



## Approved Minutes

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

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

Also Present: Carey Redd, Acting Executive Director  
John Michalik, Chief Financial Officer, Acting Secretary  
Carl Nasto, Corporation Counsel, City of Hartford  
Terry Leonowicz, Secretary to the Board  
Steven Lisauskas, Program Leader, HPA  
Robert Kliman, Consultant, Connecticut Parking Services  
Carlos Lopez, President, Connecticut Parking Services  
Yonas Alemu, Operations Manager, Central Parking  
Tom Bowley, Management and Budget Division, City of Hartford  
Ed Hill, Attorney, Robinson & Cole  
Jim Lewis, Business for Downtown Hartford

1. **Call to Order** - Ms. LeShane called the regular meeting of the Hartford Parking Authority (HPA) to order at 8:05 AM.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced that there was a quorum.
  - Mr. Thompson and Mr. Lisauskas entered at 8:12 A.M.
3. **Approval of the Minutes**  
Ms. LeShane requested the approval of two sets of minutes from the Regular Meeting of February 11, 2010 and the Special Meeting of March 1, 2010. Ms. LeShane asked if there were any comments or changes. Hearing none, a motion was made by Mr. Twilley to approve the February 11 and the March 1, 2010 meeting minutes, seconded by Mr. Barrueco, and passed unanimously.
4. **Chair's Comments**  
Ms. LeShane asked the Commissioners to consider moving into Executive Session to discuss the feasibility study update following the Treasurer's report and the introduction of Mr. Lisauskas. There was a consensus of the Commissioners to do so.
5. **Treasurer's Report/Financial Update/ FMIS update**  
Mr. Twilley directed the Commissioners' attention to the Monthly Financial Report and the Budget versus Actual Summary. Mr. Twilley stated that the Morgan Street Garage is ahead of budget due to higher than expected validations from Capital Community College while MAT Garage is below budget due to the

difference in how revenue is measured between the cash basis of accounting and the accrual basis. Mr. Twilley added that Church Street Garage is over budget for Reimbursable Expenses due to a low budget estimate but income is ahead of budget. Mr. Twilley said further that On-Street Parking remains below budget but the good news is that February was the second best month of the year for citation revenue. Mr. Twilley added that although citation fees are down the new scofflaw program has lessened the shortfall. Mr. Twilley then explained the losses and gains on the Monthly Parkers by Facility report stating that there has been an increase in non-billable parkers and a decrease in billable parkers since the start of the year.

In response to Mr. Twilley's comments, Mr. Barrueco inquired about the approval process for providing parking spaces for City employees at the Morgan Street Garage. Ms. Leonowicz responded by saying that the City's Human Resources Department is responsible for confirming that a City of Hartford employee or contractor is authorized (legitimately working at 250 or 260 Constitution Plaza) before approving them for parking.

Ms. LeShane acknowledged that there is now a better understanding at City Hall and the Office of Management and Budget (OMB) of the contribution that the HPA makes in providing parking for City employees at the Morgan Street Garage.

Mr. Twilley turned to the Renewal and Replacement Reserve report and stated that Mr. Michalik had sent a letter to the City Treasurer requesting that a bank account be opened to segregate the funds for this reserve. Mr. Twilley added that he did not anticipate any problem with this request but if the request was not acted on then we would use another channel.

Mr. Twilley then directed the Commissioners' attention to the On-Street Parking Tickets Issued report explaining that there is an inherent lag between tickets issued and their subsequent payments.

Mr. Twilley concluded his report by asking if there were any questions or comments. There were no additional comments.

Mr. Twilley then described the recent meeting held with the OMB to discuss next year's budget. Mr. Twilley stated that he informed OMB in the meeting that expense cuts made in the current year's budget have been carried over to next year's budget. Mr. Twilley added that he informed OMB staff about the new marketing initiatives being planned to help fill the Morgan Street Garage and that the City has agreed to give the HPA a credit for providing free parking to City employees at Morgan Street Garage. The chair recognized Mr. Bowley from the OMB. Mr. Bowley stated that the credit given to the HPA would be in the form of

a footnote in the City's Budget book. Mr. Twilley stated that HPA will prepare remarks for the presentation to City Council later this spring.

