



**Approved Minutes**  
**Regular Meeting of Hartford Parking Authority Board**  
**Tuesday, October 13, 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, Acting Executive Director  
John Michalik, Chief Financial Officer  
Terry Leonowicz, Director of Security & Revenue Control and Secretary to the Board  
Carl Nasto, Corporation Counsel, City of Hartford  
Stathis Manousos, General Manager, Central Parking

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1. **Call to Order** - Ms. LeShane called the Hartford Parking Authority (HPA) Special Board Meeting to order at 8:07AM.
2. **Roll Call of Commissioners** - Ms. Leonowicz conducted roll call and there was a quorum.
  - Mr. Thompson entered the meeting at 8:17AM
3. **Approval of the Minutes**  
Ms. LeShane called for a motion to accept the minutes of the Thursday, September 10, 2009 Regular Meeting. A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.
4. **Chair's Comments**  
Ms. LeShane distributed a handout from the City of Hartford Department of Finance which she explained was "informational only" and summarized a meeting which she, Mr. Twilley and Mr. Nasto attended. The topic of the meeting covered the concept of taking the revenue assets from HPA facilities and leasing or "securitizing" them, from which the city would get an upfront payment to meet economic challenges. Ms. LeShane further stated that the city would like to retain William Blair & Co. and then set up a meeting with HPA representatives and other involved city departments to discuss the various elements of moving to this next stage. Ms. LeShane explained that the HPA is under no obligation for funding this initiative and that this next step is only the second step in the process of investigating the feasibility of such a program.



If, after a thorough due diligence is completed and a proposal is drafted, the HPA would then be asked to review and approve or reject such a plan. This next step will also seek to have William Blair & Co. investigate the requirements for a Request for Qualifications (RFQ), and eventually, a Request for Proposals (RFP).

Following discussion regarding details of the meeting, it was established that no action was needed at this time.

Ms. LeShane reminded the attendees that there is still a vacancy on the HPA Board and encouraged the Commissioners to try to identify a candidate who meets the specific criteria for a politically balanced membership, and has a strong financial or marketing background. Ms. LeShane requested that any recommendations should be forwarded within the next month or so.

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

Mr. Twilley explained the Profit & Loss Budget versus Summary statement noting that Morgan Street Garage revenue has benefitted from higher than expected validations from Capital Community College. Mr. Twilley then explained the negative variance in MAT Garage monthly parking revenue which he said was attributable to the cash basis of accounting used for this facility. Mr. Michalik then explained how cash basis income can rise or fall in a given period depending on the change in receivables. Mr. Michalik said further that the negative variance seen this year will most likely be a 'permanent' variance unless the Garage receives advance payments next June as they did this past June and year-end receivables are at the approximate same level as this past June.

In response to Mr. Michalik's comments, Ms. LeShane asked if it would make sense to meet with the management company to plan the next budget accordingly and review procedures for more accurate budget projections.

In response to Ms. LeShane's comments, Mr. Barrueco recommended adding a section to the current report to show the figures for both accounting methods (cash basis and accrual basis) so that variances are explained on a month to month basis. All commissioners were in concurrence with this suggestion.

Mr. Michalik, in response to Mr. Barrueco's comments, stated that adding such a section would not be a problem.

Mr. Twilley went on to say that the On-Street Parking (citation) revenue negative variance of \$166K may be due in part to a change in the noticing schedule



associated with the new fine schedule. He said further that the average monthly variance for the first three months of the year is \$55K.

In response to Mr. Twilley's statement, Ms. LeShane asked why the variance was identical in the past three months and that the higher fine schedule was to increase revenue not decrease revenue. Ms. LeShane suggested that staff ask the management company for an explanation of this unexpected result.

In response to Ms. LeShane's comments, Mr. Redd stated that he has asked for reports from the database vendor in order to identify causes for the shortfall.

Mr. Twilley referred to the Renewal & Replacement Reserve report and recommended that the Capital Community College (CCC) funds and the HPA funds be deposited into an account on a monthly basis rather than merely "expensing" them and creating a liability.

All three commissioners agreed with Mr. Twilley's recommendation. In response to Mr. Twilley's comments, Mr. Barrueco called for a motion to authorize the HPA's Chief Financial Officer to open a new (bank) account for the HPA Renewal & Replacement Reserve to be funded monthly in accordance with this year's budget. Mr. Twilley seconded the motion and it passed unanimously.

Mr. Michalik responded by saying that he would ask the City Treasurer to set up a new bank account for the Renewal & Replacement Reserve.

Ms. LeShane inquired about the details of \$12,571 item shown in the HPA advertising and website line item. It was explained that ½ of the market research contract was charged to this year's budget and some signage for the on street program was inadvertently charged to this account. The Commissioners agreed that the intention of the board was to have the full marketing research budget charged to the 2008 – 2009 budget and that the on-street signage should be charged to the appropriate profit center account. The Commissioners also asked about the feasibility of making these changes so that the full line item budget can be used to implement the marketing plan adopted by the Commissioners in April of 2009. Mr. Michalik stated that it was not too late to make these adjustments and they will be done as soon as possible.



**Action Items**

1. **Readco Snow Removal Agreement Extension**

Mr. Redd presented a written recommendation from Mr. Chavez to extend Readco's snow removal contract for one (1) additional year per the terms of the contract.

