



Minutes

Hartford Parking Authority

Regular Meeting of HPA Board

Thursday, September 11, 2008

155 Morgan Street, Hartford, CT 06106

Present: Vice Chairman Richard Twilley
Commissioner James Thompson
Commissioner Albert Barrueco

Also Present: Jim Kopencey, Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Alex Chavez, Property Manager
Carl Nasto, Deputy Director, Corporation Counsel, City of Hartford
Stathis Manousos, General Manager, Central Parking Systems, Inc.
Austin Jordan, Manager, Hartford Guides

Roll Call / Attendance

Vice Chairman Twilley called the Hartford Parking Authority (HPA) Regular Board Meeting to order at 8:20 AM.

Mr. Redd conducted roll call and there was a quorum. Mr. Redd stated that Chairman Carson and Treasurer LeShane notified the HPA staff that they would not present.

Approval of HPA Minutes

Vice Chairman Twilley called for a motion to accept the minutes of the Thursday, June 12, 2008 and July 10, 2008. A motion was made by Commissioner Barrueco, seconded by Commissioner Thompson, and passed unanimously.

New Business

Vice Chairman Twilley called for a motion to table Agenda item #s 1 (On-Street Parking, New Meter Roll Out and Installation), 3 (Procurement Regulations), and 4 (Proposed Revision to the By-Laws) under Ongoing Business and Committee Reports and 4 (MAT Garage Architectural Improvements), 6 (Security Update and Bid for Uniformed Security Services, 7 (Motorcycle Parking at the Morgan Street Garage), and 8 (Surface Parking Lot Capital Funding) until the Thursday, October 9, 2008 Regular Board meeting. A motion was made by Commissioner Barrueco, seconded by Commissioner Thompson, and passed unanimously.



1. Agenda item was unanimously tabled by Commissioners as noted above.
2. Church Street and Morgan Street Garage Repair Update – Mr. Chavez stated that:
 - 25% of the improvements to the Church Street Garage (CSG) were complete and the project is expected to be finished in June, 2009
 - 60% of the improvements to the Morgan Street Garage (MSG) were complete and the project is expected to be finished in November, 2008
3. Agenda item was unanimously tabled by the Commissioners as noted above.
4. Agenda item was unanimously tabled by the Commissioners as noted above.

Ongoing Business and Committee Report(s)

1. ATM Machine for Morgan Street Garage - Mr. Kopencey stated that an ATM Machine is desired in the MSG lobby for the convenience of our patrons and recommend that the HPA go out to open bid.

Vice Chairman Twilley called for a motion to authorize the Executive Director prepare a Request for Proposal for an ATM Machine which will be installed in the MSG Lobby. A motion was made by Commissioner Barrueco, seconded by Commissioner Thompson, and passed unanimously.

2. On-Street parking Statistics – Commissioner Barrueco stated that he met with the HPA staff to discuss the number of citations that are non-collectable by parking industry standards with the intent to propose to the City of Hartford Finance Department that the citations be written-off.
3. New FOIA Requirements – Mr. Nasto stated that the Freedom of Information Act Commission now requires that the minutes of the Regular Board meetings are to be posted on the HPA's web-site seven (7) days after a Regular Board meeting.

Vice Chairman Twilley and the Commissioners directed the HPA staff to ensure the new FOIA requirement is met which was acknowledged by Mr. Kopencey.



4. MAT Garage Architectural Improvements - Agenda item was unanimously tabled by Commissioners as noted above.
5. Church Street Garage Management Contract Renewal – Mr. Kopencey stated that the three term of the CSG management contract with Central Parking, LLC (Central) would expire by December 31, 2008 and a provision which allows the HPA to renew the present contract annually for an additional two years.

Mr. Kopencey stated that the original Selection Committee (Carey Redd, John Michalik, and himself) met to discuss Central Parking, LLC management of the CSG and unanimously recommend that Central's management contract be renewed for one year.

Vice Chairman Twilley along with the concurrence of the present Commissioners stated that since the agreement would not expire until December 31, 2008, it would be appropriate to table the item until the Thursday, October 9, 2008 Regular Board meeting which was unanimously approved.

- At 8:46AM, Vice Chairman Twilley with concurrence from the Commissioners observed a moment of silence for the September 11, 2001 attack against America.
6. Security Update and Bid for Uniformed Security Services - Agenda item was unanimously tabled by the Commissioners as noted above.
 7. Motorcycle Parking at the Morgan Street Garage - Agenda item was unanimously tabled by the Commissioners as noted above.
 8. Surface Parking Lot Capital Funding - Agenda item was unanimously tabled by the Commissioners as noted above.
 9. Treasurer's Report/Financial Update – Mr. Michalik stated that August year-to-date operating income was down \$50K from budget. He cited as reasons:
 - Slower than normal revenue for the months of July and August
 - Lost monthly parkers at Morgan Street Garage from one of the garage's largest corporate customers



- Lower revenue from Capital Community College due to the City's budget revisions
- Unforeseen loss of monthly parkers at MAT Garage although the loss is considered temporary
- Lower On-Street Parking citation revenue than budget as a result of the City's budget revisions

Vice Chairman Twilley called a motion to table the Treasurer's Report/Financial Report until the Thursday, October 9, 2008 Regular Board meeting. A motion was made by Commissioner Barrueco, seconded by Commissioner Thompson, and passed unanimously.

10. Open Session - There was no public comment
11. Executive Session – Vice Chairman Twilley along with the Commissioners stated that there were no items which called for entering into Executive Session.
12. Adjournment – Vice Chairman Twilley called for a motion to adjourn. The motion was made by Commissioner Barrueco, seconded by Commissioner Thompson and carried unanimously. The Regular Monthly Board Meeting for September 11, 2008 adjourned at 9:01 AM.