



Approved Minutes

Special Meeting of the Hartford Parking Authority Board Thursday, December 17, 2009 – 8:00 AM (Rescheduled Regular Meeting of December 10, 2009) 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, Secretary to the Board
James Kopencey, Executive Director
Carl Nasto, Corporation Counsel, City of Hartford
Catherine Freeman, Corporation Counsel, City of Hartford
Shel D. Myers, Attorney, Kainen, Escalera & McHale
Stathis Manousos, General Manager, Central Parking
Dale Bertoldi, Tecton Architects
Officer John O'Hare, Hartford Police Department
Sergeant Mac Hawkins, Hartford Police Department

1. **Call to Order** - Ms. LeShane called the Hartford Parking Authority (HPA) Special (Rescheduled Regular) Board Meeting to order at 8:06 AM
2. **Roll Call of Commissioners** - Ms. Leonowicz conducted roll call and there was a quorum.
 - Mr. Kopencey entered the meeting at 8:45 AM
3. **Approval of the Minutes**
 - Ms. LeShane called for a motion to accept the November 12th, 2009 Regular Meeting Minutes with three amendments:
 1. Page 1, item 1. **Call to Order**, 1st sentence: replace "*Special...*" with "*Regular...*"
 2. Page 3, Action Items, item 2. **Capital Community College Agreement Revision**, 2nd sentence: replace "*...approved*" with "*...recommended the approval of...*" sentence continued on Page 4: replace "*...approved...*" with "*...recommended...*"
 3. Page 5, item 2. **Marketing Plan Update**, 1st sentence: replace "*...November 2...*" with "*...November 9...*"

A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.

- Ms. LeShane called for a motion to accept the November 19th, 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 opened her report by informing those in attendance that due to a personal family matter the regular meeting was rescheduled and she thanked those for their warm thoughts and understanding. Ms. LeShane proceeded to congratulate the entire HPA team for their hard work and efforts over the last six months to a year, and contributing to the successful completion of multiple Parking Authority goals. Ms. LeShane reported on the December 16th initial Fiscal 2010-11 budget meeting indicating that next year's budget will be driven by the Authority's strategic plan. Mr. Michalik added that the Authority is prepared to take some bold steps in the area of off-street parking rates.

5. **Treasurer's Report/Financial Update/ FMI S update**

Mr. Twilley presented the November 2009 Treasurer's report and thanked Mr. Michalik for the report format improvements which now include a "table of contents". Mr. Twilley commented on each of the individual reports in the report package and stated that the Authority was \$202,000 below budgeted Operating Income through November. Mr. Twilley said that the newly implemented scofflaw program may help however to reduce this deficit over the remaining months of this fiscal year. Mr. Twilley said further that he recommended continuing this program on a long-term basis.

Mr. Michalik was asked to comment on the Renewal and Replacement Reserve report by Mr. Twilley. Mr. Michalik stated that the City Treasurer, Kathleen Palm-Devine, asked that any action to open a separate bank account be deferred until January 2010, at which time she will be able to determine whether such an action will create additional expense to the City in the form of bank service fees.

In response to Mr. Michalik's comments, Mr. Nasto said that he believed there was justification to set up a separate bank account. He said further that he would get involved if necessary.

Mr. Twilley stated that the Pay-and-Display parking meters have been a success, particularly the credit card acceptance feature. He said that the average credit card purchase was \$1.40 compared to 90 cents for coin purchases. Mr. Twilley added that citation revenue continues to decrease as fewer cars are parking on-street, both illegally and legally. He said that this information should be considered in next year's budget process.

In response to a question from Ms. LeShane, Mr. Redd explained that the problem with the American Express credit card acceptance at the Pay-and-Display meters has been resolved. In response to a question from Mr. Thompson, Mr. Redd explained that retrofitting meters to accept dollar bills was not practical due to the risk of vandalism and high associated repair costs. Mr. Redd confirmed that HPA is researching the use of debit cards or "Smart Cards" which provide a pre-paid card option to On-Street parking patrons.

