



Hartford Parking Authority
Regular Meeting of HPA Board
Thursday, December 11, 2008
155 Morgan Street, Hartford, CT 06103

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, Director Property Manager
Lee Erdmann, Chief Operating Officer, City of Hartford
David J. Bell, Senior Real Estate Manager, The Hampshire Companies
Catherine Freeman, Corporation Counsel, City of Hartford
Carlos Lopez, President, Connecticut Parking Services
Robert Kliman, Consultant, Connecticut Parking Services
Yonas Alemu, Operations Manger, Central Parking

Roll Call / Attendance

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 8:25 AM.

Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the Thursday, November 13, 2008 Regular Meeting. A motion was made by Vice Chairman Twilley, seconded by Commissioner Barrueco, and passed unanimously.

Ongoing Business and Committee Report(s)

1. On-Street Pay & Display (P&D) Parking Meter Installation Update – Mr. Redd stated that the:
 - Remaining 120 Pay and Display parking meters are scheduled for installation the week of December 15, 2008, bringing the total number of installed P&Ds to 245.
 - The citizenry is pleased that the HPA allows them to park in a different location in the Central Business District, if they have time left on their receipt.

In response to Mr. Carson's comments, Mr. Redd stated that along with Mr. Kopencey, the HPA will design additional signage, which will notify the citizenry to place the receipt on the vehicle dashboard because individuals tend to take the receipt with them instead of placing on the vehicle dashboard as required.



2. Church Street (CSG) Repair Phase One Winter Closeout – Mr. Chavez stated that:
 - USA Contractors completed 50% of the CSG improvements.
 - There will be a winter recess on the CSG improvements because it was becoming too cold to pour concrete.
 - During winter recess girder and beam demolition will occur

In response to Vice Chairman's Twilley's comments, Mr. Chavez stated that the CSG improvements will restart in Spring 2009 and be completed by July 2009.

3. Public Notice and Issuance of Bid for ATM Machine at Morgan Street Garage – Mr. Chavez stated that the Request for Proposal (RFP) for an ATM Machine in the Morgan Street Garage (MSG) was:
 - Completed and scheduled for Public Notice by the end of December, 2008.
 - The distribution of the RFP, Pre-Bid Conference, and Selection Committee review were scheduled for January, 2009.
 - A recommendation to award the bid will be presented in February, 2009.

4. Morgan Street Garage Motorcycle Parking Bid & Construction Schedule - Mr. Chavez stated that the Request for Proposal (RFP) for parking motorcycles in the Morgan Street Garage (MSG) would be:

- Completed and scheduled for Public Notice in January, 2009.
- The distribution of the RFP, Pre-Bid Conference, and Selection Committee review would be completed by February 5, 2009.
- A recommendation to award the bid will be presented in February, 2009.

In response to Vice Chairman Twilley's comments, Mr. Chavez stated that the MSG improvements would be completed by May, 2009.

5. MAT Garage Architectural Improvements – Mr. Kopencey stated that plans for the MAT Garage architectural renovation continue to move forward with the cooperation of our neighbors from 20 Church Street (aka Stilts Building) and the Hartford Stage.

Mr. Kopencey stated that both entities have been extremely pleased not only with our designs, but with our inclusive style and the performance of Tecton Architects. They appreciated their role in finding solutions to difficult design issues posed by our neighbor's needs and existing physical constraints.

Mr. David J. Bell, Senior Real Estate Manager, The Hampshire Companies (20 Church Street, aka "Stilts Building") stated that his organization was "happy to help" on the project; and at Mr. Kopencey's request, a number of drawings were given to the HPA, which proved to be of great assistance to the HPA's architectural design team.



New Business

1. Resolution/Cut-Off Date for On-Street Parking Citations – Commissioner Barrueco stated that he had drafted a Resolution to establish a cut off date for on-street parking citations and recommended that the HPA approve the Resolution.

Commissioner Barrueco stated the resolution is a proper exercise of the Authority's unilateral power to collect and receive all revenue from all parking facilities," under Section 10-15(4), and to manage parking, its employees, and its own Citations Database under Chapter 10, which is consistent with Section 10-6 because the Resolution uses very specific language to only dictate what collection efforts the Authority, not the City, will use from this point forward with respect to those tickets.

Chairman Carson called for a motion to approve the Resolution to establish a Cut-Off Date for On-Street Parking Citations. A motion was made by Vice Chairman Twilley, seconded by Commissioner Barrueco, and passed unanimously.

