



Approved Minutes
Thursday, September 18, 2013 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103
Approved at the October 24th, 2013 Regular Board Meeting

Commissioners Present:

Paddi LeShane, Chair
Ken Lerman, Vice Chair
Rex Fowler, Treasurer
Mathew Jasinski, Commissioner
William Breetz, Commissioner

Also Present for HPA:

Carey Redd, Acting Chief Executive Officer / Executive Director
John Michalik, Chief Financial Officer
Terry Leonowicz, Director of Revenue Control and Marketing Promotions
Gina Varano, Assistant Corporation Counsel, City of Hartford

Guests:

Eric M. Boone, PMP
Kyle Nichols, General Manager, Republic Parking System
Dan Nash, Regional Manager, Republic Parking System
Bob Kliman, Consultant, Connecticut Parking Services
Gregory Seay, News Editor, Hartford Business Journal

1. **Call to Order** – Ms. LeShane called the Meeting of the Hartford Parking Authority (HPA) to order at 5:05 P.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced there was a quorum present.
3. **Approval of the Minutes of the Regular Meeting of July 18, 2013**
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 July 18, 2013 Special Meeting Minutes were approved as submitted. Ayes – Breetz, LeShane, Jasinski, Lerman
4. **Approval of the Minutes of the Special Meeting of July 29, 2013**
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 July 29, 2013 Special Meeting Minutes were approved as submitted. Ayes – Breetz, LeShane, Jasinski, Lerman
5. **Chair's Comments** Ms. LeShane suggested moving several agenda items to the beginning of the meeting including Public Comment, so that all Commissioners would be present to vote on necessary action items as two (2) Commissioners needed to depart early from the meeting. All were in agreement.

OPEN SESSION – PUBLIC COMMENT

No comment

EXECUTIVE SESSION - Personnel Matters and Litigation

A motion was made to enter Executive Session at 5:10 P.M. by Mr. Lerman, seconded by Mr. Breetz, passing unanimously.

- Ms. Varano stayed for Executive Session.

Executive Session ended and the regular meeting reconvened at 5:25 P.M.

REPORTS AND ACTION ITEMS

1. Personnel Committee – Mr. Lerman

Mr. Lerman reported that the Personnel Committee recommends hiring Eric Boone as the Chief Executive Officer / Executive Director.

Mr. Boone thanked the Commission for its confidence in his leadership and acknowledged the staff and public's congratulations.

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

VOTED: The Personnel Committee report is accepted as submitted (Ayes - LeShane, Breetz, Fowler, Lerman, Jasinski).

2. Finance Committee - *Please see the Financial Report for details*

Monthly Report – Mr. Fowler stated that the parking operations continue to outperform the budget projections as shown in the financial report.

Mr. Michalik then reported that operating income had a favorable variance of \$170,479 for several unanticipated and/or unbudgeted events occurring at, or close to, the beginning of the fiscal year. These events were:

- one more month revenue at Morgan Street Garage due to the closing of sale of the garage occurring late in August
- one hundred and twenty-five (125) new monthly parkers from Prudential and fifty (50) new parkers from The Hilton at the Church Street Garage
- the MAT Garage rate increases which became effective July 1st.

Mr. Michalik stated the lone negative revenue event was citation collections, both normal collections and special collections. Mr. Michalik said that collections by the On-Street Parking subcontractor's collection agency have been declining since early this year. At this point, Mr. Kyle Nichols of Republic Parking System made a presentation to the Board which explained some of the obstacles to collections. Specifically, he reported:

- 75% of the citation cases that are appealed are dismissed by Hearing Officers.

Mr. Redd stated that this dismissal percentage was well above the national average and this information was discussed with Corporation Counsel, the department that oversees the Citation Hearing Office.

