



**Unapproved Minutes to be Approved at the September 11, 2009 Regular Meeting**

**Regular Meeting of Hartford Parking Authority Board  
Thursday, July 9, 2009  
8:00 AM  
155 Morgan Street, Hartford, CT 06103**

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

Also Present: Carey Redd, Associate Director  
John Michalik, Chief Financial Officer  
Terry Leonowicz, Director of Security & Revenue Control  
Carl Nasto, Corporation Counsel, City of Hartford  
Tom Bowley, Management and Budget Division, City of Hartford  
Stathis Manousos, General Manager, Central Parking  
Shel D. Myers, Attorney, Kainen, Escalera & McHale, P.C.

**Roll Call / Attendance**

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Ms. LeShane called the Hartford Parking Authority (HPA) Regular Board Meeting to order at 8:10AM.  
Ms. Leonowicz conducted roll call and there was a quorum  
Mr. Thompson entered the meeting at 8:19AM  
Mr. Myers entered the meeting at 8:55AM

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Ms. LeShane requested that the Board waive the rules of the agenda and the request was approved unanimously by the Board.

The first order of business was to appoint a secretary for the HPA. Ms. LeShane stated that the Chair recommends Ms. Terry Leonowicz be appointed Board Secretary and called for a motion. The motion was made by Mr. Twilley, seconded by Mr. Barrueco and unanimously carried.

**Approval of the Minutes**

Ms. LeShane called for a motion to accept the minutes of the Thursday, June 11, 2009 Regular Meeting with one necessary typographical correction. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Ms. LeShane called for a motion to accept the minutes of the Friday, June 19, 2009 Special Meeting minutes. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Ms. LeShane called for a motion to accept the minutes of the Friday, June 24th, 2009 Special Meeting minutes. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Ms. LeShane called for a motion to accept the minutes of the Friday, June 26th, 2009 Special Meeting minutes. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

### **Chair's Comments**

Ms. LeShane inquired of Mr. Michalik if the City of Hartford (City) confirmed the change which would give him sole approval authority over all transactions charged to the HPA's operating fund. Mr. Michalik stated he had not as yet but would follow through and update the board when determined that the changes were made.

Ms. LeShane stated that at a previous meeting the HPA had approved Capital Community College's (the College) request for free graduation parking at the Morgan Street Garage (MSG) and raised the question whether or not a standard annual process or resolution was needed to accompany the notice to the City Council. In response to Ms. LeShane's comments, Mr. Nasto stated that he will research if the City requires a resolution for a waiver of parking fees for multiple years in a municipal parking facility and report his findings at the next Regular Board Meeting in September, 2009.

In response to Carl Nasto's comments, Mr. Redd stated that as an alternative to issuing a Resolution the HPA staff could advise the College to submit their request each year in advance (no later than March) to allow the HPA time enough to submit request through the proper channels for approval.

Ms. LeShane with the concurrence of the Commissioners stated that the Board reconfirmed the need to develop a strategic plan and the scheduled Retreat on Thursday, August 20, 2009. Mr. Thompson stated that the HPA board should be aware of the time needed to adopt a final 3-5 year strategic plan and recommended with the Commissioner's unanimous concurrence that at the retreat the Board would discuss a draft outline/plan relative to defined strategies, which allows the team to have direction in the year ahead while continuing to frame the strategies with tactics and a timetable.

Ms. LeShane stated that the HPA Final marketing plan will be redistributed as well as an initial draft of a framework for a strategic plan to the Commissioners prior to the retreat for their review and discussion at the retreat.

At this time Mr. Redd stated that he has reviewed the DRAFT survey for both residential and business participants and that the committee had reviewed and approved the final survey tool. The vendor conducting the HPA's Market Research Project was on schedule and nearing the completion of survey. Findings will be presented to the HPA board in executive session at a special meeting on July 15<sup>th</sup> at 8AM at HPA administrative offices.

Ms. LeShane with the concurrence of the Commissioners, called for a motion to enter Executive Session to discuss Personnel Matters at 8:25 AM. A motion was made by Mr. Twilley; seconded by Mr. Barrueco, and unanimously carried.

Mr. Nasto was present during Executive Session.

Ms. LeShane called for a motion to exit Executive Session and reopen the meeting to the regular agenda. A motion was made by Mr. Twilley, seconded by Mr. Thompson, and passed unanimously to exit Executive Session 8:55 AM.

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

Ms. LeShane called for a motion to adopt a Resolution appointing Mr. Redd as Acting Executive Director in Mr. Kopencey's absence. The motion was made by Mr. Twilley, seconded by Mr. Thompson, and passed unanimously.

Ms. LeShane called for a motion to award one time "bonuses" to Mr. Redd and Ms. Leonowicz for increased duties performed due to *staff leaves* and instructed the Chief Financial Officer to make the necessary arrangements for the authorized compensation. The motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.

#### **Treasurer's Report/Financial Update**

Mr. Twilley reported that the Authority ended the year a little better than projected at the May meeting. Authority Operating Income was slightly less than \$5.2 million compared to last month's projection of \$5.0-5.1 million.

