



## Approved Minutes

### Regular Meeting of the Hartford Parking Authority Board Thursday, May 13, 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 (at 8:15 A.M.)

Also Present: John Michalik, Chief Financial Officer  
Carl Nasto, Corporation Counsel, City of Hartford  
Terry Leonowicz, Secretary to the Board  
Steven Lisauskas, Project Leader, HPA  
Robert Kliman, Kay Management Associates  
Carlos Lopez, President, Connecticut Parking Services  
Yonas Alemu, Operations Manager, Central Parking System  
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 A.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced that there was a quorum.
  - Mr. Thompson entered the meeting at 8:15 A.M.
3. **Approval of the Minutes**
  - Ms. LeShane polled the Commissioners for comments or changes regarding the minutes from the Regular Meeting of April 8, 2010. Hearing none, a motion was made by Mr. Twilley to approve the April 8, 2010 regular meeting minutes, seconded by Mr. Barrueco, and passed unanimously.
  - Ms. LeShane polled the Commissioners for comments or changes regarding the minutes from the Special Meeting of May 6, 2010. Hearing none, a motion was made by Mr. Twilley to approve the May 6, 2010 Special Meeting minutes, seconded by Mr. Barrueco, and passed unanimously.
4. **Chair's Comments**

Ms. LeShane opened her report by announcing that the Hartford Stage is extending invitations to their ground-breaking event on May 26<sup>th</sup> at 5:00 P.M. and Mr. Redd is coordinating the attendance of the interested Commissioners. Ms. LeShane next stated that the first phase of the CEO/Executive Director search is underway with some initial interviews already completed. Once all the initial interviews are complete, the Personnel Committee will select a shortlist of candidates who will be interviewed by the other Commissioners. Following these

second round of interviews, the HPA will select its top candidate, who may want to meet the staff before deciding to accept the offer.

Ms. LeShane then summarized the progress and HPA's due diligence regarding the concession project, stating there are three public phases planned, as well as tours of the parking operations for all bid respondents, and now that the project has reached a public level, HPA staff will be briefed regarding what's involved and where we are in the process. Ms. LeShane went on to describe the three phases slated to start the first week in June beginning with a meeting for the business community, hosted by the Metro Alliance; a second public forum will focus on a community leader heading a discussion regarding the next stage of the project, and, a third forum will be held to outline the proposed final agreement - this third phase will more than likely involve City Hall holding a public forum to explain the proposed concession agreement in detail.

Ms LeShane congratulated the Treasurer and Chief Financial Officer for their presentations at the budget hearing the night before. Once again the strategic planning for the presentation was greeted with positive feedback and a full report will be provided by the budget team later in the meeting.

Ms. LeShane then stated that HPA received a request from the MAT Garage operators asking to change the hours of that garage in conjunction with the closing of the Hartford Stage, a request which was reviewed by Mr. Nasto and will be discussed in Executive Session. Ms. LeShane also stated that HPA's Marketing Campaign updates would be presented by Mr. Lisauskas, and also reminded the Commissioners that HPA needs to set a date for a strategic planning meeting in August, 2010.

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

Mr. Twilley directed the Commissioner's attention to the Profit & Loss Budget versus Actual Summary report stating that we are 83% through the end of the budget year, with Morgan and Church Street Garages ahead of budget, and On-Street and MAT garage below budget. Mr. Twilley explained that MSG is ahead of budget due to higher validations from Capital Community College than expected and lower operating and general and administrative expenses by \$100K. Mr. Twilley added that, MAT Garage is below budget due in part to the different accounting method used to determine revenue, as explained in previous reports.

Mr. Twilley turned to the Profit & Loss Budget versus Actual Detail report and explained that lower MSG monthly parking revenue is a result of 78 fewer paying customers over the fiscal year, an average of eight parkers per month. Mr. Twilley said further that the Marketing Committee has addressed this issue and further discussion will take place in Executive Session. Mr. Twilley explained that

On-Street Parking fees are \$456K unfavorable in citation fees; however, scofflaw citation fees earned offset this loss by \$222K. Mr. Twilley added that total citation fees have averaged \$205K this year against budgeted fees of \$250K.

In response to Ms. LeShane's question whether meter revenue has always been below citation revenue, Mr. Twilley and Mr. Michalik stated that they have always been significantly lower.

