



Approved Minutes

**Regular Meeting of Hartford Parking Authority Board
Thursday, November 12, 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, Director-Security & Revenue Control /
Secretary to the Board
Carl Nasto, Corporation Counsel, City of Hartford
Yonas Alemu, Operations Manager, Central Parking
Shel D. Myers, Attorney, Kainen, Escalera & McHale

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1. **Call to Order** - Ms. LeShane called the Hartford Parking Authority (HPA) Regular Board Meeting to order at 8:07AM.
 2. **Roll Call of Commissioners** - Ms. Leonowicz conducted roll call and there was a quorum.
 - Mr. Myers entered the meeting at 8:45 AM
 3. **Approval of the Minutes**
 - Ms. LeShane called for a motion to accept the October 13th, 2009 "Special" Meeting Minutes with two amendments: change document title to read "*Regular Meeting...*" and insert dollar amount "\$12,571" to replace "\$XXXX" on page 3, Paragraph 6, 1st sentence. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.
 - Ms. LeShane called for a motion to accept the October 29th, 2009 Special Meeting Minutes as submitted. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.
 4. **Chair's Comments**

Ms. LeShane requested and received the Commissioners' approval to move the executive session to the beginning of the meeting so that Mr. Thompson could leave early.



Ms. LeShane summarized the William Blair project progress stating that the HPA staff is working to provide the Finance Department with all information being requested. Ms. LeShane also stated that the Marketing Committee met recently, describing which agenda items are being addressed, and also that a written summary would be distributed following each meeting going forward.

Ms. LeShane invited discussion regarding budget projections recommending that the Commissioners meet sometime in December for a two hour special meeting or adding two hours to the Regular December board meeting to discuss prioritizing budget items for the next two years; best practices for incorporating capital projects and marketing funds into the budget; as well as developing a more strategic versus historical budget plan. All Commissioners were in agreement to meet to discuss aligning the budget to the evolving HPA strategic plan.

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

Mr. Twilley presented the October Treasurer's report and stated that there was improvement over the previous month's operating income. He said that October operating income still fell short of budget but not to the extent of the previous three months. Mr. Twilley said further that hourly parking revenue for Morgan Street Garage was up \$60K year-to-date due to higher CCC validations than budgeted. Mr. Michalik responded by stating that an analysis was underway to estimate the flat rate revenue that will be earned under the Supplemental Agreement to the Joint Ownership Agreement.

In response to Mr. Michalik's comments, Ms. LeShane asked if monthly parker counts shown in the report by this name included non-billable parkers. Mr. Michalik stated that non-billable parkers were shown both in total monthly parkers and as a separate line item.

Mr. Twilley reported that On-Street Parking citation revenue was down \$212K from budget due to several factors, one of which appears to have had the opposite affect on income than expected. Mr. Twilley said that it was believed that increasing fines would generate greater revenue but greater compliance with parking regulations has decreased the number of tickets issued. He said further that violators are making payments earlier than in the past in spite of the elimination of the early payment discount. Mr. Twilley cited as proof that 75% of tickets issued in October 2009 were paid before the first notice compared to only 56% of tickets issued in October 2008.



In response to Mr. Twilley's comments, Ms. LeShane suggested more patrons may be parking at covered facilities versus on-street. There was additional discussion regarding what story these changing revenue figures may be telling us as an organization. Mr. Twilley recommended that the HPA should adjust the way the budget is planned, supplementing our quarterly report to the City of Hartford with a summary of figures and explanations for fluctuations.

Mr. Twilley called for a motion to include a summary of explanations with the quarterly budget report to the City of Hartford. The motion was made by Mr. Barrueco, seconded by Ms LeShane, and unanimously carried.

Ms. LeShane asked Mr. Michalik whether the Renewal and Replacement Reserve bank account had been opened yet. Mr. Michalik and Mr. Redd responded by stating that there was a delay in opening the account due to personnel changes in the Treasurer's Department but that they expected the City Treasurer would open an account soon.

Action Items

1. **Morgan Street Garage Winterization**

Mr. Redd presented a formal bid summary from Mr. Chavez recommending the winterization contract be awarded to Total Mechanical Systems. All criteria was met per City of Hartford's procurement requirements.

Ms. LeShane complimented the staff on the improvements made to the contract recommendation process. In response to Ms. LeShane's comments, Mr. Barrueco requested that going forward, the bidder's EEO Report be included in all recommendation packages being distributed to the Commissioners for review.

Ms. LeShane called for a motion to accept the recommendation to award the Morgan Street Garage winterization contract to Total Mechanical Systems, and to include the bidder's EEO report in all future recommendation packages. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried.

