



## Minutes

Hartford Parking Authority

Regular Meeting of HPA Board

**Thursday, November 13, 2008**

155 Morgan Street, Hartford, CT 06106

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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  
Carey Redd, Associate Director  
John Michalik, Chief Financial Officer  
Alex Chavez, Property Manager  
Terry Leonowicz, Revenue Control and Security Director  
Carl Nasto, Deputy Director, Corporation Counsel, City of Hartford  
Stathis Manousos, General Manager, Central Parking

### **Roll Call / Attendance**

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Chairman Carson called the Hartford Parking Authority (HPA) Regular Board Meeting to order at 8:05 AM.

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

Commissioner Thompson entered the meeting at 8:10 AM.

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### **Approval of HPA Minutes**

Chairman Carson called for a motion to accept the minutes of the Thursday, October 9, 2008 Regular Meeting with the necessary corrections. A motion was made by Vice Chairman Twilley, seconded by Commissioner Barrueco, and passed unanimously.

### **Ongoing Business and Committee Report(s)**

1. On-Street Parking, New Meter Roll Out and Installation Update – Treasurer LeShane stated that the “Grand Swipe” ceremony with the Mayor and HPA Commissioners to launch the Pay and Display (P&D) was a success and was well covered by the media.

Mr. Redd stated that the HPA staff has been monitoring the P&Ds and because of their stellar performance, the field test period was truncated and a “Notice to Proceed” was issued to the vendor for delivery and installation of the remaining units.



In response to Chairman Carson comments, Mr. Redd stated that the P&Ds installation is expected to be completed by the end of December 2008, weather permitting.

2. Church Street Repair Update – Mr. Chavez stated that the improvements to the Church Street Garage were 45% complete with positive interactions between all parties involved. There are parapet walls in the middle of existing parking stalls which will be removed and will benefit the operation and maintenance of the garage and reduce the restoration expense.

In response to Vice Chairman's Twilley's comments, Mr. Chavez stated that the Church Street Garage improvements are expected to be completed by July 2009.

Mr. Chavez stated that the Morgan Street Garage is 95% complete with forthcoming documentation which will close out its project.

3. ATM Machine for Morgan Street Garage – Mr. Chavez stated that he has completed a draft form of the Request for Proposals for Automatic Teller Machine for the Morgan Street Garage lobby and upon review by the HPA staff, the RFP is expected to be advertized in December 2008.
4. Motorcycle Parking at the Morgan Street Garage - Mr. Chavez stated that approvals by the City of Hartford's Licenses and Inspections Division have been procured. He is currently working with the Engineer in preparing plans which will soon provide a bid document with the intent of having construction completed by the Spring 2009.
5. MAT Garage Architectural Improvements Update – Mr. Kopencey presented the completed architectural renderings of the MAT Garage entrance met the esthetics requirements of the HPA and neighboring businesses and the design will mimic the adjacent Stilts Building.

Mr Kopencey stated that the construction would most likely start in the Summer 2009 and recommended that the Commissioners approve the concept and design improvements depicted in the architectural renderings.



Chairman Carson called for a motion to approve concept and design improvements for the MAT Garage contingent upon the Hartford Stage receipt of the funds from the State of Connecticut for the improvements to their neighboring facility.

6. Write-offs of Uncollectable Tickets – Mr. Michalik stated that he and Mr. Kopencey met a few weeks ago with the Authority's auditor as follow-up to the discussion at last month's Board meeting regarding this subject. Mr. Michalik said that the auditor recommended that staff contact either the Acting City Finance Director or Director of Internal Audit to see if the City already has a policy and procedures for the management of delinquent and/or uncollectible accounts. Mr. Michalik said that he did contact the Director of Internal Audit who said that he believed there was a policy and procedures. Mr. Michalik reported that he was unable to reach the Acting City Finance Director but that he was confident he would shortly. Chairman Carson asked that information received from the Acting City Finance Director be forwarded to the Commissioners upon receipt for their review.

