



**Approved Minutes**  
**Thursday, December 19<sup>th</sup>, 2013 – 5:00 P.M.**  
**Regular Meeting of the Hartford Parking Authority Board**  
**155 Morgan Street, Hartford, CT 06103**

**To be Approved at the January 16<sup>th</sup>, 2014 Regular Board Meeting**

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**Commissioners Present:**

Paddi LeShane, Chair  
Ken Lerman, Vice Chair  
Rex Fowler, Treasurer  
Mat Jasinski, Commissioner

**Also Present for HPA:**

Eric M. Boone, CEO/Executive Director  
Carey Redd, Associate Director  
John Michalik, Chief Financial Officer  
Terry Leonowicz, Director of Revenue Control/Marketing Promotions  
Gina Varano, Assistant Corporation Counsel, City of Hartford

1. **Call to Order** – Ms. LeShane called the December 19<sup>th</sup>, 2013 Regular Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:04 P.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced there was a quorum present.
3. **Approval of the Minutes of the Regular Board Meeting of November 21<sup>st</sup>, 2013** -  
Ms. LeShane polled the Commissioners for amendments to the minutes. There was one spelling correction on page 1 to revise “Matt” to “Mat” Jasinski. Ms. LeShane called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Jasinski.  

**VOTED:** The November 19<sup>th</sup>, 2013 Regular Board Meeting Minutes were approved as amended.

  - Ayes – LeShane, Jasinski, Lerman
  - Abstention - Fowler
4. **Chair’s Comments** - Ms. LeShane reported that Mr. Breetz’s Board appointment is up for renewal and he has agreed to serve a full five (5) year term if approved by the Mayor’s office. Also of note is that the HPA is planning its holiday luncheon on Friday, December 20<sup>th</sup> at noon.

There was discussion regarding developing a procedural process for regulations for the Residential Parking Permit ordinance. Ms. Varano stated that she would research whether the City has a template which HPA could use and recommended that staff continue with the pilot programs until such time as the regulations are finalized. Mr. Boone confirmed that staff is currently working on developing internal procedures for the program. Ms. LeShane suggested that staff should work with the Bylaws

Committee and Ms. Varano to establish a regulations process including requirements for public hearings, posting information etc.

Ms. LeShane asked if the results of the financial audit were received yet. Mr. Michalik responded that he had received a draft of HPA's audited statements however, there were a number of errors to be corrected and that he is awaiting the revised draft. He also confirmed that HPA's audit statements would not be issued until after the City's were.

Ms. LeShane raised discussion regarding documenting a process to bring information to the Commissioners, taking appropriate action, and creating MOU's, as was done for the Night Enforcement proposal between the HPD and HPA. Ms. Varano stated that she would need to research the proposal further before determining the best approach.

Ms. LeShane reported that the items for discussion in Executive Session would include the Capital Improvement Plan and personnel matters.

## **REPORTS AND ACTION ITEMS**

1. **Election of Officers for 2014** - Ms. LeShane turned the meeting over to Mr. Fowler to conduct the nominations for Chairperson. Mr. Fowler then opened the floor to nominations for the Chairperson of the HPA for the year 2014. Mr. Lerman nominated Ms. LeShane, seconded by Mr. Jasinski.

Mr. Fowler then polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

**VOTED:** Ms. LeShane is elected as Chairperson of the HPA for the year 2014 (ayes - Fowler, Jasinski and Lerman).

Mr. Fowler congratulated Ms. LeShane on her elected position. Ms. LeShane thanked the Board and asked the Commissioners to keep in mind that her term as Commissioner will end in 2014.

Ms. LeShane then opened the floor to entertain nominations for the Vice-Chairperson of the HPA. Mr. Jasinski nominated Mr. Lerman, seconded by Mr. Fowler. Ms. LeShane then polled the Commissioners for additional nominations and hearing none, called the vote, which passed unanimously that -

**VOTED:** Mr. Lerman is elected as the Vice-Chairperson of the HPA for the year 2014. (ayes - Fowler, Jasinski, LeShane).

Ms. LeShane then opened the floor to entertain nominations for the Treasurer of the HPA. Mr. Lerman nominated Mr. Fowler, seconded by Mr. Jasinski. Ms. LeShane then polled the Commissioners for additional nominations and hearing none, called the vote, passing unanimously that -

**VOTED:** Mr. Fowler is elected as the Treasurer of the HPA for the year 2014. (ayes - Lerman, LeShane, Jasinski).

2. **Personnel Committee**

- a. HPA 401(a) Contribution – Mr. Jasinski reported that the Personnel Committee met and discussed the 401(a) plan and is recommending an eight (8%) percent contribution.

Ms. LeShane called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Fowler.

Ms. LeShane stated that the Committee discussed and agreed to document a review process and formula for use to determine the annual plan contribution going forward. Ms. LeShane stated that the Committee would work with the plan administrator, Mr. Boone and benchmarks so that a process is in place for next year. Ms. LeShane then called the vote which passed unanimously to -

**VOTED:** approve the Personnel Committee's recommendation for a contribution to the 401(a) plan at eight percent (8%) of earned wages. (ayes - Lerman, LeShane, Jasinski and Fowler).