Ms. LeShane called for a motion to accept the recommendation to renew Readco's snow removal contract for an additional year. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried.

A discussion regarding the bidding and renewal process was introduced by Mr. Barrueco where he complimented the general concept of the recommendation memorandum, but requested more details regarding contract pricing, minority qualifications of vendors, as well as information showing what efforts the HPA staff made to research potential cost savings prior to recommending any one vendor. Mr. Barrueco further recommended that the Chief Financial Officer sign off on the recommendation process to ensure that he is working with the staff and verifies the actual savings and costs of a contract.

Ms. LeShane called for a motion to revise the "HPA Selection Committee Recommendation Memorandum" to include more contract details, minority status, and confirmation sign-off of the CFO. The motion was made by Mr. Barrueco, seconded by Mr. Twilley, and unanimously carried.

2. **CAMRAC Settlement Proposal**

Mr. Redd referred to a written analysis compiled by himself and Mr. Nasto for recommendation to accept a settlement offer from CAMRAC dba/Enterprise Rent-A-Car for outstanding parking violations in the amount of \$26,362.00.

In response to Mr. Redd's comments, Mr. Nasto stated that once the Commissioners vote on this matter, he would draft a resolution to be taken to the city council.

In response to Mr. Barrueco's question, Mr. Redd explained CAMRAC is now paying violations by check or credit card only which appears to have resolved their delinquency problem.

Ms. LeShane called for a motion to accept CAMRAC's settlement offer and to have Mr. Nasto create the necessary resolution and settlement agreement.



The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried.

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

1. **Acting Executive Director Update**

Mr. Redd provided commissioners with an updated HPA project tracking report to assist in monitoring and providing oversight of the past and future activities of the HPA.

2. **Procurement Process Revisions**

This item was tabled for the November meeting

3. **Marketing Plan Update - Incentive Rate Structure – Amnesty Program - Legacy Advertisement**

Ms. LeShane summarized the on-going efforts of the Marketing Committee and the Marketing Plan Incentives including the customer survey scheduled for distribution by end of October, 2009; a large group incentive rate structure; as well as the Parking Citation Amnesty Program for which a draft announcement was presented by Mr. Redd. Ms. LeShane added that the mission of the Marketing Plan is to bring in new customers by soliciting current customers, further stating that the HPA Marketing Committee would vet all proposed tactics by appropriate City Officials to seek their insight and ensure their collaboration. In response to Ms. LeShane's comments Mr. Barrueco suggested that the new incentive rate structure be kept confidential if possible.

Mr. Nasto responded by saying that it may be possible to protect this information from competitors and FOI requests and that he would look into this.

Ms. LeShane inquired of Mr. Redd about the proposed Legacy Advertisement and what action, if any, would be needed at this meeting.

Mr. Redd responded by explaining that the HPA would receive a substantial discount (\$700 vs. \$2000) to place a full-page advertisement in this Legacy publication which is designed to be a City of Hartford guidebook targeting new and current visitors to downtown area attractions. Mr. Redd further stated that the publication deadline is fast approaching and that he would like to enlist the support of the Marketing Committee to create a market-appropriate advertisement.



Ms. LeShane responded by asking the Commissioners if they felt they would like to empower the Marketing Committee to make decisions such as engaging a graphic designer to create several advertisements for HPA's general use. Funds would come from the 2009- 2010 advertising and marketing line item.

A motion was made by Mr. Barrueco to give the Marketing Committee global authorization to use funds to implement the Marketing Plan, subsequently keeping the Commissioners informed as needed, seconded by Mr. Twilley, and unanimously carried.

In regards to the Amnesty Program, Mr. Barrueco suggested that it may be prudent to put aside funds to hire a police officer to impound scofflaw vehicles during the Amnesty Program process and offered to look into the legalities of this.

**Public Session** (This item was omitted from the agenda in error)

Mr. Manousos commented that Central Parking System considers itself more than just a vendor to the HPA, and encouraged the HPA staff to use Central Parking's experience as consultants for adding value and brainstorming on such items as the Incentive Plan, etc. Mr. Manousos further stated that Central Parking had previously cooperated with HPA staff in successfully offering cost reductions when requested.

Mr. Manousos addressed Mr. Barrueco's inquiry regarding the decrease in citation revenue stating that this may be due in part from the transition of the old Complus system in mid-August to a new system which would cause a significant lag of two (2) months or more in ticket revenue showing up.

The commissioners thanked Mr. Manousos for his offer and previous advice and counsel.

**Executive Session**

1. **Discussion Items: Strategic Planning, Contract Negotiation and Personnel**

Ms. LeShane called for a motion to enter into Executive Session at 9:53AM to discuss the above agenda items. A motion was made by Mr. Twilley, seconded by Mr. Thompson, and passed unanimously.



Mr. Redd and Mr. Nasto were present during the Executive Session on matters related to Strategic Planning and contract negotiations. Mr. Nasto remained for discussions related to personnel issues.

Ms. LeShane called for a motion to exit Executive Session at 11:40AM. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried.

There was no action taken during the Executive Session.

### **Adjournment**

Ms. LeShane called for a motion to adjourn. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried. The Tuesday, October 13, 2009 Special Board meeting adjourned at 11:40 AM.

Respectfully submitted,

Terry Leonowicz  
Secretary to the Board