



## Approved Minutes

### Regular Meeting of the Hartford Parking Authority Board Thursday, January 14, 2010 – 8:00 AM 155 Morgan Street, Hartford, CT 06103

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

Also Present: Carey Redd, Acting Executive Director  
John Michalik, Chief Financial Officer  
Terry Leonowicz, Director of Security / Revenue Control  
& Secretary to the Board  
Carl Nasto, Corporation Counsel, City of Hartford  
Stathis Manousos, General Manager, Central Parking  
Robert Kliman, Real Estate Manager, Kay Management Associates  
Tom Bowley, Management and Budget Division, City of Hartford  
Chris Wolf, Chief Financial Officer, City of Hartford  
Dave Panagore, Chief Operating Officer, City of Hartford

1. **Call to Order** - Ms. LeShane called the Hartford Parking Authority (HPA) Regular Board Meeting to order at 8:10 AM
2. **Roll Call of Commissioners** - Ms. Leonowicz conducted roll call and there was a quorum.
3. **Approval of the Minutes**  
Ms. LeShane requested several amendments to the minutes and called for a motion to amend the December 17, 2009 Special Meeting minutes with the following:

1. **Executive Director Contract Extension/Renewal (Page 3 & 4)**

**2nd paragraph: Change 1st sentence to:** "Mr. Kopencey acknowledged his wish to return to work with the Parking Authority if his circumstances allowed but further acknowledged that his doctor has stated that he could not perform the duties of the position.

**3rd paragraph: Change 1st sentence to:** "After thanking Mr. Kopencey for his comments, Mr. Twilley [DELETE "AND MR. BARRUECO"] expressed the Personnel Committee's recommendation not to move forward with renewing the Executive Director's current contract."

**Change 2nd sentence to:** "Each Commissioner then commented on the Personnel Committee's recommendation and expressed various reasons for not extending the Executive Director's current contract, including the costs of renewing the contract given budgetary constraints and current economic

conditions and market rate; the lack of flexibility in the contract; the better business model to have "at-will" employment; and the need to reposition the HPA for the future and to examine restructuring the organization with greater ability for strategic thinking and marketing."

A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously via roll call.

## **2. Executive Director Leave Status (Page 4)**

**1st Paragraph: Change 1st sentence to:** "Ms. LeShane expressed the need to review the Executive Director's leave status, given that his family and medical leave entitlement expired as of December 18, 2009 but his contract terminated on June 27, 2010 and the time frame for him to be able to medically return to work was indeterminable."

**Change 2nd sentence to:** "Ms. LeShane invited comments from the Commissioners and also invited additional comments from Mr. Kopencey."

**2nd Paragraph: Change first part of 1st sentence to:** "Following comments from the Commissioners and Mr. Myers..."

A motion to accept the minutes as amended was made by Mr. Twilley, seconded by Mr. Barrueco, and approved unanimously via roll call.

## **4. Chair's Comments**

Ms. LeShane summarized the items which were to be further discussed during the Executive Session including customer contracts and the search for an interim and permanent strategic leader. Ms. LeShane also articulated the priorities ahead for the HPA team including the need to continue to implement HPA's Marketing Plan and retain a market consultant to assist.

## **5. Treasurer's Report/Financial Update/ FMIS update**

Mr. Twilley began the Treasurer's report with reference to each of the major profit centers shown on the Profit & Loss Budget versus Actual Summary statement. Mr. Twilley reported that Morgan Street Garage Operating Income was ahead of budget as was Church Street Garage; but MAT Garage and On-Street Parking Operating Income were still below budget. Mr. Twilley stated that MAT Garage did improve over last month however, as a result of a large decrease in receivables.

Mr. Twilley stated that On-Street parking had its best month this year with citation revenue of \$272K. Mr. Twilley further stated that the positive results for December brought overall Operating Income to within 6% of year-to-date budget.

Mr. Twilley then turned to the Profit & Loss Budget versus Actual Detail statement to further explain the operating results. Mr. Twilley stated that the favorable variance in Morgan Street Garage hourly parking revenue was a result of continued high validations from the College. Mr. Twilley suggested that the increase in On-Street Parking revenue in December may be a result in part of the scofflaw program that has been in effect since November 18, 2009.

Mr. Twilley pointed out two expense line items - payroll and advertising which are significantly below budget and which contributed to the improvement in the bottom line.

In response to Mr. Twilley's comments, Ms. LeShane asked whether The Center for Research and Public Policy's marketing study this past summer was charged to last fiscal year or this fiscal year. Mr. Michalik responded by saying that this expense was charged to last fiscal year.

Mr. Twilley then explained the Renewal Replacement Reserve report and stated that a bank account has not been set up yet. Mr. Michalik stated that he had e-mailed the City Treasurer the previous day but had not yet received a reply. Mr. Michalik added that he would report any news to the Commissioners as soon as he receives it.

