



## **Approved Minutes**

Regular Meeting of Hartford Parking Authority Board  
Thursday, June 11, 2009  
155 Morgan Street, Hartford, CT 06103

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

Also Present: Jim Kopencey, Executive Director  
John Michalik, Chief Financial Officer  
Carey Redd, Associate Director  
Carl Nasto, Corporation Counsel, City of Hartford  
Stathis Manousos, General Manager, Central Parking

### **Roll Call / Attendance**

Ms. LeShane called the Hartford Parking Authority Regular Board Meeting to order at 8:12 AM.

Mr. Redd conducted roll call and there was a quorum.

Mr. Barrueco teleconferenced into the meeting.

### **Approval of the Minutes**

Ms. LeShane called for a motion to accept the minutes of the Thursday, May 14, 2009 Regular Meeting with a necessary correction. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously by roll call vote.

Chair's Comments – Ms. LeShane stated that Commissioner Barrueco was teleconferenced in the meeting so he could attend.

Mr. Twilley with the concurrence of the Commissioners and Mr. Nasto recommended that the Board take a Roll Call vote if a motion had to be voted on.

Ms. LeShane stated that there were no action items on the agenda; however, under On-Going Business, Mr. Twilley will report on the proposed HPA Bylaws. It was agreed that this can be an Action Item. It was also agreed that aspects of the Bylaws that deal with personnel will be discussed in Executive Session.



Ms. LeShane called for a motion to add the Adoption of the Proposed HPA's By-Laws to the agenda, which was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously by roll call vote.

Treasurer's Report/Financial Update – Treasurer Twilley presented the financial report for the month of May. He stated that lower revenue was seen in May than the previous five months with On-Street Parking and MAT Garage showing the largest pullback. Mr. Twilley said that one of the factors that contributed to weaker monthly parking revenue was the move by some number of monthly parkers to surface lots for the summer months.

Mr. Twilley reported that year-to-date Operating Income was \$4.7 million compared to year-to-date budget of \$5.8 million, a \$1.1 million shortfall. Treasurer Twilley described the Operating Income by Profit Center chart and noted that MAT Garage is the only profit center that is ahead of budget at this time. He went on to explain each of the significant variances. Chairperson LeShane questioned the cost of condition assessments that was included in the explanation of the Professional Services' expense variance. Mr. Kopencey stated that condition assessments would cost in the range of \$5-6K, not \$30-35K due to the limited scope for assessments this year.

Ms. LeShane also questioned the variance for Advertising & Website given the marketing study that is expected to be bid and completed this year. Chairperson LeShane stated that the expected full year variance of \$33K would only be \$13K if the study is completed this fiscal year.

Treasurer Twilley concluded his report by saying that full year Operating Income is now projected at \$5.0-5.1 million.

Mr. Michalik gave an update on MUNIS, the City's financial management system. He stated that certain issues were discussed at a meeting held two weeks ago with representatives of the City Finance Department and that one long-standing issue was resolved in the course of the meeting. On another issue described by



Mr. Michalik Chairperson LeShane asked that Mr. Michalik follow up with the City to confirm whether the approval process was changed to give Mr. Michalik approval authority over all transactions that are charged to the Authority's operating fund.

Ms. LeShane with the concurrence of the Commissioners called a motion to accept the Treasurer's Report, which was made by Mr. Twilley, seconded by Mr. Barrueco, and pass unanimously by roll call vote.

### **New Business**

1. CCC Graduation Parking Request – Mr. Kopencey stated that each year Capital Community College (CCC) makes a request for free parking for attendees of their annual graduation and recommend the Board pass a motion to extend free parking to the CCC graduation attendees annually.

Ms. LeShane called for a motion to extend free parking to the attendees of Capital Community College's annual graduation ceremony, which was made by Mr. Thompson, seconded by Mr. Barrueco, and passed unanimously.

2. FY 08/09 Audit of HPA - Treasurer Twilley reported that the City has a new auditor but the City's Finance Director expressed his wish that the Authority use last year's auditor for the upcoming audit because this would ease the new auditor's burden.