2. **Capital Community College Agreement Revision**

Mr. Nasto summarized the revisions to the language of the Joint Owner's Agreement between the Hartford Parking Authority and Capital Community College stating that the language simply reflects new state contracting requirements and does not alter the previously-approved agreement. Mr. Nasto also recommended the approval of the resolution prepared by Mr. Hill.



Ms. LeShane called for a motion to accept the resolution as recommended by Mr. Nasto, along with the language revisions to the Joint Ownership Agreement with Capital Community College. The motion was made by Mr. Barrueco, seconded by Ms. LeShane, and unanimously carried.

Open Session - Public Comment

Mr. Alemu, in response to the Treasurer's Report relating to the on-street parking budget shortfalls, commented that Central Parking System projections were also off in other areas of the parking industry. Mr. Alemu explained that since budget projections were made in July and August, the impact of the current economic downturn could not have been predicted and that the entire parking industry is facing the same challenges as the HPA.

In response to Mr. Alemu's comments, Mr. Redd thanked Central Parking staff, specifically Mr. Alemu and Mr. Manousos for their assistance in addressing recent budget analysis and projections.

In response to Mr. Alemu's comments, Ms. LeShane suggested changing HPA practice to bringing in outside third party industry experts and researching national conditions when preparing future budgets which may increase HPA's ability to better predict revenue forecasts. Ms. LeShane recommended included a 10 – 15 minute overview by outside professionals when HPA holds its first ever strategic budget planning session.

All Commissioners were in concurrence.

Executive Session

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

Ms. LeShane called for a motion to enter into Executive Session at 8:50 AM to discuss the above agenda items. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Mr. Myers and Mr. Nasto were present during the Executive Session. Mr. Redd remained for discussions related to contract negotiations.

There was no action taken during the Executive Session.



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.

- Mr. Myers exited the meeting at 10:30 AM

The Executive Session ended at 10:45 AM.

The regular meeting was reconvened at 10:45 AM.

Ongoing Business and Committee Report(s)

1. Hartford Stage Improvements Update

Mr. Twilley summarized a meeting he and Mr. Redd attended with Hartford Stage representatives Mike Stott and Dr. Walter Harrison. Mr. Twilley explained that the improvement plans will be scheduled in two stages – the first stage for \$4mil and the second stage for \$12mil. In conclusion, Mr. Twilley stated that the Hartford Stage is not ready to go forward with the second stage, therefore would only be requesting Parking Authority budgeted funds for the first phase at this time. Plans for a shutdown are scheduled for summer 2010, reopening sometime in 2011.

2. Marketing Plan Update

Ms. LeShane outlined items discussed at the November 9, 2009 Marketing Committee meeting including the four key elements of the proposed signage campaign being 1) facility/highway identification, 2) highway egress/motor way fare directions on local roads, 3) event signage/mapping of destinations from HPA facilities, and 4) increased street wayfarer. Also discussed were rate incentives, and how to quantify incentive rates to keep existing customer rates and attract new ones with lower rates. Ms. LeShane expressed concern justifying lost revenue from lower rates if competitors followed suit, subsequently decreasing potential market share. Ms. LeShane also stated that the customer survey is going forward with a full report anticipated at the regular December 2009 meeting, or, if not completed, a partial report on incentive responses only for budget considerations. The Committee is also researching marketing companies to address future brochure and advertisement materials as needed.

3. FOI Request and Lawsuit Notification

Mr. Nasto stated that a letter was sent in response to this FOI request and lawsuit involving a Mr. Peruda, and, along with Mr. Redd, continues researching whether the HPA can or cannot withhold personal identification information on citations that would be exposed if included in the FOI information package.



4. **M&T Lot**
Tabled to Executive Session

5. **Internal Audit Response Update**
Mr. Redd distributed a package for the Commissioners' review which confirms that a Hartford Police Officer will be assigned to handle scofflaws and impounding vehicles. In response to Ms. LeShane's question, Mr. Redd explained that a "scofflaw" is defined as a citizen with five or more unpaid citations.

6. **Acting Executive Director Update**
Ms. LeShane described all tracking reports being submitted to the Commissioners by Mr. Redd each month for their review prior to the regular monthly meeting, praising the value of the new internal document which provides all contract terms and conditions, customer leases, and agreement information which she believes will help make our organization a more efficient team. Ms. LeShane also polled the Commissioners if they had any questions regarding the updated internal tracking report provided by Mr. Redd. There was no further discussion.

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, November 12, 2009 regular board meeting adjourned at 11:07 AM.

Respectfully submitted,

Terry Leonowicz
Secretary to the Board