



Approved Minutes
Tuesday, September 3rd, 2024 - 5:00 p.m.
Special Meeting of the Board - Hartford Parking Authority
11 Asylum Street, 2nd Fl, Hartford, CT 06103

Commissioners Present

Zoe Chatfield, Commissioner – Zoom
Christian Sager, Commissioner – HPA Conference Room
Cal Torres, Commissioner – HPA Conference Room

Also Present for HPA:

Jill Turlo, CEO – HPA Conference Room
John Michalik, Finance Manager – HPA Conference Room
James Del Visco, Corporation Counsel – HPA Conference Room
Natalie Reichle, Corporation Counsel – HPA Conference Room
Shandia Drummond-Butt, Director of Operations – HPA Conference Room
Kay Al Mannai, Director of Strategic Growth – HPA Conference Room
Veronica Padilla, Reimagined General Manager – HPA Conference Room
Dan Nash, Reimagined Regional Director – HPA Conference Room

1. Call to Order

Mr. Sager called the September 3rd, 2024, Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:03 p.m.

2. Roll Call of Commissioners

The Board Secretary, Mrs. Drummond-Butt, conducted roll call and announced that a quorum was present.

3. Approval of the Minutes for the Regular Board Meeting on July 23rd, 2024

Mr. Sager polled commissioners for corrections to the minutes. As there were no corrections presented, Mr. Sager moved to approve the minutes.

VOTED: Approval of July 23rd, 2024 Regular Board Meeting Minutes, seconded by Ms.
Chatfield.

(Ayes – Chatfield, Sager)

(Abstained – Torres)

4. Public Comment – None

5. Reports and Action Items



Personnel Committee – Mr. Torres

- None

Finance Committee – TBD

- Comparison of Fiscal Year 2024 Actual vs. Fiscal Year 2025 Revised Budget

Mr. Michalik presented a comparison between Fiscal Year 2024 and the Revised Budget for 2025, highlighting the end of the Hartford Guides contract and the review of a new staffing plan. These changes resulted in identified savings of \$145,000, with an additional \$73,000 surplus, bringing the projected total surplus to \$218,000.

- Summary of Changes – Original Budget Vs. Revised Budget

Mr. Michalik presented changes from the adopted budget to revised budget, showing a surplus of \$218,000 added to our R&R increasing to \$505,000 in surplus. Mr. Sager requested the HPA review the actual budget against the revised budget to track ongoing variances on a monthly basis.

- Acceptance of Monthly Finance Report for July 2024

Mr. Sager reviewed the income and expenses for the 275 Windsor asset and asked whether the HPA had considered renegotiating the terms. Ms. Turlo responded that she would follow up with RMS Companies on their development timeline and work on a plan to support future parking needs for the Hartford Yard Goats.

VOTED: Acceptance of the July 2024 Monthly Finance Report, seconded by Mr. Torres
(Ayes – Torres, Chatfield, Sager)

(See Monthly Finance Report for details).

Property Management Committee - Mr. Sager

- Property Management Report

Mr. Sager presented the July Property Management Report and acknowledged that citation revenue was down but typical for the summer months. The HPA presented a new metric, requested by Mr. Sager. The defect rate was discussed, with 11% considered acceptable but with a goal to reduce it to around 5%. Commissioner Sager emphasized the need to include more

detailed information in the data and requested a separate meeting to prepare for PMR and develop improved metrics going forward.

(See Property Management Report for details).

Bylaws and Revisions Committee – Ms. Chatfield

- None

Marketing Committee – Ms. Chatfield

Mrs. Drummond-Butt provided the Board with an update on the communication plan for the DPW Sanitation Pilot Program, which had been discussed and approved by Ms. Chatfield. The plan received positive feedback for the clarity and effectiveness of how the information was communicated. Mrs. Drummond-Butt informed the Board that as the new sanitation schedule is implemented, the same communication strategy will be used due to its proven success.

CEO Update – Ms. Turlo

Mrs. Drummond-Butt updated the Board on Thursday Sanitation operations, advising that while the project was ahead of schedule, it is currently on hold pending a signage reorder by the City of Hartford Department of Public Works. Ms. Chatfield thanked the HPA for its work in supporting the project as well as on the proactivity regarding communication. Mrs. Drummond-Butt also shared information on the Irving St residential parking program. Mr. Torres mentioned that the HPA should have a standardized guidelines for administering RPPs to keep with consistency and following City ordinance.

Mrs. Al Mannai presented the plan for high priority renovations on the MAT Garage. It was mentioned that the stair replacement is currently in procurement. Mrs. Al Mannai is currently building the 5-year plan for the MAT garage and the immediate focus is on determining costs for EV charger installation to support the possible purchase of an electric truck for facility needs.

Ms. Turlo provided updates to the Board regarding community engagement activities, including parking site visits and event donations.

Ms. Turlo also updated the Board on the migration from VATS to Duncan Solutions. The implementation commenced on September 3rd, 2024. Mr. Sager expressed concerns on the migration and the communication regarding this change. Ms. Turlo advised that VATS is being discontinued, necessitating the change. Ms. Turlo gave a final update that the HPA Board has two prospective new members, which will be sent to City Council for approval.

ADJOURNMENT – Mr. Sager made a motion to adjourn the meeting.



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VOTED: Adjourn the September 3rd, 2024, Special Board Meeting at 6:34 pm, seconded by
Mr. Torres.
(Ayes – Chatfield, Torres, Sager)

Respectfully submitted,
Shandia Drummond-Butt
Mrs. Shandia Drummond-Butt
Secretary to the Board

NOTICE: HPA WILL PROMPTLY PROVIDE A COMPLETE COPY OF ANY REPORT OR OTHER DOCUMENT IDENTIFIED IN THESE MINUTES TO ANY PERSON WHO WISHES TO REVIEW THE FULL TEXT OF THE DOCUMENTATION.