In response to Mr. Twilley's statement that the personnel section of the budget included the position of Compliance Officer, Ms. LeShane asked if the HPA needed further discussion within City Hall in anticipation of potential alterations resulting from further review of the HPA budget by the City's Chief Operating Officer. Mr. Twilley responded by saying that this expense is already in the budget and understood by the OMB. Mr. Bowley added that he was confident that the budget that has been submitted would be acceptable to City Hall.

Ms. LeShane polled the Commissioners for any questions or comments regarding the Treasurer's Report and, hearing none, a motion was made by Mr. Barrueco to accept the Treasurer's report as submitted, seconded by Mr. Twilley and passed unanimously.

#### **Chair's Comments (continued)**

Ms. LeShane asked for introductions of the HPA "partners" attending the meeting and then invited Mr. Lisauskas to introduce himself to all. Mr. Lisauskas described his background in municipal management, most recently with the City of Springfield for four years, where he was instrumental in turning the city around from near-bankruptcy, stating that last year's operating profits were almost \$23 million and \$140 million total turnaround in 5 years. Mr. Lisauskas said that the Springfield assignment also provided him with a good deal of exposure to parking operations including towing and other municipal-oriented programs, and he has an additional decade of municipal experience in Massachusetts. Mr. Lisauskas's closed by saying he was looking forward to working on the projects at HPA, including the marketing work and discussions with the Chief Financial Officer regarding potential changes with regards to new models of management or financing. Ms. LeShane stated that Mr. Lisauskas's contract runs through June, 2010.

Ms. LeShane then turned the floor over to Mr. Barrueco for a report on the Executive Search who stated that the Personnel Committee met with Horton International last week; summarizing their progress including a job description for review; posting an ad in appropriate publications, the HPA website and other appropriate websites. Mr. Barrueco updated the commissioners on the process to be followed and noted that Horton is responsible for screening all candidates. Mr. Barrueco then recommended that the title for the position be changed to "Chief Executive Officer/Executive Director" to more accurately reflect the business

side of the HPA. This new title would be consistent with both the state statutes as well as city ordinances. Mr. Barrueco explained that going forward, change of titles and job descriptions will need to be approved by both the Personnel Committee and the Board of Commissioners. Mr. Barrueco added that a short-list of candidates would be presented for each Commissioner to interview individually and that he expected the position to be filled by July 1, 2010.

Ms. LeShane polled the Commissioners for questions or comments and hearing a consensus, Mr. Barrueco made a motion to change the position title formerly known as "Executive Director" to "Chief Executive Officer/Executive Director" of the HPA, seconded by Mr. Twilley, and passed unanimously.

Ms. LeShane then asked the Board for their approval to enter Executive Session at 9:00 A.M. to discuss strategic planning with Mr. Hill, Mr. Redd, Mr. Lisauskas and Mr. Nasto. A motion to enter Executive Session was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Ms. LeShane called for a motion to exit Executive Session and reopen the meeting to the regular agenda. A motion to exit Executive Session was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried. Executive Session ended at 9:20 AM and the regular meeting was reconvened at 9:20 AM.

## **Action Items**

### **1. United Health Care Services, Inc. Letter Agreement and Resolution**

Mr. Redd presented the Commissioners with two draft parking rights license agreement letters addressed to United Health Care Services, Inc., one regarding the Church St. Garage (CSG) and one regarding the MSG, as well as two corresponding resolutions as written by Mr. Panico. Mr. Nasto stated that he had limited time to review the documents and questioned some of the language in "Exhibit I" in both resolutions. At Ms. LeShane's request, the item was tabled to allow time for Mr. Nasto to work with Mr. Redd and appropriate personnel to finalize these documents for the Commissioner's review and approval at either the April HPA meeting or at the special meeting, if scheduled as needed for additional items.

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

Mr. Redd presented the documentation for the power washing services recommendation which had been previously tabled for Mr. Barrueco to receive and review the required EEO documentation prior to voting, which he accepted without issue. Following some discussion regarding a question of compliance

with the Department of Consumer Protection, a motion was made by Mr. Twilley to award the Power Washing Services Contract to Connecticut Steam Cleaning, seconded by Mr. Barrueco, and passed unanimously.