- More than 20,000 violator addresses on outstanding parking citations are incorrect. Republic's subcontractor, CCS, acquired a new skip tracing capability which should improve their ability to obtain accurate mailing addresses.
- A high percentage of calls to the Hartford Police Department's Traffic Division go unanswered which allow scofflaws to escape. One solution to this situation could be a booting program which would allow for immediate booting of scofflaw vehicles without the intervention of the Police Department.

The Commissioners discussed the report and directed the staff:

- I. Forward the report to the City's Administration
- II. Prepare a Police Department and HPA Scofflaw Operations Report
- III. Draft a budget for a boot program
- IV. Acquire and distribute Attorney John Rose's governance opinion for the Citation Hearing Office from corporation counsel.

In closing, Mr. Michalik stated that the debt service coverage ratio for debt on the books of the HPA is 3.84. The debt service coverage ratio for all parking system debt is 1.70. Both ratios reflect the defeasance of Morgan Street Garage bonds and the resulting lower debt service.

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

VOTED: The Financial Report is accepted as submitted (Ayes - LeShane, Breetz, Fowler, Lerman, Jasinski).

3. Marketing Committee – Ms. LeShane

Monthly Report - Ms. LeShane reported that the Marketing Committee finalized the Public Education Campaign for Courthouse Project and Mr. Lerman along with the Mayor and other City Officials would be present at the Press Conference on Thursday, October 3, 2013.

4. Property Management Committee - *Please see the Property Management Report for details*

a) Monthly Report - Mr. Breetz reported that the Property Management Committee recommends the Emergency Plan draft prepared by the staff be adopted subject to a review by Mr. Boone for format and content.

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

VOTED: The Emergency Plan is accepted as submitted (Ayes - LeShane, Breetz, Fowler, Lerman, Jasinski).

Mr. Breetz reported that the:

- Library Restoration Project was nearing completion, is ahead of schedule and is approximately \$40,000 under budget.

Ms. LeShane stated that Matt Poland, Executive Director, Hartford Public Library complimented the staff and its contractor on their management of the project.

- Church Street Garage HVAC improvements were slowed due to a change in the City's Procurement Office requirements
- The City's Internal Audit Department has begun a routine audit of the Church Street Garage.
- A Courthouse fact sheet that gives an overview of the project will be placed on the Authority's website and distributed to Members of the Bar; i.e., Connecticut Bar Association, Hartford County Bar Association, and New Britain's Bar Association.
- On-line payment system, ParkWhiz, was being enhanced to allow patrons to pre-pay for parking in the Authority's structured facilities.

Mr. Breetz concluded stating that the current Hartford Busway route negatively impacts the on-street parking inventory and the Downtown Hartford business community met with State and City Officials to communicate their concerns.

Mr. Redd stated that after further analysis the potential annualized loss revenue was projected to be \$143K.

b) Parking Permit Ordinance Update by Attorney Varano

Attorney Varano gave the Commissioners copies of the parking permit ordinance for discussion purposes after which she stated that the Commissioners' inputs would be incorporated in the next draft that will be distributed to them prior to it going to the Mayor and City Council for approval.

Ms. LeShane stated that many neighborhood organizations and city residents are anticipating the adoption of the permit parking ordinance and are interested in discussing potential implementation.

5. Bylaws and Revisions Committee – Mr. Jasinski

Mr. Jasinski reported that Corporation Counsel was finalizing the draft Record Retention Policy Statement. Upon the completion of the review, the policy statement would be submitted for adoption.

6. Acting CEO/Executive Director Update – Mr. Redd

Mr. Redd stated that:

- He was asked to represent the HPA on the Evaluation Committee for City of Hartford's Parking Study Request for Proposal which was recently issued
- The Agenda was modified to identify new and completed projects

Mr. Redd concluded stating that he would entertain any questions on the Executive Director's Report. There were none.

ADJOURNMENT

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

VOTED: The September 19, 2013 Regular Meeting ended at 7:20 P.M.
(Ayes - Jasinski, Lerman).

Respectfully submitted,

Acting Secretary to the Board

Carey E. Redd, II, CAPP