Mr. Twilley then described the detailed expenses stating that there have been savings at MSG and the Library Garage this year due to lower snow removal expenses this winter. Mr. Twilley explained that an unfavorable variance for MAT Garage Management Contract fees is due in part to electricity expense being included in this account now rather than the separate electricity line item. Mr. Twilley then moved on to explain a savings in HPA payroll expenses due in part to having budgeted a full year's salary for the Executive Director. Mr. Twilley also stated that professional services are \$30K unfavorable as a result of the fees associated with the CEO/Executive Director search.

Mr. Twilley concluded his report on the revenue and expenses detail by saying that full-year expenses are projected to be \$5.7 million, or \$50K favorable. He said further that HPA's full-year operating income is projected at \$4.27 million or \$268K unfavorable. Mr. Twilley said that after debt service of \$2.7 million the City would net approximately \$1.47 million.

Mr. Twilley then directed the Commissioners to the Operating Income by Profit Center chart pointing out that the Morgan and Church Street Garage operating income are ahead of year-to-date budget and MAT Garage and On-Street Parking operating income are below year-to-date budget.

Mr. Twilley then turned to the Renewal and Replacement Reserve report and stated that the first deposit in the amount of \$242K was made to the newly opened Renewal and Replacement bank account as mandated by City ordinance. Both Ms. LeShane and Mr. Barrueco asked if the account would be 100% funded by this fiscal year. Mr. Michalik responded in the affirmative and made a commitment to the Commissioners that it would be fully funded by June 30, 2010.

Ms. LeShane added that the CFO will be proposing spending policies and procedures for HPA's use of this reserve fund, and are expected to be approved at the regular June Board Meeting.

Mr. Twilley then directed the Commissioners' attention to the Monthly Parkers by Facility Report explaining that from December 2004 through this current month

we have lost about 1300 paying customers system-wide, which at current rates, translates to approximately \$2.0 million in lost revenue annually. Mr. Twilley stated that the incentive proposal HPA hopes to implement by the end of the month, if successful, could bring back about 75% of this lost revenue. Mr.

Twilley then briefly described the MAT Garage Monthly Operating Statement and Comparison of Cash Basis Net Revenue to Accrual basis Net Revenue and then the Capital Improvement Plan and Funds Statement.

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. Thompson and passed unanimously.

Mr. Twilley then directed the Commissioners' attention to a copy of HPA's FY 2010-2011 Operating Budget presentation which Mr. Twilley and Mr. Michalik delivered to the Finance Committee of the Hartford City Council last night. Mr. Twilley stated that he felt the presentation was well received and that the City recognizes that HPA's financial reporting and goals are in-line with City ordinances and policies. Mr. Twilley also stated that he felt HPA's message was heard by the City leaders and there is now a clear understanding of the urgency of the loss of parkers and the subsequent pro-active measures HPA is preparing to take to address this critical trend.

Ms. LeShane, who also attended the presentation, went on to summarize some of the ensuing comments and discussion by City Council members, recounting the subsequent suggestions and formal requests for information, which will be provided as soon as possible by the HPA's CFO. All responses will be posted per the City's COO on their website.

In response to Ms. LeShane's question regarding when HPA could expect final approval of the budget, Mr. Nasto confirmed that an official budget timeline policy exists and would have to be in place by the end of May, 2010. Mr. Michalik was to research and provide the Commissioners with the exact timeframe for next actions.

### **Action Items**

Ms. LeShane, in response to a request from Mr. Barrueco, called for a motion to open the agenda. A motion was made by Mr. Twilley to add the Personnel Committee's submission of a proposed Organizational Chart/Governance Structure to the agenda; seconded by Mr. Thompson and passed unanimously.

Ms. LeShane then called for a motion to accept the proposed Organizational Chart/Governance Structure. A motion was made by Mr. Twilley to accept the proposed Organizational Chart/Governance Structure; seconded by Mr. Thompson.

After some discussion among the Commissioners and Mr. Nasto, a friendly amendment to the motion was made to revise the Organizational Chart/Governance Structure. Mr. Barrueco agreed to redraft the chart with the requested changes to remove the word "Assistant" from the block entitled "Assistant Corporation Counsel"; show Corporation Counsel as reporting directly to the Board of Directors, and replace the Project Leader chart position with the various Standing and Ad Hoc Committees. The motion to accept the Organizational Chart/Governance Structure with requested changes passed unanimously.

