

Hartford Parking Authority
11 Asylum Street, 2nd Fl, Hartford, CT 06103
Regular Meeting of the Board
Tuesday, July 22nd, 2025 – 5:00pm
Approved Minutes

Commissioners Present

Zoe Chatfield, Board Chair – HPA Conference Room

Amir Johnson, Commissioner – HPA Conference Room

Jack Sullivan, Commissioner – HPA Conference Room, joined at 5:21pm

Christian Sager, Commissioner – HPA Conference Room

Also Present for HPA:

Jill Turlo, CEO – HPA Conference Room

Kay Al Mannai, CFO – HPA Conference Room

Shandia Drummond-Butt, Director of Operations – HPA Conference Room

John Michalik, Finance Manager – HPA Conference Room

Natalie Reichle, Corporation Counsel – HPA Conference Room

Eric Hood, Reimagined Parking – HPA Conference Room

Also Present for Public:

Stathis Manousos, Public – HPA Conference Room

Katharine Al Mannai – Virtual via Zoom, left at 5:18pm

1. Call to Order

Ms. Chatfield called the July 22nd, 2025, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:13pm.

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

Ms. Chatfield announced the promotion of Ms. Al Mannai to the position of CFO and discussed her exceptional performance at the HPA throughout the prior year, including securing funds for the MAT Garage Phase I Repairs and the MAT Garage Stairwell B Replacement.

4. Approval of the Minutes for the Regular Board Meeting on May 27th, 2025

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

VOTED: Approval of May 27th, 2025, Regular Board Meeting minutes, seconded by Mr. Johnson.

(Ayes – Johnson, Chatfield; Abstention – Sager)

5. Public Comment

Member of the public Stathis Manousos noted that the HPA is doing an amazing job and offered his congratulations to Ms. Al Mannai on her promotion.

6. Reports and Action Items

Personnel Committee – Mr. Torres

- In the absence of the Personnel Committee chair, Ms. Turlo reiterated the announcement of Ms. Al Mannai's promotion to CFO, noting her outstanding quality of work during her tenure at HPA.

Finance Committee – Mr. Sullivan

- April Financial Update

Mr. Michalik noted that the Board packet includes the May financial statements and the preliminary June financial statements. He noted that the June financial statements are preliminary, as the fiscal year had not yet closed.

Mr. Michalik noted a significant surplus of over \$200K by the end of May, which had been decreased to \$27K by the end of June. John indicated that the funds were used for outstanding projects and that moving forward on these projects in the FY24/25 fiscal year would impact the current year's budget. He indicated the year ended with revenues approximate to with budget expectations, but that expenses exceeded expectations, due to the aforementioned end of year projects. He confirmed that the remaining surplus would be returned to the City.

Mr. Sager inquired regarding Sheldon lot revenue exceeding budget, which was explained by Ms. Turlo and Mr. Michalik as being caused by minimal maintenance costs from Reimagined and a high quantity of monthly paid parking accounts due to the proximate location of the courthouse.

Ms. Al Mannai reviewed the end of year projects funded by the surplus, including but not limited to the following: a City wiring project to provide internet and telephone service at the MAT Garage that will result in ongoing savings and access to the City camera systems on HPA managed assets; the installation of panic buttons at the MAT Garage; high quality body cameras for Reimagined enforcement staff; fence wrapping for parking assets proximate to Dunkin' Park; exterior landscaping on the Trumbull side of the MAT Garage; installation of Knox planters at multiple HPA managed assets; etc. She indicated that prior to moving forward on these projects, she had worked with members of the HPA's board to discuss prioritization of available funds.

Kay also mentioned that the HPA had located a human resources consultant that would assist with HPA's needs moving forward and noted that one of the projects to be undertaken would include the translation of the HPA's Employee Handbook into Spanish.

Ms. Chatfield moved to accept the May 2025 Finance Report.

- Acceptance of Monthly Finance Report for May 2025.

VOTED: Acceptance of the April 2025 Monthly Finance Report, seconded by Mr. Sullivan.
(Ayes – Johnson, Sullivan, Sager, Chatfield)

Ms. Chatfield moved to accept the June 2025 Finance Report.

- Acceptance of preliminary Monthly Finance Report for June 2025.

VOTED: Acceptance of the April 2025 Monthly Finance Report, seconded by Mr. Sullivan.
(Ayes – Johnson, Sullivan, Sager, Chatfield)

(See Monthly Finance Reports for details).

- Discuss and Approve Resolution for FY25/26 Bonus & Salary Increase

Mr. Sullivan discussed the HPA's annual bonus program, noting that it had been in effect for approximately five years, but was not typical for a municipal / quasi-municipal organization. He indicated that the bonus program would be phased out over the next year, but would move forward this year as staff had likely anticipated the bonus funds. Ms. Turlo added that the HPA had begun a staff performance evaluation program at the beginning of the calendar year, and that over the next year, HPA and its Finance chair would conduct a thorough review of performance-based compensation. Ms. Turlo noted that both the bonus fund amount and the

2.5% cost of living salary increase was included within the HPA's FY25/26 operational budget, and that the cost-of-living information reflected data provided by the City.

