



Approved Minutes
Tuesday, November 19th, 2024 - 5:00pm
Special Meeting of the Board - Hartford Parking Authority
11 Asylum Street, 2nd Fl, Hartford, CT 06103

Commissioners Present

Zoe Chatfield, Commissioner – HPA Conference Room
Christian Sager, Commissioner – HPA Conference Room
Calixto Torres, Commissioner – HPA Conference Room
Jack Sullivan, Commissioner – HPA Conference Room
Amir Johnson, 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
Dan Nash, Reimagined Regional Director – HPA Conference Room

1. Call to Order

Mr. Sager called the November 19th, 2024, Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:03pm.

2. Roll Call of Commissioners

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

3. Chair Comments

None

4. Election of Board Treasurer

Mr. Sager made the nomination to elect Jack Sullivan as Board Treasurer of the Hartford Parking Authority (“Authority” or “HPA”).

VOTED: Elected Treasurer for the Hartford Parking Authority, seconded by Mr. Torres.
(Ayes – Johnson, Chatfield, Torres, Sullivan, Sager)

5. Nomination and Confirmation of Finance Committee and Election of its Chair

Mr. Sager made the nomination to elect Jack Sullivan as Finance Committee Chair of the Hartford Parking Authority (“Authority” or “HPA”).

VOTED: Elected Finance Committee Chair for the Hartford Parking Authority, seconded by Mr. Torres.

(Ayes – Johnson, Chatfield, Torres, Sullivan, Sager)

6. Approval of the Minutes for the Regular Board Meeting on October 22nd, 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 October 22nd, 2024, Regular Board Meeting Minutes, deemed approved by commission.

7. Public Comment – None

8. Reports and Action Items

Personnel Committee – Mr. Torres

- Event and Patrol Staffing Update

Ms. Turlo updated the Board on staffing changes for the Patrol team. She explained that a new team member will be added to replace a departing staff member, and additional event staff will be hired to address seasonal demands. With the increase in events, current coverage is insufficient, making it necessary to bring on part-time employees.

Finance Committee – N/A

- October Financial Update

Mr. Michalik presented the October financial report to the Board, highlighting an increase in operating income despite an unfavorable variance, along with a decline in monthly revenue. The actual expenses compared to the budget reflected a favorable variance of \$55,567.

Mr. Sager informed the Board that the decrease in monthly revenue for the MAT Garage was attributed to the dissolution of a significant monthly parking contract. He noted that he had discussed the matter with Ms. Turlo, who, along with Mrs. Al Mannai, will be working on business development plans in the coming year to address the loss. Parking enforcement revenue was reported to be on target with the current month’s budget. The Board also discussed the Rensselaer



Lot, inquiring about plans related to its potential demolition and the impact on the current lease. Ms. Turlo confirmed that she will be meeting with RMS to explore plans for the Rensselaer Lot.

Mr. Sager moved to accept the October 2024 Finance Report.

- Acceptance of Monthly Finance Report for October 2024.

VOTED: Acceptance of the October 2024 Monthly Finance Report, seconded by Mr. Sullivan

(Ayes – Chatfield, Torres, Sullivan, Sager, Johnson)

(See Monthly Finance Report for details).

Property Management Committee - Mr. Sager

- Property Management Report

Mr. Sager presented the Property Management Report to the Board. Some of the items that were covered encompassed the current status of the Sanitation signage project. Mrs. Drummond-Butt presented a quick update to the Board, noting that DPW has received the signs and the HPA will recommence the project alongside DPW and complete the Thursday route by the end of 2024. Mr. Sager asked the HPA to share a plan with the Board that completes the remainder of the Sanitation signage project by the end of 2025. Mrs. Drummond-Butt explained that this project is a DPW project, and we have to defer to their timeline, but will have a meeting to discuss this so we can identify a reasonable plan to share with the Board.

It was presented to the Board that the HPA is considering moving to another office, as the lease at 11 Asylum St. will be up in another year. We briefly discussed an update on the research involving getting new quotes for the camera system and access fob system. The HPA garnered two additional quotes that encompassed managing the current surveillance system versus replacing the entire infrastructure which provided significant cost savings. Mr. Sager briefly went over the numbers for the October month regarding citation issuance and asked to see some data on citations that were issued that are non-safety versus safety infractions in the next Board meeting.

(See Property Management Report for details).

Bylaws and Revisions Committee – Ms. Chatfield

- 2025 Board Meeting Calendar



Mr. Sager presented the 2025 Board Meeting Calendar schedule, and it was briefly discussed to see if there were any changes needed. As there were no changes proposed, Mr. Sager moved to accept the 2025 meeting schedule.

- Acceptance of 2025 Board Meeting Calendar Schedule.

VOTED: Acceptance of 2025 Board Meeting Calendar Schedule, seconded by Mr. Johnson

(Ayes – Chatfield, Johnson, Sullivan, Torres, Sager,)

Marketing Committee – Ms. Chatfield

- Website Updates

Ms. Turlo updated the commission on planned improvements to the website. During a meeting with Ms. Chatfield, the HPA was advised to compile a comprehensive list of pages requiring updates or new pages to be created. Submitting these requests in bulk, rather than individually, was recommended to enhance efficiency and better manage costs.

CEO Update – Ms. Turlo

Ms. Turlo provided several updates to the Board regarding ongoing CEO initiatives. She delivered a brief overview of the Albany and Woodland development projects, including key terms of the agreement, and presented a rendering showcasing the site layout and parking design. Additionally, Ms. Turlo updated the Board on the progress of the proposed City Park ordinance change, highlighting upcoming meetings aimed at advancing this initiative. Ms. Turlo indicated her plan to present at the next PRAC meeting, scheduled for November 26th, 2024.

Mrs. Al Mannai shared strategic updates on the MAT garage improvements, aligning them with the organization's five-year plan. She also detailed collaboration efforts with City partners to support these initiatives. Furthermore, she outlined potential growth strategies for HPA, including exploring partnerships with companies for advertising opportunities. Lastly, Mrs. Al Mannai provided an update on the operating budget and R&R, informing the Board that a finalized draft of the FY25-26 budget will be presented at the next meeting.

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

VOTED: Adjourn November 19th, 2024, Special Board Meeting at 6:13 pm, seconded by Mr. Torres.

(Ayes – Torres, Chatfield, Sullivan, Johnson, Sager)

Respectfully submitted,



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Shandia Drummond-Butt

Mrs. Shandia Drummond-Butt

Secretary to the Board

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