



March 12, 2009 Regular Meeting

Minutes

Regular Meeting of Hartford Parking Authority Board
Wednesday, February 11, 2009
155 Morgan Street, Hartford, CT 06103

Present: Chairperson Paddi LeShane
Vice Chairman & Treasurer Richard Twilley
Commissioner Albert Barrueco

Also Present: Jim Kopencey, Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Carl Nasto, Corporation Counsel, City of Hartford
Stathis Manousos, General Manger, Central Parking

Roll Call / Attendance

Ms. LeShane called the Hartford Parking Authority (Authority) Regular Board Meeting to order at 8:05 AM.
Mr. Redd conducted roll call and there was a quorum.
Commissioner Thompson was out of town.

Approval of the Minutes

Ms. LeShane called for a motion to accept the minutes of the Thursday, January 8, 2009 Regular Meeting. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Chair's Comments – Ms. LeShane presented insights from a seminar she recently attended for the Board's consideration. Ms. LeShane led a discussion about the role for the board. The commissioner's reviewed several thoughts about its leadership role considering the desire to develop a decentralized and shared leadership model. The consensus of the commissioners was that: 1) the commissioners should be responsible for establishing and directing policy; establishing goals and monitoring the executive's efforts to reach those goals. 2) communications between board committees, HPA staff, the Staff at the City of Hartford and the chair should be clear and coordinated 3) Commissioners desire to be highly engaged and this requires a commitment by all to communicate as one voice and one leader from the authority to city hall to the board itself.

Ms. LeShane asked the commissioners about holding a strategic retreat in August and all were in agreement. Together with the Commissioners and Mr. Kopencey a date will be set to continue to assess progress towards a shared leadership model,



discuss the current Authority's policies and to review and modify if needed the Authority's strategic plan.

Ms. LeShane stated that it is important that the Commissioners complete the update of the Authority's By-Laws. Mr. Twilley and Mr. Barrueco agreed to work on a revised draft as soon as possible for discussion and approval at the March 2009 meeting.

Treasurer's Report/Financial Update – Treasurer Twilley reported that for the month of January the downturn in monthly parking at Morgan Street and Church Street appears to have eased. He stated that monthly parking revenue was down slightly at these two garages from December but the number of monthly parkers actually increased during the month. Treasurer Twilley added that MAT Garage revenue for the month more than offset the lower revenue at Morgan Street and Church Street. MAT Garage revenue for the month was \$226K, more than \$76K greater than any of the previous six months. Treasurer Twilley said this was due to the accounting method used, i.e. cash basis, rather than an increase in monthly parkers.

Treasurer Twilley explained that expenses in January were higher than recent months due to snow removal and a 3-payroll month for our contractor.

Treasurer Twilley made reference to the summary profit and loss statement, the detailed profit and loss statement and the graph depicting the results by profit center. He concluded by describing each of the line item variances from budget.

Treasurer Twilley and Mr. Kopencey will meet prior to the March 2009 meeting to discuss out of state travel policies and present short term and long term options for the Commissioners to consider.

Mr. Nasto stated that the City instituted a freeze on all capital spending and that he is seeking clarification on this issue. In response to Mr. Nasto's comment, Ms. LeShane stated that she would contact Councilman Seggara to discuss the City's freeze on capital projects impact on the Authority's projects and report to the Board at the March 12, 2009 Regular Board Meeting.



Action Items

1. Approval of Robinson and Cole Engagement Letter – Mr. Kopencey presented an engagement letter from Robinson and Cole (R&C), for the purpose of making a presentation to the Board concerning the 1986 Tax Reform Act as it relates to parking pricing and limits on the number of patrons for single user groups, and subsequently work with the Authority's staff to provide advise during negotiations with potential parking patron groups.

Mr. Kopencey stated that the R&C proposal is limited to \$250 in reimbursable expenses and any expenses above the \$250 limit will require HPA approval.

Commissioner Barrueco stated that he reviewed R&C's diversity policy and would support the engagement of R&C to determine the impact of the 1986 Tax Reform Act on the Authority's current and future parking agreements.

