



Minutes

Hartford Parking Authority
Regular Meeting of HPA Board

Thursday, June 14, 2007

155 Morgan Street, Hartford, CT 06106

Present: Chairman David E.A. Carson
Vice Chairman Richard Twilley
Treasurer Paddi LeShane
Commissioner James Thompson, Jr.

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
Carlos Lopez, President, Connecticut Parking Services
Stathis Manousos, General Manager, Central Parking Systems, LLC
Jeff Hallin, Management Analyst, City of Hartford

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 8:10 AM.

Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the May 10, 2007 Regular Board Meeting with the necessary additions and corrections; and May 23, 2007 Special Board Meeting. A motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

Point of Order

Chairman Carson requested that the Board waive the rules of the agenda and the request was approved unanimously by the Board.

Chairman Carson called for a motion to enter into Executive Session. A motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

Chairman Carson called for a motion to exit Executive Session. A motion was made by Commissioner Thompson, seconded by Vice Chairman Twilley, and passed unanimously.



Chairman Carson called for a motion to approve the HPA's Executive Director three (3) year contract that was prepared by the Personnel Committee and accepted by Mr. Kopencey. A motion was made by Commissioner Thompson, seconded by Vice Chairman Twilley, and passed unanimously.

Ongoing Business and Committee Report(s)

1. Procurement and Payments Update – Mr. Michalik reported that a requisition and a purchase order related to the first contract listed on the Contract Approval Log – the fencing contract for both the MAT Garage and the Columbus Boulevard Employee Lot – could not be finalized until capital funds were transferred to one of the capital improvement project cost centers related to this contract. Mr. Michalik said further that he and Mr. Kopencey met with the City Finance Director Mr. Thomas Morrison the previous day to discuss the required transfers. Mr. Michalik stated that Mr. Morrison gave his verbal approval of the proposed transfers and promised to get the Mayor's approval, as called for in the appropriations ordinance of January 2005.

In response to Commissioner Twilley's request from the previous month to flow chart the City's procurement process, Mr. Michalik said that Mark Turcotte, City Procurement Manager, will present the City's procurement process at the July Board meeting.

2. Pension Analysis Consultant – Mr. Michalik reported that proposals received in March from two firms which specialize in retirement plan design – Wachovia Securities and Fiduciary Investment Advisors – were forwarded to the Personnel Committee last month. Mr. Michalik said further that it was management's recommendation to select Wachovia Securities as the Authority's consultant based on their understanding of the assignment as well as their significantly lower cost.

Following Mr. Michalik's report the Personnel Committee recommended to the full Board that a contract be awarded to Wachovia Securities to perform a new retirement plan design.

Chairman Carson called for a motion to authorize the Executive Director to award Wachovia Securities a contract in the amount \$1,200. A motion was made by Commissioner Thompson, seconded by Vice Chairman Twilley, and passed unanimously.



3. Adoption of Reengineering the Hartford Parking Authority (Previously Tabled) – Chairman Carson recommend that the Board calendar a Retreat prior to September, 2007 to address employee benefits and document the By-Laws, procurement process, and other policies/procedures that will be incorporate in the framework for the reengineering the Hartford Parking Authority.

Ms. Freeman stated that she would forward a copy of the current By-Laws to the HPA staff to assist in the project.

Chairman Carson's recommendation was approved unanimously by the Board.

4. On-Street Parking Update – Mr. Redd stated that he was working with the Neighborhood Revitalization Zones and other community based organizations to formulate enforcement strategies that will address their concerns about non-resident long term parking on their streets.

Mr. Redd stated that overall enforcement continues to show positive results; and while there has been a marginal increase in complaints from handicapped/disabled citizens receiving citations from the Hartford Police Department, overall complaints are diminishing which is attributed to the following factors:

- The customer service the staff provides when answering to the citizenry
- Simple language correspondence that explains the violation and the citizen's options
- A straight forward hearing process that allows the citizen to voice their objection
- Timely closure to old appeals for citizens that is consistent with the state statutes

5. Parking Rate Reduction Update – Mr. Kopencey stated that City Officials had acknowledged receipt of the Resolution for the HPA's Parking Rate Reduction that would be voted on and approved by the City of Hartford Council the following week.

