



Approved Minutes

Regular Meeting of the Hartford Parking Authority Board Thursday, February 11, 2010 – 8:00 AM 155 Morgan Street, Hartford, CT 06103

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, Acting Secretary
Carl Nasto, Corporation Counsel, City of Hartford
Stathis Manousos, General Manager, Central Parking
Robert Kliman, Real Estate Manager, Kay Management Associates
Carlos Lopez, Connecticut Parking Services
Pat Racz, Horton International

1. **Call to Order** - Ms. LeShane called the regular meeting of the Hartford Parking Authority to order at 8:05 AM and appointed John Michalik as acting secretary to the board.
2. **Roll Call of Commissioners** - Mr. Michalik conducted roll call and announced that there was a quorum.
3. **Approval of the Minutes**
Ms. LeShane requested that the minutes of the Regular Meeting of January 14, 2010 be amended by deleting the letter 'e' from the word 'Permanente' in item No. 2's subject line under New Business. Ms. LeShane then asked if there were any other comments. Hearing none a motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously to approve the minutes as amended of the Regular Meeting of January 14, 2010.

Ms. LeShane then asked if there were any comments on the minutes of the Special Meeting of February 2, 2010. Hearing none a motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously to approve the minutes of the Special Meeting of February 2, 2010.
4. **Chair's Comments**
Ms. LeShane requested the commissioners' support to expand the Interim search for executive director agenda item to include an update on the search for temporary project leader Ms. LeShane then identified the items that were expected to be discussed in Executive Session including strategic planning, contract negotiations, Morgan Street Garage management contract request for proposal, United HealthCare agreement, and certain personnel matters related to FMLA leaves and administrative leaves.

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

Mr. Twilley directed the Commissioners' attention to the Monthly Financial Report and began his report by stating that the shortfall in total Operating Income increased in January to \$173K, primarily due to continued weak citation revenue. Mr. Twilley noted that January citation reverted to its former level after an unusually strong month of December. Mr. Twilley said that lower year-to-date expenses of \$129K helped however to offset the shortfall in income.

Mr. Twilley then directed the Commissioners to the Operating Income by Profit Center chart and stated that Morgan Street Garage and Church Street Garage were ahead of budget while MAT Garage and On-Street Parking continued to trail budget.

Mr. Twilley turned to the Renewal and Replacement Reserve report and asked Mr. Michalik if the City Treasurer had opened the associated bank account. Mr. Michalik stated that he did not believe the account had been opened yet but he would contact the City Treasurer to find out. Mr. Barrueco requested that a letter be sent to the City Treasurer asking her to open the account as earlier requested.

Mr. Twilley turned to the Monthly Parkers by Facility report and described the change in parkers at each of the garages from the beginning of the fiscal year to the present.

Mr. Twilley then directed the Commissioners' attention to the MAT Garage Fiscal 2009-2010 Monthly Operating statement and Comparison of Cash Basis Net Revenue and Accrual Basis Net Revenue report and reminded Commissioners that net revenue differs under these two accounting methods.

Lastly, Mr. Twilley presented the Capital Improvement Plan and Funds Statement for the Commissioners' review, noting that commitments and planned expenditures as shown on the statement represent the Authority's present estimate of future project costs.

Action Items

1. **FY 2010-2011 Budget**

Mr. Twilley presented the draft Fiscal Year 2010-2011 operating budget to Commissioners by first noting projected total Operating Income for the year. Mr. Twilley stated that Operating Income was projected at \$3.4 million, a decrease of \$1.1 million from the present year's budget and a decrease of more than \$600K from the present year's forecast.

Mr. Twilley stated that next year's projected Operating Income was a result in part of United HealthCare's move later this year from their present offices at 450 Columbus Boulevard and parking at Morgan Street Garage to their new offices at City Place I and reduced parking needs at Church Street Garage.

Mr. Twilley stated that the assumptions for each of the budgeted revenue and expense line item were made available to Commissioners in hard copy and in the electronic files that were sent the previous day. Mr. Twilley asked if there were any questions about specific line items. Mr. Barrueco questioned the increase in security guard services and discussion ensued regarding this service in light of changes in the mix of parkers that are expected this coming summer when United HealthCare relocates the majority of its parkers to Church Street Garage. Mr. Barrueco requested that staff set up a meeting with Hartford Guides to discuss changes in security coverage given United HealthCare's imminent move.

Ms. LeShane remarked that there was no marketing expense line item in the budget as she expected. Mr. Twilley replied that marketing was included in the Advertising & Website line item. Discussion ensued regarding this line item and Commissioners agreed to increase this line item by \$25K.

