



Approved Minutes
Thursday, November 15, 2012 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present:

Paddi LeShane, Chair
Rex Fowler, Treasurer
William Breetz, 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
Gina Varano, Assistant Corporation Counsel, City of Hartford

Members of Public Present:

Richard Wagner, General Manager, Republic Parking System
Robert Kliman, Real Estate Manager Services, Kay Management Associates

1. **Call to Order** – Ms. LeShane called the Regular Meeting of the Hartford Parking Authority (the Authority) to order at 5:15 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 Special Meeting of October 4, 2012**
Ms. LeShane 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 October 4, 2012 Special Meeting minutes were approved as submitted.
(ayes - LeShane, Fowler, Breetz).

4. **Approval of Minutes of the Regular Meeting of October 18, 2012**
Ms. LeShane 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 October 18, 2012 Regular Meeting minutes were approved as submitted. (ayes - LeShane, Fowler, Breetz).

5. **Chair's Comments** – Ms. LeShane reported that several action items would be presented at the December meeting including the election of officers and Personnel items. She also noted that the Finance Committee will begin the new budget process in

December. Mr. McGovern suggested a date for HPA's annual Holiday Luncheon for consideration.

REPORTS AND ACTION ITEMS

1. **Regular Meeting Schedule for 2013**

Following some discussion, Ms. LeShane called for a motion, and a motion was made by Mr. Fowler; seconded by Mr. Breetz, passing unanimously to –

VOTED: adopt the 2013 Regular Board Meeting Schedule with the following two (2) amendments: "August 15, 2013 at 5:00 pm" will be changed to "*August, 2013 - No Meeting (Summer Recess)*"; and "September 19, 2013 @ 5:00 pm" will be changed to "September 19, 2013 at 5:00 pm (*Board Retreat*)" – (ayes - LeShane, Fowler, Breetz).

2. **Finance Committee**

a) **Monthly Financial Report** – *Please see attached Report for details* - Mr. Fowler noted that the Committee continues its review and assessment of the new "Collections" report and will present the report data to the Commissioners at a future date. Mr. McGovern reported that October was a good month with revenue ahead of budget and expense savings that brings the operating income variance to a favorable total of \$193,000.

Ms. LeShane asked if the Collections Report format could include percentages so that we can gauge are progress effectively, and Mr. Michalik confirmed that the report does highlight percentages.

Mr. McGovern noted on the Monthly Parkers by Facility report that Morgan Street Garage had an uptick in revenue due to a new monthly account which brought in over 100 parkers. He also reported that staff met with both Republic Parking and CT Parking Services to discuss current monthly and hourly rate structures at HPA garages, and that rate change recommendations from our parking operators could be ready in several weeks. Mr. McGovern stated that the new ordinance that allows the HPA to set rates requires that any rate increase must be within 90% of comparable facilities. A communications plan would be included with any rate change recommendations to the Board.

Mr. Michalik noted that no balance sheets were included in this month's report due to the unavailability of accurate information from the City's accounting system.

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

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

3. **Marketing Committee**

- a) **Monthly Report** - *Please refer to the Committee Report for details* - Ms. LeShane reported on several items including the UConn and UHart partnerships, the "Park on Us" on-street parking promotion. The Committee is also researching the inclusion of bike rack locations on HPA's website parking map.

4. **Property Management Committee**

- a) **Monthly Report** - *Please refer to Committee Report for details* - Mr. Breetz reported that Phase I and II of the Church Street Garage restoration project are complete and Phase III and IV are underway and, with the exception of several change orders, the project is on-time and on-budget.
- b) **Recommendation to Ratify the Approval of an Authorization to Execute a Participation Agreement with the Connecticut Conference of Municipalities**
Please refer to Committee Report for details - Mr. McGovern reported that five (5) yeas were received in response to the Committee's recommendation (via e-mail) to execute a participation agreement with the CCM and pay the required membership fee of \$900, so that HPA can utilize their solar program. Once approved by Corporation Counsel, the agreement was signed and the Committee is now seeking to ratify the vote.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz; seconded by Mr. Fowler, passing unanimously to –

VOTED: ratify the unanimous straw poll vote previously conducted by Mr. McGovern via e-mail to execute the Connecticut Conference of Municipalities participation agreement. (ayes - LeShane, Breetz, Fowler).

Mr. Fowler asked why an action for such a minimal amount needed to be brought to the Board for approval. Mr. McGovern responded that Board approval was sought regarding the execution of a contract, specifically a contract which will be part of a major initiative and having significant impact on the HPA.

5. **Personnel Committee**

Ms. LeShane reported that there would be discussion in Executive Session regarding personnel items.

6. **Bylaws and Revisions Committee**

There was no report from this Committee.

7. **Chief Executive Officer Update**

- a) **Activity Report** - *Please refer to attached Report for details* - Mr. McGovern reported that the utilization study around the courthouse area by Republic started this week. He also stated that the setting of on-street parking rates and duration of time is an administrative process under the Director of DPW and the Traffic Authority. The HPA will meet with the Director to confer and then make a formal recommendation for his consideration.

Also discussed was the wrap up of the successful Seymour Street Residential Parking Program (RPP) with a closing customer satisfaction survey, the details of the Rosemont Street RPP, ongoing discussions with Park Street merchants and the ordinance that would be necessary to provide commercial permits to them.

Mr. Breetz asked about the New England Parking Conference at the Hartford Hilton in March 2013, and Mr. Redd confirmed that it would be a very low-key, single day event. HPA may be asked to make opening remarks.

OPEN SESSION – PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

Contract Considerations and Personnel/Performance Discussion - Ms. LeShane called for a motion to enter into executive session at 6:05 P.M. and a motion was made by Mr. Breetz, seconded by Mr. Fowler, passing unanimously (ayes-Breetz, LeShane, Fowler).

- Mr. McGovern and Ms. Varano entered Executive Session at 6:15 P.M.

ADJOURNMENT

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Fowler, passing unanimously (ayes - Breetz, LeShane, Fowler). The November 15, 2012 Regular Meeting ended at 6:35 P.M.

Respectfully submitted,

Terry Leonowicz

Terry Leonowicz
Secretary to the Board