## **New Business**

1. Award of Security Bid – Mr. Kopencey introduced Ms. Leonowicz, who provided details regarding the rationale in the selection process to award the HPA's Uniformed Security Services Bid to the Hartford Guides. Ms. Leonowicz outlined points both for and against each of the five (5) responding companies based on the quality of the proposal, comparable parking facility experience, price, references, and best means of servicing the Authority's interests as outlined in the Request for Proposals.

Mr. Kopencey stated that the Selection Committee recommended that the bid be awarded to the Hartford Guides, whose proposal met the HPA's requirements.

Chairman Carson called for a motion to award the bid for the Uniformed Security Services Request for Proposal to the Hartford Guides. The motion authorizes the Executive Director to enter into a contract with the Hartford Guides. The award is contingent on the successful negotiation of a contract with the Hartford Guides and the Hartford Guides's compliance with the City's procurement rules. The motion was made by Vice Chairman Twilley, seconded by Commissioner Barrueco, and passed 4



votes Yea and 1 Abstain. Commissioner Thompson abstained from comment or vote on this agenda item.

2. Softening of Citywide Parking Demand – Mr. Michalik stated that there has been a clear and marked downturn in parking demand in Hartford, particularly monthly parking demand. Mr. Michalik said further that the downturn began probably one year ago but the impact was not felt in the Authority's operations until this fiscal year. Mr. Michalik reported that management convened a meeting last week with the Authority's two operators to discuss the situation and begin the process of identifying possible strategies to combat the downturn. Mr. Kopencey asked that the Board appoint a committee to work with staff on this matter.

Chairman Carson asked for volunteers to this committee and received replies from Vice Chairman Twilley, Treasurer LeShane, and Commissioner Barrueco, who will sit on the committee on a rotational basis as not to exceed two Commissioners.

3. Treasurer's Report/Financial Update – In discussion that ensued from the previous item, Treasurer LeShane stressed the importance of the Authority managing its budget as best it can regardless of the downturn in the economy. Treasurer LeShane said that the Authority must look not only at improving revenues but reducing costs where it can.
4. Open Session – Public Comment
5. Executive Session – Chairman Carson called for a motion to enter executive session to discuss matters relating to ongoing contract negotiations. The motion was moved by Vice Chairman Twilley, seconded by Commissioner Thompson and unanimously carried. Mr. Carl Nasto, Corporation Counsel and Mr. Kopencey attended the Executive Session with the Commissioners.

Chairman Carson called for a motion to exit executive session. The motion was moved by Commissioner Barrueco, seconded by Commissioner Thompson and unanimously carried.



6. Chairman Carson called for a motion to add items to the agenda that included approval of a resolution concerning excess user charges associated with the Morgan Street Garage Joint Ownership Agreement with the State of Connecticut, and to approve an addendum to the existing contract with Peckinpaugh Digital Media. The motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.
7. Deputy Corporation Counsel Nasto presented a Resolution which would formalize the Board's motion at the July 2008 Regular Meeting. Both the proposed Resolution and past motion set excess user charges that exceeded basic State parking rights at a fixed fee of five dollars (\$5). Chairman Carson called for a motion to adopt the Resolution to the Morgan Street Garage Joint Ownership Agreement with the State. The motion was moved by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.
8. Chairman Carson called for a motion to authorize the Executive Director to present \$15,000 in supplementary compensation to Peckinpaugh Digital Media for additional services that were provided on the public relations campaign for the Pay and Display parking meters. The additional compensation would be paid to Peckinpaugh Digital Media pending the successful execution of an addendum to the contract, and at the end of the project. The motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.
9. Adjournment - Chairman Carson called for a motion to adjourn. The motion was moved by Commissioner Barrueco, seconded by Commissioner Thompson and carried unanimously. The meeting adjourned at 11:15 AM