Mr. Twilley stated that budgeted Net Ordinary Income was \$3,419,832 after increasing the Advertising & Website line item by \$25K and that Net Ordinary Income after the Contribution from the City for City employees who park in Morgan Street Garage was \$3,734,492.

Following this Ms. LeShane asked for a motion to adopt the Fiscal 2010-2011 budget as amended. Mr. Barrueco made the motion which was seconded by Mr. Thompson and unanimously passed by all Commissioners.

2. **Recommendation to Award Power Washing Services Contract**

Mr. Redd presented the documentation of the recently completed bid process for power washing services and announced staff's recommended contractor. Discussion ensued and Mr. Barrueco stated the EEO form that is supposed to be part of the documentation was not included. Mr. Redd indicated that staff did have this form but it was unintentionally omitted when the bid documents were packaged. The Commissioners agreed to table this item until the next meeting when this form could be inserted into the bid package. Ms. LeShane also expressed the position of fellow commissioners that the EEO form would need to be attached to any future RFP award recommendations or the recommendation would not be considered.

Ongoing Business and Committee Report(s)

1. **Interim Search – Expanded to include the permanent search for an executive director**

Mr. Barrueco introduced Ms. Pat Racz of Horton International, the executive search firm hired by the Authority to look for a new executive director. Ms. Racz distributed the first draft of the executive director's position description to each of the Commissioners and then presented an overview of the position description. Discussion ensued and several commissioners stated that they would like to see certain qualitative changes made to the description including de-emphasis of municipal parking experience, greater emphasis on urban planning experience and preference for marketing and compliance skills. The Commissioners agreed to consolidate their comments and deliver them in writing to Ms. Racz.

Ms. Racz stated that she would make the requested changes to the position description and issue the revised description upon receiving the Commissioners' comments.

Ms. LeShane introduced the subject of the temporary project leader search before this item was tabled to executive session.

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

Ms. LeShane stated that the Marketing committee met on February 1st and discussed several initiatives including signage on highways and city streets directing the public to the Authority's parking garages and an electronic sign for the Morgan Street Garage. The cost of signage is expected to be covered within the Authority's capital budget. Ms. LeShane went on to say that proposals from marketing consulting firms are due today and that pricing of such companies' services would be reserved for executive session.

A written committee progress report was provided to commissioners.

3. **Acting Executive Director Update**

Mr. Redd directed the Commissioners' attention to the Administrative Tasks and Projects report, specifically item no. 17 'Other Rental & Leasing Company Settlements'. Mr. Redd said that he hoped settlement of debts for outstanding citations for the remaining rental car companies in the city would occur before the end of the current fiscal year.

In addition, Mr. Redd updated the Board on a recent request of WTIC TV 61 to remove a generator still located at the MAT garage. Discussion followed on the appropriate response to WTIC TV 61.

Open Session – Public Comment

Ms. LeShane opened the floor to public comment.

Mr. Manousos of Central Parking System stated in regard to next year's budget that the Authority may want to consider a 'zero based budgeting' approach given the impending changes in the number of parkers in the Church Street Garage and Morgan Street Garage.

Executive Session

1. **Discussion Items: Strategic Planning, Contract Negotiation, MSG Management Contract RFP, Proposed United Health Group Agreement, and Personnel Matters**

Ms. LeShane called for a motion to enter into Executive Session at 10:00 AM to discuss the above agenda items. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously. Mr. Redd and Mr. Michalik were asked to remain for Executive Session.

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. Executive Session ended at 11:10 AM and the regular meeting was reconvened at 11:10 AM.

Action Taken after Executive Session

Ms. LeShane described the efforts that have been made to identify a candidate for the position of temporary project leader. Ms LeShane reported that she contacted five agencies and referral sources to locate candidates to fill this immediate need. She added that three candidates surfaced but two of them declined to be interviewed (one accepted another assignment and the other felt he was not experienced in our needs to continue the process). The final candidate was interviewed by Commissioners Barrueco, LeShane and Deputy Corporation Counsel Carl Nasto. This search committee recommended the hiring of Steve Lisauskas for the consulting assignment of project leader as outlined in the previously approved scope of assignment proposal. The Commissioners approved a motion unanimously made by Mr. Barrueco and seconded by Mr. Twilley for Ms LeShane to negotiate a contract with Stephen Lisauskas for a five month contract not to exceed \$50,000 and to arrange for reasonable travel reimbursement for his travel to Hartford. Mr. Nasto will work with Mr. Lisauskas to execute such a contract.

Adjournment

Ms. LeShane called for a motion to adjourn. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried. The February 11, 2010 regular board meeting adjourned at 11:15 AM.

Respectfully submitted,

John Michalik
Acting Secretary to the Board