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

1. **Marketing Committee Update Including Scofflaws Report(s)**

Ms. LeShane stated that the Marketing Committee, along with Mr. Lisauskas, will be meeting with the contracted Marketing Firm immediately following the Board Meeting to discuss their assessment of the data gathered by the Marketing Committee and their thoughts regarding signage and other ideas, adding that the budget looks to be in good shape to cover the anticipated signage needs.

2. **Acting Executive Director Update**

Mr. Redd directed the Commissioners' attention to the Administrative Tasks and Projects Report, outlining items previously on hold and items being considered for assignment to Mr. Lisauskas. Mr. Redd explained Line item #5 pertaining to credit for City Employees parking at MSG; line item #8 pertaining to the scofflaw program and approval of a license plate recognition program, line item #18 regarding Other Rental and Leasing Company Settlements; line item #23 pertaining to moving United Health Care parking population to the Church St. Garage. Mr. Redd explained line item #29 - the Motorcycle Parking project was delayed due to the adaptation of a Pay & Display meter to accept dollar bills in support of the \$5 all-day flat rate and anticipates a completion date of April 1, 2010. Additional items outlined were item #31 – the replacement of an obsolete CoVi Camera Surveillance System at the HPA offices and MSG; as well as item #37 pertaining to auditing and updating all insurance certificates with contracted vendors as needed.

Mr. Redd updated the Commissioners regarding his attendance at the April 2010 New England Parking Council Conference in Providence, RI, as well as the May 2010 International Parking Institute Conference, at which time he would complete his Certified Administrator of Public Parking (C.A.P.P.) program.

Mr. Barrueco congratulated Mr. Redd on his C.A.P.P achievement, and in his official capacity as the Personnel Committee Chair, made a motion to award Mr. Redd professional time to attend both events, seconded by Mr. Twilley, and passed unanimously.

Mr. Twilley made a motion to reimburse Mr. Redd for his travel and registration fees at the New England Parking Council Conference in RI, seconded by Mr. Barrueco, and passed unanimously.

### **Open Session – Public Comment**

Ms. LeShane opened the floor to public comment.

Mr. Kliman asked for an update of the Hartford Stage (HS) restoration plans and its impact on the MAT Garage. Mr. Nasto responded by stating that Tecton is comfortable with the plans as submitted by HS. Mr. Nasto confirmed that the construction agreement is clear that the project is not to interfere with any parking spaces, other than those that are approved to be taken out of use. Ms. LeShane encouraged Connecticut Parking Services (CPS) to contact Mr. Redd regarding any unauthorized encroachment. Mr. Lopez asked if he would be able to bill the HS for any unapproved loss of spaces as in the past. Mr. Nasto responded that there is an indemnity clause in the agreement that can be invoked as needed, and recommended that CPS attend the upcoming pre-construction meetings, and offered to meet with them to go over construction plans currently in place.

Ms. LeShane recognized Mr. Lewis representing Business for Downtown Hartford (BDH) who commented that parking is the number one subject that comes up with BDH members. Ms. LeShane invited Mr. Lewis to attend an upcoming Marketing Committee meeting recognizing BDH and HPA as partner organizations with mutual interests in bringing increased business to the downtown area.

### **Executive Session**

1. **Discussion Items: Contract Negotiation Update, MSG Management Contract RFP, and Personnel Matters**

Ms. LeShane called for a motion to enter into Executive Session at 10:00 AM to discuss 1) personnel issues related to leave of absences with Mr. Nasto in attendance 2) MSG management Contract RFP with Mr. Redd and Mr. Lisauskas in attendance. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

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 10:48 A.M. and the regular meeting was reconvened at 10:48 A.M.

### **Action Taken after Executive Session**

There was no action taken.

### **Adjournment**

Ms. LeShane called for a motion to adjourn. The motion to adjourn the March 11, 2011 Regular meeting was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried. The March 11, 2010 regular board meeting adjourned at 10:50 A.M.

Respectfully submitted,

Terry Leonowicz  
Secretary to the Board