Mr. Sullivan moved to accept the Resolution for FY25/26 Bonus & Salary Increase.

VOTED: Acceptance of the Resolution for FY25/26 Bonus & Salary Increase, seconded by Mr. Johnson.

(Ayes – Sager, Sullivan, Johnson, Chatfield)

Property Management Committee – Mr. Sager

- Property Management Report

Ms. Turlo provided a brief update on the Property Management report, indicating that citation revenue for May and June exceeded budget expectations. She confirmed that the appeals backlog has been resolved, and that the citation error rate was still averaging 1% – 2%. Noting a conversation with Mr. Sager, she stated that she would review the increased citation issuance value since the transition to the Duncan citation management software.

Mr. Sager inquired regarding the warning citation count. Ms. Turlo noted that warning issuance counts had been variable throughout the year, and that resident requests for sanitation enforcement in warning areas are received frequently. Ms. Turlo advised that she anticipates the completion of signage updates on an additional sanitation route by the end of the year.

Ms. Chatfield inquired regarding City parks enforcement. Ms. Turlo indicated that she has been working on public outreach.

Mr. Sager inquired further about the sanitation project, inquiring about the progress. Ms. Turlo indicated that the HPA was determining staffing needs to move the project forward. Mr. Johnson inquired about DPW's involvement. Mrs. Drummond-Butt indicated that DPW is not prioritizing the sanitation signage project given their other ongoing projects. She also reported that DPW would be adding the day of the week to the sanitation signage. Mr. Johnson noted concerns regarding the safe parking zones, stating that many safe parking zones are not proximate to resident homes. Mr. Sager responded that the safe parking zones were a new addition, and that previous parking options for sanitation operations were significantly more restrictive.

(See Property Management Report for details).

- FY24/25 End of Year Projects Overview

Ms. Turlo noted that the end of year surplus project updates had been reviewed earlier in the meeting.

- Discuss and Approve Resolution for MAT Garage Phase 1 Full Construction Documents

Ms. Al Mannai noted that with funding confirmed for the MAT Garage Phase 1 Repairs, the next step is approval of the full construction documents. Mr. Sager inquired regarding the repairs included in Phase 1, to which Ms. Al Mannai stated that she had worked with the HPA's on-call engineer Ken Sugarman and the City engineer Frank Dellaripa on that determination, and that the repairs were prioritized for safety and structural concerns. Ms. Al Mannai indicated that the project would be a joint effort between HPA and the City, given that the MAT Garage is a City asset being managed by the HPA.

This prompted thorough discussion amongst the board members regarding responsibility for MAT Garage capital repairs, administration of the MAT Garage Phase 1 repair project, and the multiple funding sources for the project. As part of the conversation, the board presented the idea of a memorandum of understanding between HPA and the City to formalize the responsibilities and relationship for this project.

Mr. Sullivan moved to accept the Resolution for MAT Garage Phase 1 Full Construction Documents.

VOTED: Acceptance of the Resolution for MAT Garage Phase 1 Full Construction Documents,
seconded by Mr. Johnson.
(Ayes – Johnson, Sullivan, Sager, Chatfield)

Ms. Al Mannai briefly discussed the Albany / Woodland project to explain the ownership of the development and the HPA's potential relationship regarding the asset. She indicated that we are on hold pending further information from the Department of Development Services.

Ms. Al Mannai also advised the Board that she received an update regarding the HPA administrative office relocation, wherein it was confirmed to her that the mezzanine space would be available. She also discussed adjusting the office move date to the following fiscal year if needed to accommodate funding, and that the landlord for the current HPA administrative office space is willing to allow month-to-month leasing of the space to accommodate.

Ms. Al Mannai also mentioned concerns regarding the infrastructure for the downtown Hartford Public Library parking deck, which will require capital repairs estimated at \$6 million. She stated that previously awarded grant funding is no longer available for this location, as it has been determined not to be classified as a bridge.

Bylaws and Revisions Committee – Mr. Johnson

- None

Marketing Committee – Ms. Chatfield

- None

CEO Update – Ms. Turlo

Ms. Turlo briefly reviewed community and business requests regarding parking infrastructure updates throughout the City. Mr. Sullivan inquired about the updated to the pending effective metered days and hours on Windsor St. Ms. Turlo advised that there was an issue with the signage order that will need to be resolved, but that once correct signage is received, she can mobilize promptly on installation and modification of the programming on the parking meters and mobile parking payment application. Mr. Sager inquired about the status of HPA's Avery Dennison sign printer, to which Ms. Turlo noted the significant repair cost required in order to resume functionality, as well as concerns regarding the HPA's authority to install signage without approval from the Department of Public Works, given the union status of its sign shop employees. Mr. Johnson requested a list of all active HPA projects, which Ms. Turlo committed to providing.

ADJOURNMENT – Ms. Chatfield made a motion to adjourn the meeting.

VOTED: Adjourn July 22nd, 2025, Regular Board Meeting at 7:07 pm, seconded by Mr.

Johnson.

(Ayes – Johnson, Sager, Sullivan, Chatfield)

Respectfully submitted,

Jill Turlo

Jill Turlo

Acting 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.