



Minutes

Hartford Parking Authority
Regular Meeting of HPA Board

Thursday, July 10, 2008

155 Morgan Street, Hartford, CT 06106

Present: Chairman David E.A. Carson
Vice Chairman Richard Twilley
Treasurer Paddi LeShane
Commissioner James Thompson
Commissioner Albert Barrueco

Also Present: Jim Kopencey, Executive Director
John Michalik, Chief Financial Officer
Alex Chavez, Property Manager
Lee Erdmann, Chief Operating Officer, City of Hartford
Carl Nasto, Deputy Director, Corporation Counsel, City of Hartford
Stathis Manousos, General Manager, Central Parking Systems, Inc.
Thomas Bowley, Office of Management and Budget

Roll Call / Attendance

Chairman Carson called the Hartford Parking Authority (HPA) Regular Board Meeting to order at 8:01 AM.

Mr. Kopencey conducted roll call and there was a quorum.

Approval of HPA Minutes

Mr. Kopencey said that he received some proposed changes to the minutes of the Thursday, June 12, 2008 Regular Board Meeting from Treasurer LeShane prior to today's meeting. Chairman Carson asked staff to revise the minutes and resubmit them.

New Business

1. Surface Parking Lot Capital Funding – Mr. Erdmann stated that he believed that \$2 million in new capital funding was recently appropriated for the Authority. He said that this source of funds could be used by the Authority to make the remaining improvements to the M&T Lot as well as improvements to other surface lots that the Authority may take over in the future. Mr. Kopencey confirmed that the \$2 million in new capital funding was recently appropriated for the Authority, however noted that the funding was limited to "Garages", thus excluding surface parking lots. Mr. Erdmann



recommended that the Authority set a meeting with the Mayor outlining how the Authority wishes to use the newly appropriated capital funds.

2. In response to Commissioner Barrueco's question as to why the City has not turned over all surface lots to the Authority as called for by the Capital City Economic Development Authority (CCEDA), Mr. Erdmann stated that the City was on board to turn over all lots by January 1, 2009. Mr. Erdmann added that the City will do this in spite of plans which may be developed by the City Redevelopment Agency for other uses.
3. Mr. Kopencey said that it would be in the City's interest if the Authority and the City could, dialogue on major issues, come to consensus, and issue joint statements in the future regarding development plans for current and possible future parking facilities.

Ongoing Business and Committee Report(s)

1. On-Street Parking, New Meter Procurement and Roll Out Update –Mr. Kopencey stated that the Authority would provide enhanced financial and statistical reporting of On-Street Parking operations in the future now that staff has gained a better understanding of the citation management system's data, terms, and report definitions.

Mr. Kopencey then handed out to each commissioner a copy of the new website's home page to illustrate design changes that have been made. Chairman Carson asked several follow up questions including whether the Authority had a roll-out plan for the Pay-and-Display meters. Mr. Kopencey stated that the roll-out plan was being refined by Mr. Redd and that filmed commercials, text, and other planned activity would be provided to the Board prior to release.

Chairman Carson asked whether the Authority's fine schedule should be revised in light of some perceived inequities in fine amounts. Mr. Kopencey stated that staff has prepared a proposed new fine schedule. Commissioner Barrueco asked Carl Nasto, Corporation Counsel's representative, whether the Authority had the right to set and revise fines. Mr. Nasto responded by saying that he was willing to provide an 'informal opinion' on this matter. (Mr. Kopencey presented this report in Mr. Redd's absence)



2. Church Street and Morgan Street Garage Repair Update – Mr. Chavez reported that USA Contractors had completed 4,900 square feet of partial or full depth repairs at the Church Street Garage’s and that repairs are on schedule for completion by August 2009. Mr. Chavez added the Office of Human Relations has received all required documentation from the contractor.

Mr. Chavez reported that work is proceeding at the Morgan Street Garage at night on levels 6 through 8. Joint sealant has been removed and new sealant will be poured shortly. Completion date for Morgan Street Garage repairs is September 2008.

3. Procurement Regulations (previously tabled) – Vice Chairman Twilley stated that the City is in the process of revising its procurement regulations and that it would be best to wait until the City finishes their regulations before proposing any changes to the Authority’s regulations. Commissioner Twilley said that Item no. 6 on the agenda should be continued for the same reason. Commissioner Twilley added that Mr. Michalik and Mr. Nasto should review the City’s new regulations when they are available.

Chairman Carson called for a motion to continue items 3 and 6 until such time as the City issues new procurement regulations. The motion to continue these items was made by Vice Chairman Twilley, seconded by Treasurer LeShane and unanimously adopted.

4. MAT Garage Architectural Improvements Contract Status – Mr. Chavez reported that the Authority’s architect - Tecton has had discussions with Hartford Stage Company’s architect to coordinate plans on the respective projects for the garage. Mr. Chavez said that a roundtable meeting between the parties is scheduled for next week.
5. Parkeon Pay & Display Parking Meter Contract Status - Mr. Nasto reported that the latest draft contract was sent to Parkeon following a meeting by the parties this past Tuesday. Mr. Nasto said that he expects the contract to be signed shortly. Mr. Nasto added that the payment bond, a requirement of the award, will likely be reduced from the full cost of the project to the amount representing the subcontractor’s share in view of the fact that Parkeon is the meter manufacturer and that protection is not required of itself. The payment bond is expected to be less than \$500K.
6. Proposed Revision to By-Laws (previously tabled) – See Item no. 3.



New Business

1. Treasurer's Report/Financial Update – Treasurer LeShane reported that Operating Income finished the year at \$6.6 million, or \$600K better than budget. Treasurer LeShane asked staff to prepare a 4-year analysis of actual versus budget revenues and expenses by profit center in order that the Board could understand the changes from year to year

2. Open Session – There was no public comment

3. Executive Session – Chairman Carson called for a motion to enter into Executive Session to discuss matters relating to on-going negotiations and personnel matters. The motion was moved by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

Upon exiting Executive Session, Chairman Carson called for a motion to approve a \$5.00 flat rate for Capital Community College parking in excess of the State Parking Rights (this rate to replace prior separate rates for validations and 'excess user charges'). The motion was made by Treasurer LeShane, seconded by Commissioner Twilley and unanimously carried.

Mr. Kopencey re-entered the Executive Session with the Commissioners to discuss the Executive Director's written evaluation.

On a motion by Vice Chairman Twilley, seconded by Commissioner Barrueco, the Board voted unanimously to adjourn Executive Session.

4. Adjournment – Vice Chairman Twilley called for a motion to adjourn. The motion was made by Treasurer LeShane, seconded by Vice Chairman Twilley and carried unanimously. The Regular Monthly Board Meeting for July 10, 2008 adjourned at 10:40 am.