



Approved Minutes
Thursday, December 20, 2012 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present:

Paddi LeShane, Chair
Kenneth Lerman, Vice Chair
Rex Fowler, Treasurer
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
Brian Yeakel, Director of Property Management

Members of Public Present:

Richard Wagner, General Manager, Republic Parking System

1. **Call to Order** – Ms. LeShane called the Regular Meeting of the Hartford Parking Authority (the Authority) to order at 5:08 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 Regular Meeting of November 15, 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. Lerman, seconded by Mr. Jasinski, passing unanimously that –

VOTED: the November 15, 2012 Regular Meeting minutes were approved as submitted. (ayes - LeShane, Lerman, Fowler, Jasinski, Breetz).

4. **Chair's Comments** – Ms. LeShane reported that the HPA's annual Holiday luncheon was held on December 14th and thanked staff for an enjoyable event. Ms. LeShane also stated that she attended the Mayor's special Boards and Commissions "meet and greet" with Mr. Breetz and Mr. McGovern. This event provides an opportunity to engage the community and promote interest in serving on Boards and Commissions.

REPORTS AND ACTION ITEMS

1. **Election of Officers** - Ms. LeShane turned the meeting over to Mr. Fowler to conduct the nominations for Chairperson. Mr. Fowler then opened the floor to nominations for

the Chairperson of the Hartford Parking Authority for the year 2013. Mr. Breetz nominated Ms. LeShane, seconded by Mr. Lerman.

Mr. Fowler then polled the Commissioners for additional nominations and hearing none, called the vote, passing unanimously that -

VOTED: Ms. LeShane is elected as Chairperson of the Hartford Parking Authority for the year 2013 (ayes- Breetz, Fowler, Jasinski and Lerman).

Mr. Fowler congratulated Ms. LeShane on her elected position. Ms. LeShane thanked the Board stating that she has enjoyed serving thus far, and asked the Commissioners to keep in mind that her term as Commissioner will end in 2014. She also noted that the Mayor has forwarded Mr. Jasinski's re-appointment to City Council and it is expected to be approved in January.

Ms. LeShane then opened the floor to entertain nominations for the Vice-Chairperson of the Hartford Parking Authority. Mr. Breetz nominated Mr. Lerman, seconded by Mr. Jasinski. Ms. LeShane then polled the Commissioners for additional nominations and hearing none, called the vote, passing unanimously that -

VOTED: Mr. Lerman is elected as the Vice-Chairperson of the Hartford Parking Authority for the year 2013. (ayes- Fowler, Breetz, Jasinski and LeShane).

Ms. LeShane noted that as newly elected Vice-Chair, Mr. Lerman will continue to Chair the Personnel Committee per HPA Bylaws.

Ms. LeShane then opened the floor to entertain nominations for the Treasurer of the Hartford Parking Authority. Mr. Lerman nominated Mr. Fowler, seconded by Mr. Breetz. Ms. LeShane then polled the Commissioners for additional nominations and hearing none, called the vote, passing unanimously that -

VOTED: Mr. Fowler is elected as the Treasurer of the Hartford Parking Authority for the year 2013. (ayes- Lerman, Breetz, Jasinski and LeShane).

Ms. LeShane noted, by virtue of the Bylaws, that the Treasurer also serves as Chair of the Finance Committee.

2. **Appointment of Board Secretary** - Ms. LeShane then recommended appointing Ms. Leonowicz as Board Secretary for the Hartford Parking Authority for 2013, and all Commissioners agreed.
3. **Finance Committee**
 - a) **Monthly Financial Report** – *Please see attached Report for details* - Mr. Fowler and Mr. McGovern noted that the Committee is recommending that, starting in January, the new Collections report be presented monthly to the Finance Committee

and quarterly to the Board. Mr. Fowler asked if that was acceptable to the Commissioners and all agreed.

Mr. McGovern stated that the draft audit was received by the City auditors in a timely manner for Committee review and comment. The audit has since been returned to be finalized. Staff is working on HPA's annual report and expects to have a draft ready for review by the Finance Committee in December and presentation to the Board for approval in January. The audit will be incorporated into the annual report.

Mr. McGovern then reported on Summary Profit and Loss. There was discussion explaining the cash basis receivables for MAT Garage versus accrual basis for the other garages. Mr. McGovern also pointed out the addition of separate line items showing meter, citation and other (valet permits) revenue.