1. **On Call Engineering Services**

Mr. Twilley directed the Commissioners attention to HPA's recommendations to advertise and issue various RFP's for miscellaneous services.

Ms. LeShane called for a motion and a motion was made by Mr. Twilley, for the Board's approval for the advertisement of an RFP for On Call Engineering Consultant Services subject to the approval and recommendations of HPA's attorney, seconded by Mr. Barrueco, and passed unanimously.

2. **Hartford Stage Stairwell Project Request for Proposal**

Ms. LeShane called for a motion and a motion was made by Mr. Twilley for the Board's approval for the advertisement of an RFP for improvements to the stairwell at the MAT Garage directly adjacent to the Hartford Stage subject to the approval and recommendations of HPA's attorney, seconded by Mr. Barrueco, and passed unanimously.

3. **Routine Maintenance and Service Request for Proposals**

Ms. LeShane called for a motion and a motion was made by Mr. Twilley to approve the advertisement of an RFP for routine maintenance agreements for a recommended contract term of 2 years with a third year option for the following services: 1. Alarm Monitoring Services – all facilities, 2. Snow Removal – all facilities, 3. Elevator Maintenance – MSG, 4. Winterization – MSG. All RFP's would be subject to the approval and recommendations of HPA's attorney. The motion was seconded by Mr. Barrueco, and passed unanimously.

4. **Church Street Garage ATM Request For Proposal**

Ms. LeShane called for a motion and a motion was made by Mr. Twilley for the Board's approval for the advertisement of an RFP for an ATM at the Church St.

Garage again subject to the approval and recommendations of HPA's attorney, seconded by Mr. Barrueco and passed unanimously.

In response to Ms. LeShane question whether the ATM contract for the MSG is in place, Mr. Nasto stated that the contract was finalized and approved on April 26, 2010 as a license, and sent out for signature. Mr. Nasto also confirmed that the Church St. Garage ATM would be handled the same way.

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

#### **1. Marketing Committee Update**

Ms. LeShane turned the floor over to Mr. Lisauskas who briefly updated the Commissioners on the Marketing Committee's positive developments since their last meeting on April 8, which included the review of the terms and conditions of Ryan Marketing Partners contract and, pursuant to that, Mr. Lisauskas stated that the majority of the marketing strategies would begin immediately (including banners) or immediately after the Council's approval of some incentive rate changes (advertising). Mr. Lisauskas then briefed the Commissioners on his attendance at a meeting with Business for Downtown Hartford (BFDH) and HPA; where the organization was able to voice its priorities and thoughts in areas where the two organizations could work together to potentially improve success for both from a business and a parking standpoint.

#### **2. Acting CEO/Executive Director Update**

In the absence of Mr. Redd, Ms. LeShane asked if Mr. Michalik or Mr. Nasto had any comments regarding this month's Acting CEO/Executive Director report submitted by Mr. Redd.

Mr. Michalik had no comment. Mr. Nasto commented on the status of the ongoing Hartford Stage construction stating that there have been several meetings with the Hartford Stage representatives, noting there was an area of the lease that needed to be amended, which is currently being drafted.

### **Open Session – Public Comment**

Ms. LeShane opened the floor to public comment and recognized Mr. Kliman representing Connecticut Parking Services for the MAT Garage.

Mr. Kliman acknowledged that he understood that the Commissioners would be discussing Connecticut Parking Service's formal request submitted to Mr. Redd and Mr. Nasto to consider revision of business hours at the MAT Garage for the summer, in Executive Session. In support of that request, Mr. Kliman stated that reducing the operating hours would realize savings in labor costs to the HPA to offset the loss of event parking revenue during the construction closure of the

Hartford Stage Company. Mr. Kliman added that there was a precedent for the reduction in operating hours during the summer months before the Hartford Stage had a summer schedule.

Ms. LeShane thanked Mr. Kliman for his comments and invited Mr. Lopez and Mr. Kliman to join the Commissioners in Executive Session for discussion of this specific agenda item. Both Mr. Kliman and Mr. Lopez accepted the invitation.

