



**Approved Minutes of the
Regular Meeting of the Hartford Parking Authority Board
Thursday, September 10, 2009
8:00 AM
155 Morgan Street, Hartford, CT 06103**

Present: Chairperson 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, Board Secretary / Director of Security & Revenue Control
Carl Nasto, Corporation Counsel, City of Hartford
Stathis Manousos, General Manager, Central Parking
Yonas Alemu, Operations Manager, Central Parking
Shel D. Myers, Attorney, Kainen, Escalera & McHale, P.C

1. Call to Order

Ms. LeShane called the Hartford Parking Authority (HPA) September 10, 2009 regular Board Meeting to order at 8:05 AM

2. Roll Call of Commissioners

Ms. Leonowicz conducted roll call and there was a quorum.

- Mr. Thompson entered the meeting at 8:13AM
- Mr. Manousos entered the meeting at 8:15AM
- Mr. Myers entered the meeting at 9:35AM

3. Approval of Minutes

- Ms. LeShane called for a motion to accept the July 9th, 2009 Regular Meeting Minutes with two amendments: insert "...effective August 1, 2009..." on page 6, Paragraph 7, 1st sentence; and deletion of parenthesized item on page 5, Paragraph 2, 1st sentence, inserting in-place "...Mr. Redd and Mr. Michalik...". A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.
- Ms. LeShane called for a motion to accept the July 15th, 2009 Special Meeting Minutes with one amendment: insert bulleted item "A brief review of the market research findings took place." following the last sentence. A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.

- Ms. LeShane called for a motion to accept the July 24th, 2009 Special Meeting Minutes as submitted. A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.
- Ms. LeShane called for a motion to accept the August 17th, 2009 Special Meeting Minutes with the amendment: Replace "exempt" with "supersede" Page 2, paragraph 1, 1st sentence. A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.
- Ms. LeShane called for a motion to accept the August 20th, 2009 Special Meeting Minutes with the amendment: replace... "...5:20PM..." with "...3:20PM..." in the 2nd paragraph under New Business. A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.

4. Chair's Comments

Ms. LeShane congratulated Mr. Barrueco on his recent appointment. She went on to thank Carl Nasto, and all the HPA staff, on behalf of the Commissioners, for all the work they have done over the past few months.

Ms. LeShane summarized an outline of the Strategic Direction document for the Hartford Parking Authority which covered items reviewed and discussed at the August 20, 2009 special meeting. After further discussion, a consensus was reached that all commissioners would provide feedback on this 1st draft by Friday, September 18, 2009; a second draft will follow prior to meeting again to finalize.

Ms. LeShane recognized that Mr. Redd and Mr. Michalik were researching HPA's diversity of contractors. She stated that she looked forward to finalizing a strategic plan, a marketing strategy for large groups, scofflaw's procedures and creation of an amnesty program.

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

Mr. Twilley reported that the Authority experienced a revenue shortfall in the first two months of the fiscal year was primarily attributable to citation revenue that was approximately \$112,000 below the budgeted revenues. Part of the reason for the shortfall was the delay in implementing the new fine schedule including eliminating the Early Payment Discount, which went into effect on August 1. Because the new fine schedule also eliminated the Early Payment Discount, it is believed that many violators who would have paid the higher fines more promptly are now waiting to pay, or are considering their options (including whether to appeal) egregious parking violations. The increased fine schedule and the removal of the Early Payment Discount were expected to generate an additional \$480K per year, or \$40K per month. Mr. Twilley also stated that the MAT Garage revenue shortfall was a result of higher ending accounts receivable in the month than beginning receivables. In

response to Mr. Twilley's comments, Ms. LeShane asked why the other locations weren't showing this type of variance. In response to Ms. LeShane's questions, Mr. Michalik explained that the MAT Garage budget is on a "cash basis" per the terms of the contract with Connecticut Parking Services, unlike Church St. and Morgan St. garages. This situation is expected to reverse itself in September.

