



Minutes

Hartford Parking Authority

Regular Meeting of HPA Board

Wednesday, October 17, 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
Yonas Alemu, Operation General Manager, Central Parking Systems, LLC
Edward Hill, Attorney, Robinson and Cole

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 exited the meeting at 8:50 AM.

Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the September 13, 2007

Regular Board Meeting with the necessary corrections. A motion was made by Vice

Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

Ongoing Business and Committee Report(s)

1. Pension Analysis – Commissioner Thompson stated the Personnel Committee will be a meeting between the Personnel Committee and the consultants that prepared the retirement plan analysis prior to the November Board Meeting and the Personnel Committee would make a report at that meeting.
2. On-Street Parking Update – Mr. Redd stated that there was a significant downturn in the issuance of citations that occurred last month which clearly is attributed to poor performance by the Office of Parking Management's staff. The HPA staff asked the management contractor to state what actions are underway to improve the PEOs performance. Mr. Redd stated further that the HPA fully expects our enforcement officers to write the number of citations that mirror the level of infractions within the district to which they are assigned.



Mr. Redd also reported that along with Mr. Kopencey a meeting was held with Robert Ward, Commissioner, State of Connecticut Department of Motor Vehicle to discuss the secondary collection efforts by Law Enforcement Systems, the HPA's designated collection agency; and while little progress was made, Commissioner Ward was receptive to our position and the department would work with the HPA staff to develop solution, if there is any.

3. Pay-and Display Parking Meters – Mr. Kopencey stated that:
 - The Procurement Committee completed its initial evaluation of the response to HPA's Pay-and Display Parking Meters (P &D) Request for Proposal
 - Formal presentations have been scheduled over the next two (2) weeks with three (3) firms to answer questions which arose from their responses
 - The committee will make a recommendation to award the bid at the next Regular Scheduled Board Meeting

Mr. Kopencey stated that all of the respondents exceeded the budgetary allocation for the project because the following items included in the RFP:

- Cellular communication cost, which were not in the initial budget because P & D network communications was going through the City's WiFi at no charge
 - Spare Parts and Street Signage expenses
 - 5 year warranty for the P & D units under a lease purchase contract was added
4. Lighting Update MAT and Morgan Street Garages – Mr. Chavez stated that the original lighting improvements for the Morgan Street and MAT Garages have been completed; a change order will be issued for lighting improvements in the MAT Garage stairwell that was not included in the original bid award; and upon completion of the repairs in the MAT Garage stairwells, Connecticut Light and Power will be contacted to review the work performed for their approval of the Conservation Grant that will be awarded to the HPA.
 5. M & T Lot Update – Mr. Chavez stated that with the limited budget provided, the Dresca Construction started the M & T Lot fencing and landscaping improvements; however, the HPA staff and general contractor have expressed concerns about City's allocation because the current budget is not enough to make the lighting improvements needed in the parking facility.



New Business

1. Condition Appraisal of Parking Structures - Mr. Chavez stated that the City's ordinance that created the Hartford Parking Authority requires the HPA to perform an annual condition appraisal of the four (4) municipal parking structures.

Chairman Carson called for a motion to authorize the Executive Director to award Desman Associates a contract in the amount \$39,000 to perform the condition appraisal on the four (4) municipal parking structures . A motion was made by Vice Treasurer LeShane, seconded by Vice Chairman Twilley, and passed unanimously.

Commissioner Twilley asked if other firms perform similar work and if so that this engineering work should be occasionally bid. Mr. Kopencey responded affirmatively noting that other such firms do exist, however have less proximate offices.

2. Treasurer's Report/Financial Update – Treasurer LeShane reported 1st Quarter results. She stated that revenue was ahead of budget by \$73K, expenses were below budget by \$147K and operating income was ahead of budget by \$220K.

Treasurer LeShane also pointed out that On-Street meter revenue has only dropped 13% since the rate decrease of 33 1/3% in July which indicates that more people are putting more coins in the meter. She also stated that On-Street citation revenue was lagging budget.

Mr. Michalik added that penalty income which comprises a significant portion of citation revenue has decreased since May when the grace period to pay a ticket without penalty was increased from 14 days to 25 days.

3. Legal Processes and Procedures – Mr. Kopencey stated that Catharine Freeman, Corporation Counsel, City of Hartford notified him that she would be unable to attend the October meeting but would address this item at the November 8, 2007 Regular Meeting.
4. Minority Contractor Participation Update – Mr. Michalik reported that he was unable to provide minority and Hartford resident participation performance on Authority contracts



at this time as the City's Human Relations Office had not answered his request for information. Mr. Michalik said he hoped to be able to report at the next Board meeting.

5. Future Parking Development and Programs – Mr. Kopencey stated that although it was important to discuss our next parking deck and its location, there is more to consider. For example, the nature and reach of our on-street parking initiatives should also be considered as we plan for the future. Mr. Kopencey stated that this subject would be kept on the agenda for future discussion by the Board.
6. Open Session – Public Comment
7. Executive Session – Chairman Carson called for a motion to enter into Executive Session to discuss matters relating to ongoing negotiations with the State of Connecticut. A motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

Mr. Hill, Special Council to the Authority, and Mr. Kopencey attended the Executive Session with the Commissioners.

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

8. Adjournment - Chairman Carson called for a motion to adjourn. The motion was made Vice Chairman Twilley, seconded by Commissioner LeShane and carried unanimously. The Regular Monthly Board Meeting for Thursday, October 17, 2007 adjourned at 10:45AM