Mr. McGovern noted that the 6054 Balance Sheet was not included in this month's report due to unavailability of information from the City's accounting system.

The Monthly Parkers by Facility report showed that MSG had a monthly parker increase thanks to a new account; MAT Garage is at 120% capacity which frequently requires turning away hourly parkers during peak hours and busy events.

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

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

4. **Marketing Committee**

- a) **Monthly Report** - *Please refer to the Committee Report for details* - Ms. LeShane reported on several items including the addition of two (2) new members joining the Committee and the customer survey results for CSG and MSG as provided by Republic Parking. Ms. LeShane reported that levels of customer satisfaction have improved incrementally since a 2006 survey was completed. Staff will also conduct a separate, mail-in survey for MAT Garage.

There was discussion regarding ways to improve the cleanliness of the more challenging areas of the older facilities, such as stairwells in the Church St. and MAT Garage. Ms. LeShane made a suggestion to provide additional trash receptacles inside the parking decks and/or at exit lanes and staff agreed to research best practices.

Ms. LeShane and Mr. McGovern gave an update on the "Park on Us" promotion, stating that several business sponsors expressed interest in participating and that

staff would meet with them to discuss ideas for fine-tuning a business-sponsored version of this program.

b) **Recommendation to Approve Parking Rates for First Night** –

Ms. LeShane reported that First Night Hartford will take place on Monday, 12/31. The Mayor, as the City Traffic Authority, intends on authorizing free metered parking starting at noon in support of this city-wide event. Subsequently, the Committee recommends offering free parking at MSG starting at 12:00 noon and \$2 discounted parking at CSG and MAT Garages, also starting at noon.

Mr. Breetz made a motion, seconded by Mr. Lerman, passing unanimously that –

VOTED: the recommendation to offer free parking at MSG starting at 12:00 noon, and \$2 discounted parking at CSG and MAT Garages starting at noon in support of First Night Hartford on Monday, December 31, 2012 is approved. (ayes - LeShane, Breetz, Fowler, Jasinski, Lerman).

Mr. Fowler reported that he noticed different parking meters on Front St. and asked if the Front Street District has the authority to control on-street parking and meter rates in that area. Mr. McGovern responded that this area is overseen by the Capital Region Development Authority (CRDA), formerly Capital City Economic Development Authority (CCEDA) and that CRDA does have the authority in a State of CT Development area to set rates and issue parking citations. Previously, CRDA agreed to set hourly metered rates to match metered rates elsewhere in the City, and to use a similar Pay and Display meter system. Subsequently, the State will also be required to adjudicate any citations issued and contested in this area.

Discussion followed related to reaching out to CRDA again to ensure that parking efforts are coordinated for the benefit of City visitors, residents and employees.

5. **Property Management Committee**

a) **Monthly Report** - *Please refer to Committee Report for details.*

b) **Recommendation to Authorize the Execution of a Change Order for the Church Street Restoration Project** - Mr. Breetz gave an update on the Church Street Garage restoration project and reported that a Change Order in the amount of \$71,993.70 is being requested to repair stairwells. The Committee is seeking Board approval for this amount because the authorizing resolution specifies that Board approval is required for any Change Order in excess of \$50,000.

A motion was made by Mr. Jasinski, seconded by Mr. Fowler.

Mr. Breetz and Mr. McGovern noted that enough money was budgeted for contingencies to cover this change order. It was noted that the original budget for the restoration project was based on a conditions assessment (a visual inspection)

completed two years ago. This type of inspection would not necessarily have revealed the structural damage found later in this stairwell. It was agreed that going forward, for projects of this scale, staff would require a more current and in-depth assessment.

Ms. LeShane called the vote, and the motion passed unanimously - (ayes - LeShane, Breetz, Fowler, Jasinski, Lerman).

c) **Recommendation to Award a Contract for Stair Tower Repairs at the MAT Garage to Gesco, Inc. and Approve Resolution -**

Ms. LeShane called for a motion and a motion was made by Mr. Breetz to the resolution authorizing execution of an agreement with Gesco, Inc. be approved, seconded by Mr. Fowler.

RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH GESCO, INC. FOR THE MAT STAIR TOWER REPAIRS

WHEREAS, On October 26, 2012, the Hartford Parking Authority (Authority) issued Request for Response # 102612 for MAT Stair Tower Repairs at the MAT Garage; and

WHEREAS, Said Repair, includes but is not limited to, all labor and materials needed to complete the project according to the plans and specifications; and

WHEREAS, On November 26, 2012, two (2) submissions in response to Response For Request # 102612 were received by the Authority, which were fully vetted by an Evaluation Committee in accordance with the Authority's Procurement Policies and Procedures; and

WHEREAS, The Evaluation Committee has recommended the selection of Gesco, Inc. and this recommendation has been reviewed by the Authority's Property Management Committee; and

WHEREAS, The Authority has determined that it is in its best interest to enter into a contract with Gesco, Inc. in the amount of \$64,600; and

WHEREAS, Said contract shall designate a contingency of \$9,690.00 to be utilized at the Authority's sole and absolute discretion.

NOW THEREFORE, BE IT

RESOLVED, That it is in the best interest of the Authority to enter into a contract with Gesco, Inc. for the MAT Stair Tower Repair Project at the MAT Garage in the amount of \$64,600.00 and that an additional \$9,690.00 be

designated as the Authority's contingency to be utilized at the Authority's sole and absolute discretion; and

RESOLVED, That the Authority's Chief Executive Officer is authorized to execute an agreement with Gesco, Inc. for the purpose set forth above, upon and subject to the above terms and conditions, and such other terms and conditions that the Chief Executive Officer and the Corporation Counsel shall deem appropriate and in the best interests of the Authority; and

RESOLVED, That the Chief Executive Officer is hereby further authorized to execute any and all change orders to the contract in accordance with the Authority's procurement policies and procedures, upon such terms and conditions that the Chief Executive Officer, the Authority's Property Management Committee, and the Corporation Counsel shall deem and in the best interests of the Authority; and

RESOLVED, That the Chief Executive Officer is hereby further authorized to execute any and all manner of other documents and to take such other actions as he, the Authority's Property Management Committee, and the Corporation Counsel may deem appropriate and in the best interests of the Authority in order to effectuate the above transaction; and

RESOLVED, That no person or entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should the Authority's Chief Executive Officer fail to execute the aforementioned agreement or other documents, or to take any of the other aforesaid actions; and

RESOLVED, That all approvals and authorizations provided hereby are contingent upon, and only shall be effective on and by means of, the Authority's Chief Executive Officer executing such agreement and documents, and taking such actions, all of which shall be, in form and substance, acceptable to the Authority's Chief Executive Officer and Corporation Counsel.

Mr. Jasinski noted for the record a small formatting correction to bold several commas in the "resolved" section.

Ms. LeShane called the vote and the motion passed unanimously that -

VOTED: the resolution authorizing the execution of an agreement with Gesco, Inc. for the MAT Garage stair tower repairs with the afore-mentioned format changes, is approved (ayes - LeShane, Breetz, Fowler, Jasinski, Lerman).

6. Personnel Committee

a) Recommendation to Approve the Annual 401(a) Plan Contribution -

Mr. Lerman and Mr. Jasinski felt that further discussion would be needed in Executive Session regarding the annual plan contribution. All Commissioners agreed.

Ms. LeShane stated that additional discussion in Executive Session would pertain to litigation and real estate items and that action is anticipated regarding the 401(a) Plan contribution.

7. Bylaws and Revisions Committee

There was no report from this Committee.

8. Chief Executive Officer Update

a) **Activity Report** – A written report was distributed and there was no discussion.

OPEN SESSION – PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

Contract Considerations, Litigation and Personnel/Performance Discussion - Ms. LeShane called for a motion to enter into executive session at 6:25 P.M. and a motion was made by Mr. Lerman, seconded by Mr. Jasinski, passing unanimously (ayes-Breetz, LeShane, Fowler, Lerman, Jasinski).

Mr. McGovern entered Executive Session at 7:00 P.M.

Executive Session ended and the Regular Meeting reconvened at 7:55 P.M.

ACTION TAKEN AFTER EXECUTIVE SESSION

a) Recommendation to Approve the Annual 401(a) Plan Contribution

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

VOTED: the HPA approve a contribution to the 401(a) plan at eight percent (8%) of earned wages. The motion was passed 4-1.

- (ayes - LeShane, Breetz, Fowler, Jasinski)
- (nays - Lerman)

ADJOURNMENT

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Jasinski, passing unanimously (ayes - Breetz, LeShane, Fowler, Lerman, Jasinski). The December 20, 2012 Regular Meeting ended at 8:00 P.M.

Respectfully submitted,

Terry Leonowicz

Terry Leonowicz
Secretary to the Board