3. **Appointment of Board Secretary** - Ms. LeShane confirmed with Ms. Varano that according to the HPA Bylaws, the Board Secretary is an appointed position with no additional action necessary; therefore Ms. Leonowicz will continue to serve as Secretary until the Board decides otherwise.

4. **Finance Committee** - *Please see the Financial Report for details*

- a. Monthly Report – Mr. Fowler turned the report over to Mr. Michalik who stated that a formal full year forecast was prepared for the first time at the request of Mr. Jasinski, and that the process is being formalized for future use. A five (5) year database of actual revenue and expenses is being compiled for use as a forecasting and budgeting tool to provide greater accuracy going forward. Previously only one year of data was used to prepare HPA's budget.

Mr. Boone added that contractual expenses and monthly parking revenue are standardized and accurately forecasted; however, staff is working to refine forecasting methods for more variable items such as citation collections, on-street parking seasonality and off-street transient parking.

Mr. Fowler asked what the budget assumptions were for the Morgan Street Garage (MSG) and questioned continuing to show a line item for MSG. After some discussion, Mr. Fowler recommended adjusting the budget to reflect the actual operating income which no longer includes the MSG. All the Commissioners were in agreement.

Mr. Boone gave a slide presentation illustrating HPA's revenue and expense trends and data used to prepare the budget forecast. Several key trends discussed included lower than budget citation and collections revenue, a lower number of citations being written over the years, and whether on-street compliance has directly increased off-street parking capacity.

- b. Acceptance of Report - Ms. LeShane polled the Commissioners for further comments, and hearing none, called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Jasinski, passing unanimously.

**VOTED:** The November 2013 Finance Report was approved as submitted.  
(Ayes – Lerman, Jasinski, Fowler, LeShane)

5. **Property Management Committee** - *Please see the Property Management Report for details.*

- a) Recommendation to Procure Pay Stations – Ms. LeShane reported that in accordance with HPA's on-street parking strategy, HPA intends to purchase four (4) Pay and Display units with 7" color displays and three (3) retrofit kits to be installed, tested and monitored through Spring. The new units will be installed on Church Street and one will serve as a demo at the HPA office. The Committee recommends approval for the procurement of the pay and display equipment for \$54,000.

Mr. Boone explained that the current connectivity technology used in the existing kiosks will no longer be supported by AT&T, making technology updates essential. Upgrade features include pay by plate capability, citation payments at kiosks, amber alerts, interactive maps and remote programming of on-screen messages such as "no parking".

Ms. LeShane called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Lerman, passing unanimously to -

**VOTED:** approve the Property Management Committee's recommendation to purchase four (4) new pay and display units and three (3) upgrade retrofits for \$54,000 for the purpose of on-street parking testing and research. (ayes – Lerman, Jasinski, LeShane, Fowler)

6. **Marketing Committee** – Ms. LeShane reported that HPA's social media consultant is expected to start sometime in January. Also reported were highlights from HPA's recent NRZ parking survey results including the highest number of responses were received from West End and Downtown NRZ's; 58% of respondents live in Hartford and 56% work in Hartford (or both). Ms. LeShane also reported that 355 individual written comments were received and staff is sorting and categorizing info for presentation. A more comprehensive analysis is expected at the January meeting.

Ms. LeShane also noted that marketing programs are going well including UConn Basketball, Winterfest, and First Night. In addition, staff successfully collaborated with

the XL Center for HPA's First Night parking promotion and will continue to work with Global Spectrum for additional partnership opportunities.

7. **Bylaws Committee** – There was no report from Mr. Jasinski.
8. **Executive Director's Report Update** - Mr. Boone reported on activity updates including (#2) - approval of the Residential Parking Permit ordinance by City Council and a subsequent minor language amendment currently being reviewed by subcommittee; (#'s 7,8,9) - three (3) MOU's drafted by the Property Management Committee are to be reviewed by Corporation Counsel before being presented to the Board. Mr. Boone also stated that staff is working on a five (5) year maintenance plan and a CIP plan for HPA garages to improve the tracking of maintenance projects and enhance budget forecasting.

Ms. LeShane also noted that Mr. Boone will meet with the Mayor on a quarterly basis at his request, for updates on HPA business. The Mayor also acknowledged HPA's supporting role to multiple City Departments and Agencies.

#### **OPEN SESSION – PUBLIC COMMENT**

There was no public comment.

#### **EXECUTIVE SESSION**

1. **Personnel Matters and CIP Plan**

Ms. LeShane called for a motion and a motion was made to enter Executive Session at 6:23 P.M. by Mr. Jasinski, seconded by Mr. Fowler, passing unanimously (ayes – Lerman, Jasinski, LeShane, Fowler)

- Mr. Boone remained for Executive Session
- Ms. Varano entered Executive Session at 6:30 P.M.

Executive Session ended and the Regular Meeting reconvened at 7:20 P.M.

#### **ADJOURNMENT**

Ms. LeShane called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Fowler, passing unanimously that the December 19th, 2013 Regular Board Meeting ended at 7:20 P.M. (ayes – Lerman, Jasinski, LeShane, Fowler)

Respectfully submitted,

*Terry Leonowicz*

Terry Leonowicz  
Secretary to the Board