Mr. Michalik explained the MAT Garage Monthly Operating Statement and Comparison of Cash Basis Net Revenue to Accrual Basis Net Revenue, stating that the negative budget variance at the end of November could be reversed if MAT Garage receivables at year-end (June 2010) were as low as they were this past June.

There was a consensus by all Commissioners that future budgets will be based on expected collections in a given year.

Mr. Twilley concluded his report with a summary of the Capital Improvement Plan and Funds Statement.

Action Items

1. Executive Director Contract Extension/Renewal

Ms. LeShane stated that before turning the matter of the Executive Director's contract extension and renewal over to Mr. Twilley (as the Personnel Committee Chairman) she would like to recognize Mr. Kopency, who was in attendance. Mr. Kopency thanked the Commissioners for the opportunity to address the group prior to their taking action.

Mr. Kopency acknowledged his wish to return to work with the Parking Authority if his circumstances allowed, but further acknowledged that his doctor has stated that he could not perform the duties of the position. Mr. Kopency described his positive experience while leading the organization and working with past and current staff members over the last few years. In closing, Mr. Kopency expressed his desire to accept whatever decision the Commissioners felt was in the best interest of the Parking Authority.

After thanking Mr. Kopency for his comments, Mr. Twilley expressed the Personnel Committee's recommendation not to move forward with renewing the Executive Director's current contract.

Each Commissioner then commented on the Personnel Committee's recommendation and expressed various reasons for not extending the Executive Director's current contract, including the costs of renewing the contract given budgetary constraints and current economic conditions and market rate; the lack of flexibility in the contract; the better business model to have "at-will" employment; and the need to reposition the HPA for the future and to examine restructuring the organization with greater ability for strategic thinking and marketing.

Following a brief statement from each Commissioner, Ms. LeShane requested a motion to NOT renew the current contract for the Executive Director. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried by roll call.

- Chairperson Paddi LeShane Yes
- Commissioner James Thompson Yes
- Commissioner Albert Barrueco Yes
- Commissioner Richard Twilley Yes

2. **Executive Director Leave Status**

Ms. LeShane expressed the need to review the Executive Director's leave status, given that his family and medical leave entitlement expired as of December 18, 2009, but his contract terminated on June 27, 2010 and the time frame for him to be able to medically return to work was indeterminable. Ms. LeShane invited comments from the Commissioners and also invited additional comments from Mr. Kopencey.

Following comments from the Commissioners and Mr. Meyers, Ms. LeShane called for a motion to retroactively apply unpaid leave status to Mr. Kopencey, from December 11, 2009, through June 27, 2010, or until such time he is medically certified and able to return to work to perform his basic duties as set forth in his current contract; whichever is the earliest. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried by roll call.

- Chairperson Paddi LeShane Yes
- Commissioner James Thompson Yes
- Commissioner Albert Barrueco Yes
- Commissioner Richard Twilley Yes

Mr. Kopencey thanked the Commissioners and HPA staff for the opportunity to address the group and departed the meeting at 9:15 AM.

3. **Leinholder Release Policy**

Mr. Redd summarized a Leinholder Release Policy as recommended by Corporation Counsel, for the Commissioner's review. The policy was developed to address a recent situation where a vehicle's lease holder; who is also in First Lien position; requested release of a vehicle impounded by the Hartford Police Department, without paying the outstanding City of Hartford citations and penalties.

In response to Mr. Redd's and Ms. Freeman's comments, Mr. Barrueco requested that the recommended Leinholder Release Policy memorandum be submitted as a formal policy statement to be voted on at the January 2010 regular board meeting. There was a consensus by all Commissioners to do so.

Ongoing Business and Committee Report(s)

Ms. LeShane asked the Commissioners for approval to open Ongoing Business with the Acting Executive Director's report, as a courtesy to relevant guests in attendance. There was a consensus by all Commissioners to do so.