Mr. Twilley described each of the significant revenue and expense variances and then commented on the Monthly Parkers by Facility report saying that the number

of monthly parkers has not changed significantly since December 2008. Mr. Twilley then commented on the On-Street Parking Pay-and-Display Credit Card and Coin Transactions report saying that the average credit card purchase is \$1.59 and the average coin purchase is \$0.92, a difference of \$0.68 or seventy-two percent (72%). He noted that the average values have not changed since the meters were installed.

Mr. Twilley then described a chart included in the financial package which showed the Authority's 5-Year historical financial performance by total income, total expenses and operating income.

Mr. Twilley concluded his report by saying that he felt that this year's projections are solid. Mr. Michalik had no additional comments.

Ms. LeShane called for a motion to accept the Treasurer's Report. The motion was made by Mr. Barrueco, seconded by Mr. Thompson and unanimously carried.

### **Action Items**

1. FY 08/09 Audit of HPA – Mr. Michalik reported that the HPA had received three (3) bids for auditing services, with one firm declining to bid due to the fact that they have no local government services practice. Mr. Michalik announced the two remaining firms and their respective pricing as 1) Blum Shapiro, the incumbent firm, at \$23,750; and 2) McGladrey & Pullen, the City's new auditor, at \$21,500. Mr. Michalik stated that there would be a learning curve with either firm since Blum Shapiro's audit team has changed and this would be McGladrey & Pullen's first audit. For this reason he and Mr. Twilley were recommending McGladrey & Pullen.

In response to Mr. Twilley's comments, Mr. Barrueco asked if the appropriate diversity and minority requirements were considered during the selection process. Mr. Twilley stated that he believed that the purchasing regulations requiring minority participation were followed. Ms. LeShane stated the importance of HPA including this element of the procurement process with each bid. With concurrence of the board Ms. LeShane asked that a written confirmation be provided to the HPA board when submitting future procurement awards for approval.

Ms. LeShane called for a motion to accept Mr. Twilley's and Mr. Michalik's recommendation of McGladrey & Pullen. A motion was made by Mr. Twilley, seconded by Mr. Thompson and passed with 3 votes Yea and 1 Abstention. Commissioner Barrueco abstained from vote.

### **New Business**

1. On-Street Parking Update - Mr. Redd stated that the City of Hartford's Department of Public Works was nearing completion of the Pay and Display parking meters replacement signage; and informed the board that the City of Hartford's Internal Audit Department has completed its scheduled On-Street Parking Program audit and had held an initial meeting to discuss the findings with Mr. Kopencey, Mr. Redd, Mr. Michalik in attendance from HPA and Pat Campbell, Executive Director, Internal Audit. Ms. LeShane along with the Commissioners acknowledged notification of the pending audit in May from Mr. Kopencey and stated that the board looked forward to receiving the final report when completed.
2. August HPA Retreat – Ms. LeShane stated that this agenda item was previously addressed during the Chair's Comments portion of the agenda with no further discussion needed.

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

1. Executive Director's Report - Construction Projects, Bid Update, Security and Revenue Control Update – There was no discussion on this agenda item.
2. Marketing Plan Update – Ms. LeShane stated this agenda item was previously addressed during the Chair's Comments portion of the agenda with no further discussion needed.
3. Revisions to Employee Handbook Update – Ms. LeShane stated that Mr. Nasto and Mr. Myers were preparing the Final DRAFT of the HPA's Employee Handbook and the intent is to distribute it to the Commissioners on Monday, July 13<sup>th</sup>.

Ms. LeShane stated that the Board will call a Special Meeting to approve the HPA's Employee Handbook prior to August 1, 2009.

4. Open Session – Public Comment – There was no public comment.

**Executive Session – Personnel Matters**

Ms. LeShane called for a motion to enter Executive Session at 9:25 AM. A motion was made to enter into Executive Session by Mr. Barrueco, seconded by Mr. Twilley, and unanimously carried.

Mr. Nasto and Mr. Myers attended the Executive Session.

Ms. LeShane called for a motion to exit Executive Session and reopen the meeting the regular agenda. The motion was made by Mr. Twilley, seconded by Mr. Thompson and unanimously carried. The Executive Session ended at 10:55 AM.

**Action Taken after Executive Session**

Mr. Barrueco described the new compensation time policy wherein the Parking Authority will no longer provide comp time to any HPA employee. Effective July 1, 2009, this policy will supersede all current policies and employee handbooks.

Ms. LeShane called for a motion to approve Mr. Barrueco's recommendation to adopt the revised comp time policy wherein the HPA will no longer provide comp time to any HPA employee effective July 1, 2009 and that the policy will supersede all current policies and employee handbooks. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Ms. LeShane requested that Mr. Redd provide job descriptions for all current employees to Mr. Myers for a determination of proper job classifications to be confirmed at the same time the board reviews, discusses and approved other modifications to the Employee Handbook effective August 1, 2009.

Ms. LeShane called for a motion to approve Mr. Barrueco's recommendation to adopt the revised policy for Core Business Hours effective August 1, 2009 and one job classification effective July 1, 2009. A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.

**Adjournment**

Ms. LeShane called for a motion to adjourn. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously. The Thursday, July 9, 2009 Regular Board meeting adjourned at 11:05 PM.