Mr. Michalik stated that he had mixed feelings about retaining the old auditor because it would only postpone for one year the learning that the new auditor would have to undergo.

Chairperson LeShane asked that one other bid for the audit be requested so that the Authority could have a representative number of bids to consider.



## Ongoing Business and Committee Report(s)

1. Executive Director's Report - Construction Projects, Bid Update, Security and Revenue Control Update – Mr. Kopencey stated that he would entertain any questions that the Board may have concerning his April 2009 Meeting Update. There were no questions.

Mr. Kopencey stated that the Board had previously approved by unanimous vote a low grade condition appraisal to be performed on the municipal parking structures as stipulated by City ordinance and that such an appraisal would cost approximately \$5,000. to \$6,000. Ms. LeShane with the concurrence of the Commissioners stated that the expense should be reaffirmed.

2. Market Plan Update - Ms. LeShane reported that the Selection Committee met and finalized Request for Information (ROI) for the HPA's parking consumer-driven research project and the HPA will be challenged to have a contract prior to the new fiscal year but the committee will work to stay on track.

Mr. Kopencey stated that in addition to the firms previously identified the Selection Committee reviewed the State of Connecticut vendor list to identify other firms qualified to perform the project. Mr. Kopencey stated that the HPA staff mailed the ROI to the market research firms and followed up with telephone calls to respondents' contacts.

3. HPA Bylaws Update – Mr. Twilley stated that the HPA Draft Bylaws were distributed to the Commissioners for review and upon approval will become the official Bylaws of the HPA. A discussion ensued after which, Mr. Twilley recommended that the proposed HPA By-Laws be voted on and adopted.



Ms. LeShane called motion to adopt the proposed HPA By-Laws. The motion was made by Mr. Twilley and seconded by Mr. Barreuco. The motion passed unanimously by roll call vote.

Ms. LeShane stated that the adopted By-Laws supersede the suspended By-Laws and called for a motion to reaffirm the HPA's Standing Committees. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously by roll call vote.

Personnel Committee:	Mr. Thompson and Mr. Twilley
Marketing Committee:	Ms. LeShane and Mr. Twilley
Bylaws Revision Committee:	Ms. LeShane and Mr. Barrueco

In response to the Commissioners and HPA staff comments, Ms. LeShane with the concurrence of the Commissioners suggested the discussion on the HPA Board Secretary be closed until the subject has been fully vetted by the Commissioners and Executive Director.

4. Revisions to Employee Policies/Handbook – HPA Travel Policy Update – Mr. Thompson stated that the Personnel Committee distributed a DRAFT of the HPA's Travel Policy, which should be incorporated into the HPA's Employee Handbook.

In response to the Commissioner's comments, Mr. Thompson stated that he will have Mr. Kenneth Weinstock, Attorney, Kainen, Escalera & McHale review the document before presenting it to the Board for a vote and adoption.

5. Open Session – Public Comment
6. Executive Session - Personnel, Strategic Planning, Contract Negotiations, – Ms. LeShane called for a motion to enter Executive Session at 10:10 am. A motion was made to enter into Executive Session by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried by roll call vote.



Mr. Kopencey was present during a portion of the Executive Session with the Commissioners.

Ms. LeShane called for a motion to exit Executive Session. The motion was made by Mr. Twilley, seconded by Mr. Barrueco and unanimously carried by roll call vote. The Executive Session ended at 1:25 PM.

7. Action Taken after Executive Session

Ms. LeShane called for a motion to restate the 457(b) Plan contributions to reflect an across the board 15% contribution for all HPA employees together with an additional 50% contribution by the HPA on the first 4% of the employees deferred complementation effective July 1, 2008 and directed the Chief Financial Officer to make payments to that effect. The motion was made by Mr. Twilley, seconded by Mr. Thompson, and passed unanimously by roll call vote.

8. Adjournment - Ms. LeShane called for a motion to adjourn. A motion was made by Mr. Thompson, seconded by Mr. Twilley, and carried unanimously by roll call vote. The Thursday, June 11, 2009 Regular Board meeting adjourned at 1:26 PM.