Mr. Nasto stated that along with Mr. Twilley and Mr. Barrueco he would:

- Research the Authority's diversity requirements.
- Analyze the City's new procurement policies DRAFT as it relates to diversity.
- Review the State statutes and City ordinances diversity requirements.
- Distribute a DRAFT report on the Authority's diversity requirements to the Commissioners for discussion at the March, 2009 Regular Board Meeting.

In response to Mr. Twilley's comments, Mr. Kopencey stated that along with Mr. Barrueco he would:

- Report on the diversity participation in the Authority's projects and vendor contracts for FY 2008-2009 at the September, 2009 Regular Board Meeting.
- Devise an appropriate reporting mechanism for the Commissioners.
- Create a diversity report to evaluate the Authority's performance in the procurement of goods, construction and professional services.

Ms. LeShane called for a motion to approve the R&C engagement letter and authorize the Executive Director to execute the approved letter. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously passed.

2. Approval of New HPA's Letterhead and Logo – Mr. Kopencey stated that Mr. Barrueco provided a new version of Authority's Letterhead that incorporates the new Logo from our recent ad campaign and placed it into a format which he



characterized as a more traditional letterhead for an organization of our type and recommended that the new version of the Letterhead be approved.

Ms. LeShane called for a motion to approve the new version of Authority's Letterhead. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously passed.

3. ATM Bid Award – Mr. Twilley stated that the ATM Selection Committee unanimously recommends that the Authority's Automated Teller Machine (ATM) Request for Proposal be awarded to the Hartford Municipal Employees' Federal Credit Union (HMEFCU), who was the only firm to respond.

Mr. Twilley also stated that he would serve on the Selection Committee for the Morgan Street Garage Motorcycle Parking Request for Proposal to acquire a broader perspective of the selection and procurement processes because ATM procurement was atypical.

Ms. LeShane called for a motion to accept the Selection Committee's recommendation that the Authority's Automated Teller Machine Request for Proposal be awarded to the Hartford Municipal Employees' Federal Credit Union and authorize the Executive Director to enter into a contract with the Selected Proposer contingent on the successful negotiation of a contract and HMEFCU's compliance with the City's procurement rules. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously passed.

4. Approval of Response to Hartford Stamp Works Concerning Signage Request - Mr. Barrueco stated that he is in concurrence with Mr. Nasto's understanding of the methodology required to place signs on HPA facilities. Mr. Barrueco stated that the Policy Statement he distributed to the Board requires the petitioner to first file for a permit with the City's Zoning Commission and contact the Authority after the review of application by the Zoning Commission has been approved.

Mr. Barrueco stated that the petitioner is to provide the Authority with copies of the approved permit application and design drawings for the proposed signage to be installed. Upon receipt of the approved permit application the HPA would then consider approval.



Ms. LeShane called for a motion to accept the Authority's new *Policy Statement* for signage. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously passed.

New Business

1. Meeting with Economic Development Director David Panagore – Ms. LeShane stated that the meeting was very productive with the City's new Department of Economic Development, Mr. David Panagore, and definitely established a positive working relationship with his department. It was reported that Mr. Panagore agreed to take a look at our draft marketing plan and provide comments, thoughts regarding its goals and strategy. Ms. LeShane also expressed a desire for the Board to meet with the City Council in the near future.

Mr. Nasto stated that he would contact Council President Calixto Torres to schedule an introductory meeting with the City Council for the Commissioners.

Mr. Kopencey stated that once the introductory meeting is scheduled he would notify the City Clerk to comply with required notice requirements for a Special Meeting.

2. Resident Parking Permit Zones – Mr. Kopencey proposed that the Authority's role in seeking the creation of Residential Parking Permit Zone's (RPP) should be focused at this time on attending Neighborhood Revitalization Zones (NRZ) meetings and serving in an advisory capacity to assist neighborhoods in resolving parking issues. At this time it does not appear that creation of RPP zones is a priority of the City and would require the adoption of an enabling ordinance.