Mr. Twilley reported that he and Mr. Michalik have found that on-street parking collections do not necessarily correlate to on-street parking violations issued, on a month-to-month basis. Mr. Michalik added that we have occasionally experienced increased violation revenues with mass-mailing efforts, and Mr. Twilley reported that Mr. Michalik will analyze the costs and benefits of conducting mass-mailings later this year. Mr. Redd summarized a proposal to conduct an On-street Parking Citation mass-mailing against the old data base, to recover outstanding debts based on 36 months or more of activity. In response to Mr. Redd's comments, Mr. Twilley stated that such a mailing would only be implemented if it made financial sense.

In response to Mr. Twilley's comments, Ms. LeShane invited discussion regarding the Renewal & Replacement Reserve; how this might affect capital project balances, and how are these funds protected; expressing concern that the Commissioners should understand the City of Hartford's internal procedures for this fund in order to prevent missteps. Ms. LeShane also requested that Mr. Michalik include a capital funds statement in the regular monthly package for review by the Commissioners.

In response to Ms. LeShane's comments, Mr. Nasto offered to work with Mr. Michalik to draft the rules for use of Renewal and Replacement Reserve funds for next month's Board meeting. Mr. Nasto also agreed to meet with Mr. Michalik and Rick Galarza, Director of the Office of Management and Budget for the City of Hartford, in drafting such rules. Mr. Michalik agreed that Mr. Nasto's presence would be helpful.

Mr. Twilley said further that a review performed in July of the assumptions used in the FY09-10 budget revealed that several corrections will need to be made to the budget based on some calculations that did not reflect actual expenditures. Overall, it appears that revenues might exceed budget by \$200K but overall expenses will exceed budget by \$200K as well. Mr. Twilley invited discussion regarding a strategy to better estimate these seven-month advance budget projections proposing to send quarterly revenue updates to the city. Mr. Twilley clarified that this is an administrative and not a policy issue.

In response to Mr. Twilley's comments, Ms. LeShane read an archive communication stating that "HPA's budget was considered a work plan, requesting Mr. Kopencey to submit reports to the city's Finance Department on a quarterly basis..." Ms. LeShane stated that last year the Board agreed to send monthly report updates due to decreases in revenue. It was agreed that HPA will continue to send monthly

budget reports to appropriate individuals at City Hall and meet the quarterly work plan request from the Finance Department as well.

In response to Ms. LeShane's comments, Mr. Nasto stated that there is a process in an existing ordinance which could be looked at to resolve the current year's budget problems. He offered to lend support to Mr. Michalik to come up with an action plan and report back no later than the October meeting with an appropriate solution to these issues.

Action Items

1. Communications Plan - Crisis Communications Protocol

Ms. LeShane summarized both the draft Communications and Crisis Communications draft plan documents and suggested that they be adopted as is.

In response to Ms. LeShane's comments, Mr. Thompson invited discussion regarding how this ties in with established goals, the marketing plan and the draft strategic direction document and recommended merging the plans. Mr. Thompson suggested a summary of expectations be included ensuring that there is an understanding of how the plan would work. He further recommended that the plan be communicated with the HPA staff and rehearsed.

In response to Mr. Thompson's comments, Ms. LeShane stated that this document would be readily available and accessible to all HPA staff.

Ms. LeShane called for a motion to approve and adopt the HPA Communications Plan and Crisis Action plan. Mr. Twilley made a motion to approve and adopt the HPA Communications Plan and Crisis Action plan, with the understanding that changes can be made on a month-to-month basis as needed, seconded by Mr. Barrueco, and unanimously carried.

2. Staffs' Response/Plan to Pool Vacation, Sick and Personal Leave Time

Mr. Redd stated that following a meeting, all HPA staff supported unanimously the implementation of an employee sick-leave bank with details of the policy to be approved by the board using the Hartford Board of Education's current sick-leave bank policy as a model. Recommendations of a maximum anonymous contribution of 0-5 days of sick, vacation, or personal time to a "bank" once a year were discussed, with the understanding that time could only be used for "sick" leave, not vacation or personal reasons.