2. MAT Garage Fire Alarm System – Mr. Chavez stated that the Simplex Grinnell in performing routine maintenance found the MAT Garage Fire Alarm System (FAS) to have corrosive wiring and recommended that improvements be made to the FAS by Simplex Grinnell under the State of Connecticut procurement provisions, which the HPA is entitled to use.

Chairman Carson called for a motion to authorize the Executive Director to contract with Simplex Grinnell for repairs to the MAT Garage Fire Alarm System for the proposed fee of \$99,622. A motion was made by Vice Chairman Twilley, seconded by Commissioner Barrueco, and passed unanimously.

3. Community Outreach/NRZ Meetings and Business for Downtown Hartford – Mr. Kopencey stated that along with Vice Chairman Twilley and Mr. Redd a meeting was held with the West End Civic Association in response to their request that the HPA perform a parking study in the Neighborhood Revitalization Zone (NRZ).

Mr. Kopencey stated that the On and Off-Street parking supply was underutilized in the NRZ during the day; and because of nighttime activities, the volume of vehicles needing parking exceeds the current supply. Mr. Kopencey believes that the issue could be solved by placing a mixed-use parking facility in the NRZ's epicenter.

Mr. Kopencey also stated that he attended a Parxsmart presentation to Business for Downtown Hartford (BFDH). Parxsmart proposed that BFDH avail their proprietary card to their patrons to pay for merchandise and parking within the Business Improvement District.



Mr. Kopencey stated that the idea was well received but he cautioned the audience that the technology allowing Parxsmart to be used in the newly installed Pay and Display parking meters has not yet been developed, and until such time, the HPA would not support the proposal to BFDH.

4. Mr. Kopencey stated that along with Mr. Michalik, a meeting was held with Vice Chairman Rich Twilley and Treasurer Paddi LeShane to quantify undersubscribed parking facilities and they concluded that a Strategic Marketing Plan for our undersubscribed parking facilities should be performed and that should be the HPA's highest priority.

Mr. Kopencey stated that traditionally when there is a surplus in the parking inventory, the immediate response is to lower parking rates; however, the City and HPA should be mindful of the current agreements that provide volume discounts to our corporate accounts, and any gradation of parking rates should take that into account.

5. Preliminary FY 09/10 Budget - Treasurer LeShane introduced the Preliminary Fiscal 2009-2010 Budget by stating that she, Commissioner Twilley, and staff had met the previous week to review the first draft, the underlying assumptions used, and possible revenue enhancements to improve the Authority's projected Operating Income. Treasurer LeShane noted that the Preliminary Fiscal 2009-2010 Budget was \$1.6 million less than the current year budget (and *before* certain revenue enhancements) and \$800K less than current year budget (*after* certain revenue enhancements).

Discussion ensued regarding various expense line items and the details of the revenue enhancements. Mr. Michalik stated that the Board will have to act on a final Fiscal 2009-2010 Budget at its January 2009 meeting in order to comply with the Office of Management and Budget's submission deadline of January 30, 2009.

6. Treasurer's Report/Financial Update – Treasurer LeShane reported the November operating results, stating that the Authority was \$400K below budgeted Operating Income. Treasurer LeShane then requested that the discussion move to the Preliminary FY 2009-2010 Budget.
7. With respect to the 2009 Reorganization of HPA Board/Election of Officers, Chairman Carson presided over the election process. Treasurer LeShane was voted Chairman and Vice Chairman Twilley would continue to serve as Vice Chairman and also assume the role as Treasurer.



8. Parting Comments – Outgoing Chairman Carson stated that he was resigning his HPA Commission and expressed his appreciation for the support his fellow Commissioners and the HPA staff provided during his tenure.

Chairman Carson stated that the key to the success that the HPA has enjoyed over the past few years, started with the Team, which was assembled to replace the previous Board of Commissioners

Mr. Kopencey presented a Proclamation from Mayor Perez on behalf of the City of Hartford to Chairman Carson and stated that his leadership would surely be missed.

9. Open Session – There was no Public Comment
10. Executive Session – Personnel Chairman Carson called for a motion to enter executive session to discuss matters relating to ongoing contract negotiations. A motion was made to enter executive session to discuss personnel by Commissioner Barrueco, seconded by Commissioner Thompson, and unanimously carried.

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

11. Adjournment - Chairman Carson called for a motion to adjourn. A motion was made by Commissioner Barrueco, seconded by Commissioner Thompson and carried unanimously. The meeting adjourned at 11:15 AM