:05 A.M.
- Mr. McGovern entered the Executive Session at 11:15 A.M.
- Mr. Nasto exited the Executive Session at 11:15 A.M.

The Executive Session ended at 11:30 A.M. and the regular meeting was reconvened.

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

Ms. LeShane announced to the Commissioners that there will be a Special Meeting of the HPA Board on Thursday, June 17, 2010 at 9:00 A.M. to amend the bylaws for purposes of establishing an operating quorum.

### **Adjournment**

Ms. LeShane called for a motion and a motion was made by Mr. Twilley to adjourn the June 10, 2010 Regular Meeting, seconded by Mr. Barrueco and unanimously carried. The June 10, 2010 Regular Meeting ended at 11:30 A.M.

Respectfully submitted,

Terry Leonowicz  
Secretary to the Board