



Minutes

Hartford Parking Authority
Regular Meeting of HPA Board

Thursday, May 10, 2007

155 Morgan Street, Hartford, CT 06106

Present: Vice Chairman Twilley
Treasurer LeShane
Commissioner Thompson

Also Present: Jim Kopencey, Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Alex Chavez, Property Manager
Catharine Freeman, Corporation Counsel, City of Hartford

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.
Chairman Carson stated previously that he would be absent.

Approval of HPA Minutes

Vice Chairman Twilley called for a motion to accept the minutes of the April 12, 2007 Regular Board Meeting.

A motion to accept the minutes of the April 12, 2007 Regular Board Meeting was made by Treasurer LeShane, seconded by Commissioner Thompson, and passed unanimously.

Ongoing Business and Committee Report(s)

Procurement and Payment Update – Mr. Michalik stated that payments to vendors are proceeding normally once purchasing approvals by City Finance are obtained and the procurement process is complete. Approvals of Authority purchase requisitions by City Finance had stopped for approximately two months due to the turnover of a City Finance employee. This situation has now been corrected.

Mr. Michalik presented the current Contracts Log and stated that he would flowchart the procurement process in response to the Vice-Chairman's request. In response to Treasurer LeShane's comments, the Commissioners asked Mr. Kopencey to meet with the City's outside counsel to help rewrite those areas in the enabling ordinance relating to procurement.



1. Pension Analysis – Mr. Michalik stated that two (2) of three (3) firms contacted by HPA presented proposals to be hired for the staff benefit analysis. In response to the Vice Chairman’s request, Mr. Michalik stated that copies of the proposals will be sent to the Personnel Committee for review.
2. Adoption of Reengineering the Hartford Parking Authority (Previously Tabled) – Vice Chairman Twilley with the unanimous consent of the Board requested this topic be tabled until the next regularly scheduled meeting.
3. Parking Rate Reduction – Mr. Kopencey stated that Court of Council President Bazzano requested a resolution from the HPA to adjust parking rates at the municipal garages and on-street meters, in addition to the notice which was sent to City Council, which John Rose, City of Hartford Corporation Council confirmed. Vice Chairman Twilley called for motion for a “RESOLUTION OF THE HARTFORD PARKING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO ADJUST PARKING RATES AT THE MUNICIPAL GARAGES AND ON STREET METERS”, and convey such to the City. The motion was made by Treasurer LeShane, seconded by Commissioner Thompson, and passed unanimously. Mr. Freeman stated that she would prepare the resolution for the City Council.

New Business

1. Treasurer’s Report/Financial Update – Treasurer LeShane reported that year-to-date revenue was ahead of budget through April primarily due to the On-Street Parking program and that year-to-date general and administrative expenses were down compared to budget.
2. Transfer of Capital Funds – Mr. Michalik presented the Capital Funds Statement as of April 2007 and stated that there were five cost centers with projected deficits based on planned expenditures over the next year. He said further that he would recommend the transfer of funds from two cost centers with current and projected surpluses at the next Board meeting.



3. Authorization to Advertise and Issue M & T Lot RFP - Mr. Kopencey stated that the M & T Lot Request for Proposal (RFP) would be published the following week and recommended the RFP be advertised and issued. Vice Chairman Twilley called for a motion to authorize the Executive Director to "Advertise and Issue M & T Lot Request for Proposals".

A motion to authorize the Executive Director to advertise and issue the M & T Lot Request for Proposals was made by Treasurer LeShane, seconded by Commissioner Thompson, and passed unanimously.

4. Request for Preferred Parking Rate by the United Christ of Christ – Mr. Redd stated that the HPA received written request from Ms. Edith Guffey, Associate General Minister, United Church of Christ (UCC) that a preferred rate of \$8.00 for parking be offered to the United Church of Christ conventioneers on Saturday, June 26 and Sunday, June 27, 2007 and the request was supported by the Greater Hartford Convention and Visitors Bureau.

Vice Chairman Twilley called for a motion to authorize the Executive Director to offer the United Church of Christ a preferred rate of \$8.00 for parking in Church Street and MAT municipal garages on Saturday, June 26 and Sunday, June 27, 2007.

A motion was made to authorization the Executive Director to offer the United Church of Christ a preferred rate of \$8.00 for parking in Church Street and MAT municipal garages on Saturday, June 26 and Sunday, June 27, 2007 by Treasurer LeShane, seconded by Commissioner Thompson, and passed unanimously.

5. Award of Lighting – Mr. Chavez stated that the MAT and Morgan Street Garages Lighting Project Bid was awarded to Paquette Electric Company. In response to the Commissioners comments, Ms. Freeman stated that the bid process followed the City' procedures and that was confirmed in the Corporation Counsel's report.
6. MAT Garage Architectural/PARCS Improvements – Mr. Kopencey stated that two (2) years ago the Board approved improvements to the MAT Garage façade and revenue control system and the funds for the projects were in the HPA's Capital Project Reserves maintained by the City.



7. Mr. Kopencey requested that the Board authorize the Executive Director to:

- Commence the process of selecting an architect
- Issue an independent bid for the revenue control system for the MAT Garage
- Transfer from the Capital Project Reserves to fund for both the projects.

Vice Chairman Twilley called for a motion on the recommendations offered by Mr. Kopencey. A motion to authorize the Executive Director to perform the above tasks was made by Treasurer LeShane, seconded by Commissioner Thompson, and passed unanimously.

8. Mr. Kopencey requested that he be allowed to discuss the HPA's acquisition of property. Vice Chairman Twilley, with the unanimous consent of the Board asked that the by-laws be suspended to acknowledge the Mr. Kopencey's request and allow him to speak on an item not on the agenda.

Mr. Kopencey stated that he met with City Officials about a HPA proposal on for a future parking facility site in the Central Business District which presently on the market for sale and owned by AT&T . Mr. Kopencey requested the he be authorized to bid on the AT&T property on behalf of the HPA.

Vice Chairman Twilley called for a "RESOLUTION OF THE HARTFORD PARKING AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO BID ON THE AT&T PROPERTY FOR A PARKING FACILITY"; which was made by Treasurer LeShane, seconded by Commissioner Thompson, and passed unanimously.

9. Open Session – Public Comment

10. Executive Session – Property Acquisition / Personnel – Vice Chairman Twilley 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. Vice Chairman Twilley called for a motion to exit executive session. A motion was made by Treasurer LeShane, seconded by Commissioner Thompson, and passed unanimously to exit Executive Session.



11. Vice Chairman Twilley called for a motion to approve the draft evaluation of the Executive Director prepared by the Personnel Committee, as amended, subject to discussion and review with the Executive Director. A motion was made by Treasurer LeShane, seconded by Commissioner Thompson, and passed unanimously.

12. Vice Chairman Twilley called for a motion to approve the annual bonus one (1) month's salary effective May 24, 2007 for the Executive Director that was recommended by the Personnel Committee, subject to discussion and review with the Executive Director. A motion was made by Treasurer LeShane, seconded by Commissioner Thompson, and passed unanimously.

13. Vice Chairman Twilley called for a motion to approve the draft contract prepared by the Personnel Committee, as amended, to serve as a basis for negotiations with the Executive Director on a long-term contract. A motion was made by Commissioner Thompson, seconded by Treasurer LeShane, and passed unanimously.

14. Adjournment – Vice Chairman Twilley called for a motion to adjourn. The motion was made Treasurer LeShane, seconded by Commissioner Thompson and carried unanimously. The Regular Monthly Board Meeting for Thursday, May 10, 2007 adjourned at 11:00 a.m.