1. **Acting Executive Director Update**

Mr. Redd began with a summary of the on-street parking scofflaw pilot program to which the Hartford Police Department has assigned a dedicated police officer to impound vehicles as needed. Mr. Redd also gave brief reports on the upcoming Amnesty program and research on the License Plate Recognition System, which is currently being used by the Police Department. HPD representatives in attendance stated that they were not the appropriate personnel to address these items and subsequently referred the Commissioners to Lieutenant William Long of the Traffic Division. Officer O'Hare and Sergeant Hawkins left the meeting at 10:24 AM.

2. **MAT Garage Improvements**

Ms. LeShane acknowledged a memorandum from Mr. Chavez recommending going forward with the stair tower improvements at MAT Garage. Mr. Bertoldi was then invited to address the group with an architectural update regarding "Stairwell F".

Ms. LeShane reminded the Commissioners that this construction phase had already been approved as a capital expenditure, therefore recommended to simply have the minutes reflect that the Board of Directors are in concurrence to move forward with the "Stairwell F" phase of this project.

3. **Marketing Committee Update**

Ms. LeShane recounted the excellent progress on the Marketing Committee's punchlist, subsequently thanking Ms. Leonowicz and the HPA team for their efforts on completing the customer survey results, and a special HPA ad layout, submitted to Hartford News for the "Legacy and Promise" publication soon to be released. Ms. LeShane also updated the Commissioners on signage projects and the ongoing rate structure strategy.

Open Session - Public Comment

Mr. Manousos, in response to the Treasurer's Report relating to the on-street parking budget shortfalls, concurred that the parking industry is experiencing a downturn. Mr. Manousos also stated that he is a member of the Business for Downtown Hartford Board of Directors, and he wanted to let the

Commissioners know that the merchant community supports the Parking Authority's marketing initiatives especially in respect to the on-street parking improvements. Ms. LeShane responded that it may be beneficial to invite BFDH to a Marketing Committee Meeting. Mr. Redd and Mr. Twilley recommended waiting until such time that the "Smart Card" concept is closer to fruition before meeting with BFDH reps.

Mr. Manousos offered to assist in expediting the process by contacting representatives from both Park Smart and Parkeon to get technical specifications for adaptable modules for the meters for the Marketing Committee to review and discuss at its January meeting.

Ms. Freeman inquired about election of officers at this meeting. Ms. LeShane responded by stating that because this was considered a "special" rescheduled regular meeting, election of officers would be done at the regular January meeting.

Executive Session

1. **Discussion Items: Strategic Planning, Contract Negotiation, Personnel Matters (Mr. Kopencey and Ms. Cruz leave of absences)**

Ms. LeShane called for a motion to enter into Executive Session at 10:14 AM to discuss the above agenda items. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

- Mr. Myers, Mr. Nasto and Mr. Redd remained for discussions related to Personnel matters. Mr. Myers left the meeting at 11:13 am.

- Mr. Michalik entered executive session for discussions related to Contract Management Services only.

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.

- The Executive Session ended at 11:18 AM.
- The regular meeting was reconvened at 11:18 AM.
- Ms. LeShane requested the presence of all HPA staff members

Action Taken after Executive Session

1. Ms. LeShane requested a motion to approve FMLA for Ms. Cruz now through April 5th. 2010. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.
2. Ms. LeShane requested a motion to award performance pay to reflect the extra efforts exhibited by team members in the past six months of 1% to Ms. Cruz, Ms. Hill, Ms. Leonowicz, Mr. Michalik and Mr. Chavez, and performance pay of 2% to Mr. Redd. A motion was made by Mr. Barrueco, seconded by Mr. Thompson, and passed unanimously.

Adjournment

Ms. LeShane concluded the meeting by thanking the entire HPA team for their continued efforts and team work which has been instrumental in the successful completion of the Parking Authorities many changes and goals over the last year. Following expressions of appreciation by each of the Commissioners, Ms. LeShane called for a motion to adjourn. The motion was made by Mr. Barrueco, seconded by Mr. Twilley, and unanimously carried. The Thursday, December 17, 2009 special (rescheduled regular) board meeting adjourned at 11:25 AM.

Respectfully submitted,

Terry Leonowicz
Secretary to the Board