Mr. Barrueco with the concurrence of the Commissioners stated that the Authority should support the neighborhoods in an advisory capacity to resolve parking issues and when appropriate and in concert with the City take the leadership role in the creation of RPP zones where appropriate.

3. Desman Associates Proposal(s) for Professional Services – Mr. Kopencey stated that the annual engineering analysis of Authority's parking facilities that is mandated by City Ordinance was completed in May 2008. Excluding the Church Street Garage which is currently under restoration, there were recommendations for structural repairs for the Morgan Street Garage, Library, Garage, and MAT Garage. Mr.



Kopencey emphasized the fact that it is now time to plan for the needed repairs that were identified in the report. Consistent with that need, a proposal was solicited from Desman to provide specifications and construction services to oversee the repairs.

Mr. Kopencey said that he will forward the *Restoration Services Proposal* and past *Condition Assessments* that the Restoration Services proposal was based on to the Commissioners prior to the March Regular Meeting. Discussion followed on the impact of the Council's recent action to freeze capital funds. After research and follow up on this issue it is hoped that the Restoration Services proposal will then be placed on the Agenda as an Action Item for the March, 2009 Regular Board Meeting.

Ongoing Business and Committee Report(s)

1. On-Street Pay & Display - Meter Installation Update/Cut-Off Date for On-Street Parking Citations – Mr. Redd stated that along with Mr. Barrueco and Mr. Kopencey he met with Mr. Stephen J. Hittman, Chief Operating Officer, ComPlus Data Innovation to review the DRAFT report to track citations related to the hearing process and discuss the Authority's finished product.

Mr. Barrueco stated that the initial report(s) provided by ComPlus Data Innovations focus on the basics conveyed to them and the completed document will encapsulate all the Authority's requirements.

Mr. Redd stated that a final DRAFT will be distributed to the Board and presented at the March, 2009 Regular Meeting.

Mr. Redd stated that by February 28, 2009, the ambassadorial staff will complete their efforts to instruct the citizenry on the use of the new parking meters at which time all Pay & Display (P&D) parking meters will be available to the public. Mr. Redd also stated that the Department of Public Works started to erect signage designating the payment locations and parking areas in the Central Business District.

Executive Director's Report - Construction Projects, Bid Update, Security and Revenue Control Update – Mr. Kopencey requested if the Board had any questions concerning the 2009 February Meeting Update that he provided. There were no questions posed.



2. Transmission of Authority FY 2009/2010 Budget to City – Mr. Michalik reported that the FY 2009-2010 Budget was sent to the City’s Office of Management and Budget and the Mayor’s Office and that receipt of such was received from each office. At this time Mr. Kopencey asked for the Authority to consider the development of a policy concerning late payments. Treasurer Twilley and Mr. Michalik will meet to discuss this and present options to the authority at the March meeting.
3. Open Session – Public Comment - There was none.
4. Executive Session - Personnel and Pending Negotiations – Mr. Twilley request that the Personnel matters be tabled until the March, 2009 Regular Board meeting, which was unanimously agreed upon. Additionally a discussion on a potential legal matter between the City and the HPA was to be discussed.

Ms. LeShane stated that the Board would also discuss the draft marketing plan which includes a variety of strategic and negotiation tactics for discussion by the commissioners.

Ms. LeShane called for a motion to enter Executive Session. A motion was made to enter into Executive Session by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried.

Mr. Kopencey and Mr. Nasto attended the Executive Session with the Commissioners regarding the legal matter and departed while Mr. Redd was called into Executive Session to participate in the latter part of the discussion regarding the draft marketing plan.

Ms. LeShane called for a motion to exit Executive Session. The motion to exit Executive Session was moved by Mr. Barrueco, seconded by Mr. Twilley, and unanimously carried.

5. Adjournment
Ms. LeShane called for a motion to adjourn. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and carried unanimously. The meeting adjourned at 10:55 AM.