



## **Minutes**

Hartford Parking Authority  
Regular Meeting of HPA Board

**Thursday, March 14, 2007**

155 Morgan Street, Hartford, CT 06106

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Present: Chairman Carson  
Treasurer LeShane  
Commissioner Thompson  
Commissioner Twilley

Also Present: Jim Kopencey, Executive Director  
Carey Redd, Associate Director  
John Michalik, Chief Financial Officer  
John Rose, Corporation Counsel, City of Hartford  
Catharine Freeman, Corporation Counsel, City of Hartford  
Carlos Lopez, CEO, Connecticut Parking Services, LLC  
Robert Kliman, Consultant, Connecticut Parking Services  
Stathis Manousos, General Manager, Central Parking System  
Ronald Morneault, President, City of Hartford Business Improvement District  
Jody Morneault, Tuesday, Inc.

### **Roll Call / Attendance**

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Chairman Carson called the Hartford Parking Authority (HPA) 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 February 8, 2007 Regular Board Meeting.

A motion to accept the minutes of the February 8, 2007 Regular Board Meeting was made by Commissioner Twilley, seconded by Treasurer LeShane, and passed unanimously.

### **Point of Order**

Chairman Carson requested that the Board waive the rules of the agenda to allow the City of Hartford Business Improvement District (BID) representatives to make a presentation. Chairman Caron's request was approved unanimously.

Mr. Ronald Morneault, BID President, stated that the HPA should convene a "Summit" with business owners, parking operators, other necessary City of Hartford departments and agencies to discuss parking related issues, which would include the cost of parking in Downtown Hartford that the businesses have raised in their BID meetings. Jody Morneault questioned the Board concerning whether they pay for parking and understand the burden of parking in the City for shopping and other events. The Board accepted Mr. and Mrs.



Morneault's comments and Chairman Carson thanked them for sharing their thoughts and perspective concerning parking in downtown Hartford.

Responding to the notion of a "parking summit", Treasurer LeShane stated that HPA's Public relations Committee was in the process of scheduling meeting with the stakeholders in the Central Business District to discuss their parking concerns.

Chairman Carson stated that the HPA welcomes the active participation, support, and assistance of the business community in resolving the various parking matters in Downtown Hartford.

1. On-Street Parking Update and New Parking Meters – Mr. Redd stated that the draft proposal for the Pay and Display Parking Meters was in its final revision and would be available for distribution by the next regular scheduled Board meeting.

May, vast majority of the written and verbal communications from the citizenry support the parking enforcement strategy but a number of individuals that will continue complain about parking.

In response to Commissioner Twilley's and Treasurer LeShane's comments, Mr. Kopencey stated that the selected P & D units could be upgraded from cellular to Wi-Fi communications and that discussions will be held with the Selected Proposer on that firm's contribution to the Public announcement and thereafter.

2. Lighting for Morgan Street and MAT Garages – Mr. Kopencey stated that the:
  - Forecasted expense paybacks are: MAT – 1.8 yrs and MSG – 1.9 yrs, respectively
  - Thirteen (13) bidders participated in the mandatory Pre-Conference meeting
  - The proposals will be opened March 21, 2007 at 3 p.m.
  - The HPA staff will make a recommendation at the next Board meeting.
  - Corporation Counsel will prepare the contract
3. Personnel Committee Report – Commissioners Thompson stated that the Personnel Committee was preparing a two year evaluation of the Executive Director that would be distributed to Board members prior to the next Regular Schedule Board Meeting.



4. Procurement and Payments – Mr. Michalik reported that the Authority was complying with the City's procurement policies and procedures.
5. Desman Proposal for Church Street Garage (CSG) Structural Repairs – Mr. Kopencey stated that Corporation Counsel had not returned the agreement that was authorized by Chairman Carson because it was deemed a proposal not a contract. Mr. Rose said that he does not review proposals, only contracts. Chairman Carson stated that in the past Corporation Counsel routinely reviewed proposals and created contracts for the HPA. He vehemently expressed his chagrin and disappointment with Corporation Counsel's assertion that they do not write contracts and characterized Mr. Rose's behavior as an impediment to the HPA proceeding forward.

Corporation Counsel Rose stated that the agreement presented was not a document that could be executed; their office would promptly prepare a contract; and any contract which comes into their office from the HPA or otherwise will be responded to within twenty-four (24) hours.

6. Surface Lot Operation – Mr. Kopencey stated that along with Mr. Redd a meeting was held with the City of Hartford Planning and Economic Committee in support of the Mayor's proposal to assign the operation of the municipal surface parking lot located at 1214 Main Street to the HPA.

In response to the Committee's request, the HPA staff will prepare annual operations expense estimates at \$150,000 and \$250,000 in addition to the previously submitted proposal that identified \$350,000 in restoration improvements.

Chairman Carson with the unanimous consent of the Board instructed Mr. Kopencey to draft a letter to the Mayor and/or City Council requesting that the HPA be given the responsibility of managing all City owned surface parking lots as defined in its charter.

7. Adoption of Reengineering the Hartford Parking Authority – Chairman Carson with the unanimous consent of the Board requested this topic be tabled until the next regularly scheduled meeting.



## New Business

1. Treasurer's Report/Financial Update – Treasurer LeShane reported that both Gross Revenue and Operating Revenue are ahead of budget. Mr. Michalik reported that Operating Revenue is on pace for \$6.4 million or \$900K better than budget.
2. FY 07/08 Draft Budget - Treasurer LeShane introduced the FY07/08 Draft Budget stating that lower on and off-street parking rates are reflected and expressed her feeling that the new rates should be favorably received by the public. The budget reflects a reduction from \$1.50 per hour to \$1 per hour at all the City's parking meters, reductions in the daily parking rates at Church Street Garage and MAT Garage bringing up to 2-hour parking down from \$7 to \$3 for that parking duration. Also, at the MAT Garage the all day rate would be reduced from \$19.25 to \$16.50.

An increase was proposed in the cost of overtime parking fines from \$15 to \$25. The current early payment provision that allows one to pay a reduced amount would continue. Currently payment in cash and in person reduces the \$15 payment to \$10. The proposed new rate would be to reduce the \$25 ticket to \$20 if paid in cash in person within 72 hours. Mr. Michalik explained assumptions used in the upcoming year's budget. He noted that the parking meter rate reduction would reduce meter income by approximately \$380K.

Chairman Carson called for a motion to accept the DRAFT FY07/08 Budget and its underlying assumptions effective July 1, 2007. A motion was made by Commissioner Twilley, seconded by Commissioner Thompson, and passed unanimously.

3. Open Session – Public Comment Mr. Carlos Lopez of Connecticut Parking Services thanked and praised Mr. Kopencey and the HPA staff for the assistance they provided to make improvements within the MAT Garage and in the On-Street Parking Program.
4. Executive Session – Chairman Carson / Property Acquisition – Chairman Carson called for a motion to enter executive session. A motion was made by Commissioner Twilley, seconded by Treasurer LeShane, and passed unanimously to enter into Executive Session. Chairman Carson called for a motion to exit executive session. A motion was



made by Treasurer LeShane, seconded by Commissioner Twilley, and passed unanimously to exit Executive Session.

5. Adjournment - Chairman Carson called for a motion to adjourn. The motion was made Commissioner Thompson, seconded by Commissioner Twilley and carried unanimously. The Regular Monthly Board Meeting for Thursday, March 14, 2007 adjourned at 11:05 a.m.