Mr. Twilley moved on to the Monthly Parkers by Facility report explaining that the recent loss in parkers at the MAT garage was a result of WTIC (Fox 61) moving from 20 Church St. Mr. Twilley stated that while WTIC has been current on their account since their parent company's bankruptcy filing, there remains a pre-bankruptcy debt of 45K. Mr. Nasto commented that the City of Hartford does have an attorney on this case and stated that he would get an update and talk to Mr. Michalik. In response to Mr. Barrueco's question whether the pre-bankruptcy debt could be turned into a lien, Mr. Nasto stated he would look into what the options are.

Mr. Twilley presented the On-Street Parking Meter Revenue report and stated that this report will no longer be provided on a monthly basis due to the \$500 cost from the vendor to provide the data. In response to Mr. Twilley's comments, Mr. Michalik stated that meter revenue will still be accounted for separately from other On-Street Parking revenue.

Mr. Twilley turned to the Parking Tickets Issued and Collections by Month report and reported that December 2009 collections were the highest since last March and second highest since July 2008. Mr. Twilley offered that the new fine structure and removal of the early payment discount may explain why collections

were up in December. Mr. Twilley stated however that the number of tickets issued in December was the lowest issued since the Authority took over On-Street Parking operations. Mr. Twilley suggested that the reason for the fewest number of tickets issued was the declining number of parkers downtown as well as the clean-up of old tickets in December.

Mr. Redd stated that the PEO's are operating under a "Memo of Understanding" that was negotiated with HPD, whereby it limits the PEOs' patrols to the Central Business District. Per Mr. Barrueco's request, Mr. Redd will provide a copy of the memo to the Commissioners.

In response to Mr. Barrueco's request to report the realization rate of parking tickets collected, Mr. Michalik stated that he would revise the Parking Tickets Issued and Collections by Month report to include the value of tickets issued by month.

Mr. Redd discussed the work being done on expanding the geographic boundaries for Parking Enforcement Officers. Ms. LeShane then suggested that staff take a comprehensive look at changes for the on street program which will assist HPA in taking an annual review of the program to catch and predict any trends. Ms. LeShane added that she would ask the commissioners to take a "holistic" review of the HPA parking programs and that the Commissioners would be interested in seeing an annual review of each year in the future.

Mr. Barrueco commented that he would like to continue to see the HPD respond when Parking Enforcement Officers identify a scofflaw vehicle. Mr. Redd commented that we are currently getting 100% response from the HPD on calls placed to them by our parking operator.

## **Action Items**

### **1. Election of Officers**

Ms. LeShane, in accordance with the bylaws, turned the meeting over to Mr. Twilley. Mr. Twilley, as Treasurer, opened the floor to nomination of board members for officer positions, and nominated Ms. LeShane for the position of Chairman. Mr. Twilley called for a motion to elect Ms. LeShane as Chairman for the next 12 months or until their successors are elected. A motion was made by Mr. Barrueco, seconded by Mr. Thompson, and passed unanimously via roll call.

Mr. Twilley opened the floor to nominations for Vice Chairman and Ms. LeShane nominated Mr. Barrueco. Mr. Twilley called for a motion to elect Mr. Barrueco as

Vice Chairman for the next 12 months or until their successors are elected. A motion was made by Ms. LeShane, seconded by Mr. Thompson, and passed unanimously via roll call. Ms. LeShane added that this position also included the responsibility of Personnel Committee Chairman.

Ms. LeShane opened the floor to nomination of Treasurer and Ms. LeShane nominated Mr. Twilley. Ms. LeShane called for a motion to elect Mr. Twilley as Treasurer for the next 12 months or until their successors are elected. A motion was made by Mr. Barrueco, seconded by Mr. Thompson, and passed unanimously via roll call.

Ms. LeShane nominated Ms. Leonowicz as Board Secretary to serve at the pleasure of the board. A motion was made by Mr. Barrueco, seconded by Mr. Thompson, and passed unanimously.

2. **Adoption of Revised Meeting Schedule**

Ms. LeShane invited the Commissioners to review the 2010 Meeting Schedule as filed with the Town Clerk in December 2009. After some discussion by the Commissioners, Ms. LeShane called for a motion to adopt the 2010 HPA Board Meeting Schedule with three amended meeting dates to reflect holidays and other activities, to be filed with the City of Hartford Town Clerk's Office:

- Thursday, July 15, 2010 at 8:00 AM
- Thursday, September 16, 2009 at 8:00 AM
- Thursday, November 18, at 8:00 AM

A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.

## **New Business**

1. **MAT Garage**

Mr. Nasto stated that Connecticut Parking Services has notified the HPA that they will exercise their rights under contract to extend the MAT Garage Parking Management Agreement for four (4) additional one-year periods from February 28, 2016 through February 28, 2020, in accordance with the terms of the agreement, by providing the appropriate written notice of intent to the HPA.