Ms. LeShane then recognized Mr. Lewis, from BFDH, who summarized the recent meeting between his organization and the HPA and its marketing consultants, Ryan Marketing Partners. Mr. Lewis mentioned that the BFDH had completed a survey of its members which solicited about 30 responses and brought to light several useful pieces of information: 1. That most BFDH members were not aware of a "\$3 for two-hour" parking rate, 2. The majority of members were very positive about HPA's on-street parking programs, 3. Aggressive ticketing was a negative, 4. "No Parking" signage is often misleading where many times the necessary corresponding striping is missing. Mr. Lewis ended by offering a copy of the survey to anyone that was interested.

In response to Mr. Lewis's comments, Ms. LeShane welcomed Mr. Lewis or another BFDH representative to attend the Marketing Committee as a standing non-voting member, as HPA bylaws allow for ad-hoc committees. Ms. LeShane acknowledged the great synergy reported at the BFDH meeting attended by Mr. Lisauskas and Mr. Redd and welcomed the organization's insights. Mr. Lewis responded by saying he would contact HPA staff with contact information.

## **Executive Session**

### **1. Anticipate Discussion on Strategic Planning, Contract Negotiation, Morgan Street Garage Management Contract Request for Proposal, and Personnel Matters**

Ms. LeShane called for a motion to enter into Executive Session at 9:04 A.M. The motion was made by Mr. Twilley to enter Executive Session to discuss contract negotiations, Marketing Committee strategic planning, and personnel matters, seconded by Mr. Barrueco, and passed unanimously.



- Mr. Kliman and Mr. Lopez remained for the Executive Session discussion related to the MAT Garage operating hours reduction request
- Mr. Nasto remained for the Executive Session
- Mr. Kliman and Mr. Lopez departed the meeting at 9:15 A.M.
- Mr. Lisauskas entered the Executive Session at 9:45 A.M. for matters relating to the Marketing Committee strategic planning.

The Executive Session ended at 11:15 A.M. and the regular meeting was reconvened.

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

Ms. LeShane called for motions relating to amending the May 13, 2010 Meeting Agenda to the following items:

- Mr. Twilley made a motion to amend the May 13, 2010 Regular Meeting agenda to include discussion regarding an amendment to the "Mat Garage Operating Agreement", seconded by Mr. Barrueco, and unanimously carried.
- Mr. Twilley made a motion to amend the May 13, 2010 Regular Meeting agenda to include LAZ Letter Request for Special Rate Parking", seconded by Mr. Barrueco, and unanimously carried.
- Mr. Twilley made a motion to amend the May 13, 2010 Regular Meeting agenda to include discussion to extend to a month-to-month contract for the Morgan Street Garage for no longer than six (6) months, seconded by Mr. Barrueco, and unanimously carried.
- Mr. Twilley made a motion to amend the May 13, 2010 Regular Meeting agenda to include discussion to extend to a month-to-month contract for the M&T Parking Lot for no longer than six (6) months, seconded by Mr. Barrueco, and unanimously carried.
- Mr. Twilley made a motion to enter into an agreement with the MAT Garage operator, Connecticut Parking Services, to reduce the hours of operation specified in the contract during the period of time when the Hartford Stage Company is closed while under construction subject to a variety of conditions concerning security, budget savings and review and approval of the HPA Chair and Corporation Counsel, seconded by Mr. Barrueco, and unanimously carried.



- Mr. Twilley made a motion to direct the Acting CEO/Executive Director to decline the request from LAZ Parking Letter Request dated April 14, 2010 to reduce the rates at the MSG for the Comcast Theater and Cirque Du Soleil events, seconded by Mr. Barrueco, and unanimously carried.
- Mr. Twilley made a motion to direct the Acting CEO/Executive Director to enter into negotiations with the MSG operator Central Parking to extend the operation of the garage under current agreement on a month-to-month basis for no longer than December 31, 2010, seconded by Mr. Barrueco, and unanimously carried.
- Mr. Twilley made a motion to direct the Acting CEO/Executive Director to enter into negotiations with the M&T Parking Lot operator Connecticut Parking Services to extend the operation of the lot under the current agreement on a month to month basis for no longer than December 31, 2010, seconded by Mr. Barrueco, and unanimously carried.

### **Adjournment**

Ms. LeShane called for a motion to adjourn. A motion to adjourn the May 13, 2010 Regular Meeting was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried. The May 13, 2010 Regular Meeting adjourned at 11:20 A.M.

Respectfully submitted,

Terry Leonowicz  
Secretary to the Board