



Minutes

Hartford Parking Authority
Regular Meeting of HPA Board

Thursday, July 12, 2007

155 Morgan Street, Hartford, CT 06106

Present: Eddie Perez, Mayor, City Of Hartford
Lee Erdmann, Chief Financial Officer

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
Mark Turcotte, Chief Procurement Officer, City Of Hartford
Catharine Freeman, Corporation Counsel, City Of Hartford
Yonas Alemu, Operation Manager, Central Parking Systems, LLC

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.

Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the June 14, 2007 Regular Board Meeting. A motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

Ongoing Business and Committee Report(s)

1. Executive Session – Chairman Carson / Potential Arbitration / Personnel
Chairman Carson called for a motion to enter into Executive Session with Mayor Perez. 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 to exit Executive Session.



2. Procurement, Contracts and Payments Update – Mr. Michalik introduced Mr. Mark Turcotte, Procurement Officer, City of Hartford, who was asked by staff to present the City's Procurement Process.
 - A. In Mr. Turcotte's presentation he described RFPDepot, the City's automated on-line procurement system, as well as each of the steps in the process that the HPA, as well as City departments, would follow.
3. Pension Analysis Consultant (Previously Tabled) – Commissioner Thompson stated that the Personnel Committee reviewed the Wachovia Retirement Securities (WRS) proposal and instructed the HPA's staff to request the WRS representatives present their recommendations to improve the staff's pension benefits at the next Regular Scheduled Board meeting in September, 2007.
4. On-Street Parking Update – Mr. Redd stated that the number of citations issued will decrease this summer because numerous meters will be bagged to for to accommodate special events and construction; and parking enforcement in collaboration with the neighborhood revitalization zone committees is entering into new areas of the city.
5. Pay-&-Display Parking Meters – Mr. Kopencey stated that the Request for Proposal (RFP) for Multi-Space Parking Meters was virtually complete. The RFP will be advertised on Saturday, August 11, 2007 and made available to prospective bidders on August 13, 2007. A Pre Bid Conference to discuss the RFP with prospective bidders was scheduled for Tuesday, August 28, 2007. Mr. Kopencey recommended that the Board authorize the Executive Director to issue the RFP.

Chairman Carson called for a motion to authorize the Executive Director to issue the Request for Proposal (RFP) for Multi-Space Parking Meters. A motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

6. Parking Rate Reduction Update – Mr. Kopencey stated that the City of Hartford Council had approved the Resolution for the HPA's proposed parking rate reduction effective July 1, 2007 for on-street parking and the Church Street and MAT Garages.



Mr. Kopencey stated that the on-street parking vendor already reprogrammed effective on July 1, 2007 and new citations are to be reprinted/delivered by the July 1, 2007.

7. M & T Lot RFP Update – Mr. Kopencey stated that Corporation Counsel approved the bidding process for HPA's M & T Lot Request for Proposal and the CC had been instructed to prepare the management contract for Connecticut Parking Services.

Mr. Kopencey stated that Desman Associate will prepare a scope of work for the authorized improvements required at the M & T Lot not to exceed the \$115,000.

8. Status of Lighting Contract MAT and Morgan Street Garages – Mr. Kopencey stated that all parties had signed the contract prepared by Corporation Counsel and construction is expected to be completed within three (3) months after mobilization by the contractor.
9. Transfer of Capital Funds – Mr. Kopencey stated in a meeting with Mr. Thomas Morrison, Director of Finance, and Mr. Lee Erdmann, COO for the City of Hartford, Mr. Morrison agreed to transfer funds as requested by the HPA Board Resolution. Mr. Kopencey reported that Mr. Morrison was unresponsive to the request. However, with the assistance of a Finance Department accountant, who directly requested Mr. Morrison's approval, the transfer the funds ultimately occurred.

In response to Treasurer LeShane's comments, Mr. Erdmann stated he would speak with Mr. Morrison to gain his cooperation for a healthier staff-to-staff working relationship.

New Business

1. Treasurer's Report/Financial Update – Treasurer LeShane and Mr. Michalik
Treasurer LeShane reported preliminary year-end results which indicated that the HPA exceeded budgeted revenue by 8% and operating income by 15%. Total expenses for the year came in at exactly 100% of budget.
2. Blum Shapiro Annual Audit Proposal – Mr. Michalik
Mr. Michalik reported that Blum Shapiro, the City and HPA's auditor, received a proposal to perform the FY06-07 audit for a fee of \$21,500.00, the same fee as the previous year.



- Chairman Carson called for a motion to approve a contract to Blum Shapiro for the FY06-07 audit for a fee of \$21,500.00. A motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously..
3. 360^o Employee Evaluations – Mr. Kopencey stated that the HPA staff had completed the same 360^o Employee Evaluations which provided the staff with an opportunity to comment on their observations of staff within HPA operations and their peer’s impact on them personally.
 4. August Recess - Chairman Carson stated that unless otherwise necessary the Board would take an August recess, which was approved last year and the Commissioners unanimously concurred.
 5. Open Session – There was no public comment
 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, July 12, 2007 adjourned at 9:55 a.m.