In response to Mr. Nasto's comments, the Commissioners asked that the minutes reflect that Connecticut Parking Services have exercised their option appropriately to extend the MAT Garage Parking Management Agreement through

February 28, 2020. There was a consensus of the Commissioners to table any further discussion to Executive Session.

2. **Interim/Permanent Leadership Search**

Ms. LeShane summarized the Personnel Committee's process of interviewing three search firms as well as inquiries to other firms, to learn about what their scope of services would include. Ms. LeShane explained that any firm selected will meet with all commissioners and key staff as well as tour HPA facilities to assess the culture of the HPA and determine a profile of target candidates for the position(s). Ms. LeShane further explained that the successful search firm would help develop a job description for an "at will" employee and that all candidates, including internal HPA candidates (if any) would automatically be referred to the search firm for the same screening and interview process. A target salary range of \$100K-\$125K was communicated to the search firms. This information was needed to complete their pricing proposals. Ms. LeShane also stated that an interim project leader would not automatically be considered for the Executive Director position, but would, however, have the opportunity to apply through the formal search process.

In response to Ms. LeShane's comments, Mr. Thompson inquired about the timeline involved in a candidate search. Mr. Barrueco explained that there might be a two-tier structure in the search firm timeline; the first piece would be to fill an interim position to address immediate project needs. The second piece would be the search for someone long-term, which would take an average of 90 days. Ms. LeShane responded by saying that she would present the three search firm proposals received to the Commissioners for discussion during the Executive Session.

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

1. **FY 10 – 11 Budget Update**

Mr. Twilley stated that the Office of Management and Budget notified staff that the Fiscal 2010-2011 budget can be submitted to the City after action by the Board at the next regular Board meeting in February. Mr. Twilley added that we have more historical data than ever and that he expects no problems in submitting a clear, cogent budget which clearly expresses the strategic needs of the HPA.

2. **Marketing Committee Update Including Scofflaws Report**

Ms. LeShane began with a summary of the progress on the Marketing Committee's many on-going projects, including signage for HPA parking facilities; way-finding signs for event attendees, as well as the status of HPA's incentive rate structure to be discussed further during Executive Session. Ms. LeShane stated that the HPA is getting closer to full implementation of HPA's strategic marketing plan. Mr. Twilley expressed how productive the marketing meetings have been and that good things are happening.

3. **Policy Regarding Special Requests for Parking Fees Waivers for Special Events**

Mr. Michalik stated that this item was placed on the agenda in response to a request made to Central Parking System by First Night organizers to provide free or discounted parking for First Night vendors and staff for this past New Year's Eve event. Mr. Michalik said that he contacted Ms. LeShane when Central Parking forwarded the request to the HPA on the day prior to the event. Mr. Michalik followed by saying that Ms. LeShane consulted Mr. Nasto whose opinion was that all rate changes are required to be approved by City Council and that any such requests be made 30-45 days in advance. Discussion ensued regarding the possibility of changing the ordinance which requires City Council to approve rate changes. Further discussion was tabled and referred to the Marketing Committee for a recommendation.

4. **Discussion Concerning Security Protocol**

This agenda item was not discussed prior to the close of the meeting.

5. **Acting Executive Director Update**

This agenda item was not discussed prior to the close of the meeting.

**Open Session – Public Comment**

Ms. LeShane opened the floor to public comment.

Mr. Manousos commented on the discussion regarding On-street Parking collection revenues, stating that there are different ways available to calculate collection rates for December 2010. Mr. Manousos stated that he would work with Mr. Michalik to put together an improved process for budget projections.

### Executive Session

1. **Discussion Items: Strategic Planning, Contract Negotiation, MSG Management Contract RFP, Hilton Agreement Modification, Proposed United Health Group Agreement, Feasibility Analysis Update, Personnel Matters (Mr. Kopencey and Ms. Cruz leaves of absence)**

Ms. LeShane called for a motion to enter into Executive Session at 9:30 AM to discuss the above agenda items. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

- Mr. Michalik, Mr. Nasto and Mr. Redd, Mr. Panagore and Mr. Wolf remained for discussions related to applicable matters.
- Mr. Thompson left the meeting at 10:32 AM.

Ms. LeShane called for a motion to exit Executive Session and reopen the meeting to the regular agenda. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried.

- The Executive Session ended at 11:15 AM.
- The regular meeting was reconvened at 11:15 AM.

### Action Taken after Executive Session

Ms. LeShane requested a motion to approve the Letter of Intent for the Hilton Hotel with the friendly amendment stating that any changes to the parking element would be brought back to the HPA for further review. The motion was made by Mr. Barrueco, seconded by Mr. Twilley, and unanimously carried.

### Adjournment

Ms. LeShane called for a motion to adjourn. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried. The Thursday, January 14, 2010 regular board meeting adjourned at 11:17 AM.

Respectfully submitted,

Terry Leonowicz  
Secretary to the Board