In response to Mr. Redd's comments, Ms. LeShane recommended that the Personnel Committee along with Mr. Nasto should review any such policy prior to the board's

approval. Mr. Thompson did not recommend creating a complete replica of the BOE's policy but to modify where appropriate.

Mr. Barrueco commented that best practices would be a one-time contribution the first month of the fiscal year, and that any unused contributions would expire and not be rolled over to the next fiscal year. He also stated that there is language in the handbook which allows for donation of time.

In response to Mr. Thompson and Mr. Barrueco's comments, Mr. Redd committed to lead the HPA staff with the assistance of the Personnel Committee to finalize a draft HPA sick-leave bank program for board approval.

3. Additional discussion Resolution to Council for Creation of Parking Citation Amnesty Program to Collect Back Tickets/Fines

Ms. LeShane invited discussion regarding a handout describing the pros and cons of implementing a Parking Citation Amnesty Program. She further explained that due to a State law passed in October 2008, the Department of Motor Vehicles can no longer provide driver information on an individual basis unless waived by each individual driver. She further reported that if HPA pays a portion of the costs, DMV will assist with the collection of 5 or more tickets.

In response to Ms. LeShane's comments, Mr. Nasto stated that the city has an ordinance that allows the HPA to establish "other charges" which may be applicable to the development of an amnesty program. A program of this type would require Council approval.

Ms. LeShane called for a motion to charge HPA to pursue and recommend a Parking Citation Amnesty program for the Board's approval. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

4. MAT Garage Audit Request

Mr. Michalik reported we cannot use HPA's auditor, McGladrey & Pullen at the MAT Garage facility. Per the terms of the contract between HPA and Connecticut Parking Services, audits will be conducted by only one of four firms specified in the contract. Although requests to voluntarily waive this contract provision were made of Mr. Lopez, President of Connecticut Parking Services; he would not consider it.

In response to Mr. Michalik's comments, Ms. LeShane asked how this would impact HPA using two different auditors.

In response to Ms. LeShane's comments, Mr. Nasto suggested that we have McGladrey & Pullen hire one of the four required firms to do the audit.

In response to Mr. Nasto's comments, Ms. LeShane called for a motion to table. A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.

5. Internal Audit Response

Mr. Redd reported that a draft of the On-Street Parking internal audit would be circulated for the Board's approval and delivery by September 30, 2009. The Commissioners agreed that this could be done via conference call or special meeting.

New Business

1. Diversity Statistic for Y/E 08-09

Mr. Barrueco stated that in the interest of time, discussion of this item presented no urgency and could be postponed.

2. Procurement Process Revisions – approve in October, 2009

Mr. Michalik stated that he will be meeting soon with Mark Turcotte, Procurement Manager for the city of Hartford to discuss that department's adopted city of Hartford ordinance.

In response to Mr. Michalik's comments, Mr. Twilley recommended using only what is efficient in the ordinance and mesh with HPA's ideas, using the foundation, structure, and format of the ordinance, but fleshing it out with HPA content.

In response to Mr. Twilley's comments, Mr. Nasto stated that the document in question is massive and advised to keep this an HPA-oriented document.

3. Standard RFP Board Recommendation Format

Mr. Redd distributed summary of standard RFP procedures and stated that going forward all recommendations to the Board for contracts will be submitted in writing using this form and sent to the Commissioners prior to requesting a vote on any contract recommendation.

Ongoing Business and Committee Report(s)

1. Acting Executive Director update –Mr. Redd
2. Memorialize Decisions and/or Pending items. – Mr. Redd
3. Marketing Plan Update – Ms. LeShane, Mr. Twilley and Mr. Redd

Note: Items 1-3 above were not brought before the Commissioners due to time constraints.

Executive Session - Personnel/Contract Negotiations



Ms. LeShane called for a motion to enter into Executive Session at 10:00AM to discuss personnel matters and ongoing contract negotiations. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Ms. LeShane called for a motion to exit Executive Session at 11:05AM. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, 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, September 10, 2009 Regular Board meeting adjourned at 11:10 AM.

Respectfully submitted,

Terry Leonowicz
Board Secretary