Mr. Kopencey stated that the vendor will have the parking meters reprogrammed two (2) weeks after the lower rates become effective on July 1, 2007 and new citations are to be reprinted/delivered by the July 1, 2007 or shortly thereafter.



6. M & T Lot RFP Update – Mr. Kopencey stated that in response to HPA’s M & T Lot Request for Proposal, five (5) firms submitted bids through the City’s RFP Depot system to be considered to manage the surface parking lot and the Procurement Committee that was comprised of the City’s procurement officer and HPA staff had completed its initial review of the proposals submitted.

Mr. Kopencey stated that the firms were instructed to submit two (2) bids each in a traditional format and alternatively as an annual guaranteed payment, which as he stated to Council President Bazzanno, the HPA would consider \$35,000 per annum a reasonable return to the City for the management contract.

Mr. Kopencey stated that a formal award would be made after Corporation Counsel completes its review of the bidding process which was approved by the procurement officer but at this time the Procurement Committee recommends that pending affirmation the:

- M & T Lot management contract be presented to Connecticut Parking Services (CPS)
- Due notice be sent to the City Officials and Connecticut Parking Services
- Corporation Counsel be instructed to prepare the management contract

Chairman Carson called for a motion to authorize the Executive Director to notify City Officials and Connecticut Parking Services that the firm’s proposal in the amount of \$50,000 was the successful bid for the management of the M & T Surface Parking Lot to request that Corporation Counsel prepare the contract for subsequent execution. A motion was made by Treasurer LeShane, seconded by Commissioner Thompson, and passed unanimously.

7. Status of Lighting Contract MAT and Morgan Street– Mr. Chavez stated that the Lighting Contracts for the MAT and Morgan Street Garages was being challenged by a vendor; and in response to the challenge, Corporation Counsel reconfirmed the MAT and Morgan Street Garages Lighting Project Bids were awarded to Paquette Electric Company. Ms. Freeman stated that the Corporation Counsel was preparing the contract report.
8. Transfer of Capital Funds Resolution – Mr. Michalik presented a proposed resolution for the Board to transfer certain monies among three major capital projects based on the anticipated needs of each.



After some discussion Chairman Carson called for a motion to approve the 'Resolution Transferring Funds Between Various Capital Projects within \$15 Million Appropriation of January 10, 2005'. A motion was made by Treasurer LeShane, seconded by Vice Chairman Twilley, and the Resolution passed unanimously.

New Business

1. Treasurer's Report/Financial Update –Treasurer LeShane reported that revenue was steady in May and that year-to-date revenue is at 100% of total year budget. Treasurer LeShane also stated that expenses are at 91% of total year budget and operating income is at 108% of total year budget.

In conclusion, Ms. LeShane stated that total year operating income is on track to exceed budget by \$800-\$900K.

2. Request for Free Parking at Morgan Street Garage for CCC Graduation – Mr. Kopencey stated that Capital Community College requested free parking for the parents and guests of the student graduate and while traditionally these request are not honor the impact was minimal to the garage operations and lost of revenue for only sixty-two (62) CCC graduation related parking tickets were submitted to the MSG that evening.
3. Blum Shapiro – MAT Garage Analysis and CCC Tax Rebate – Mr. Michalik reported that Blum Shapiro, the City and the Authority's auditor, were progressing on these two projects and that both projects were expected to be completed by the next Board meeting.
4. Open Session – Public Comment
5. Executive Session – Chairman Carson / Property Acquisition / Personnel / Potential Arbitration – The agenda item was previously discussed.
6. Adjournment - Chairman Carson 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, June 14, 2007 adjourned at 10:50 a.m.