



Minutes

Hartford Parking Authority

Regular Meeting of HPA Board

Thursday, November 15 2007

155 Morgan Street, Hartford, CT 06106

Present: Chairman David E.A. Carson
Vice Chairman Richard Twilley
Treasurer Paddi LeShane
Commissioner James Thompson, Jr.
Robert Painter, Council Minority Leader, City of Hartford

Also Present: Jim Kopencey, Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Alex Chavez, Property Manager
Jeffrey Hallin, Management Analyst, City of Hartford
Carlos Lopez, President, Connecticut Parking Services
Philip Orpesa, Director Municipal Marketing, Central Parking Systems, LLC
Stahis Manousos, General Manager, Central Parking Systems, LLC
Edward Hill, Attorney, Robinson and Cole
Laura Scheirer, Journalist, Hartford Business Journal

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.

Mr. Hill entered the meeting at 8:15 a.m.

Mr. Lopez entered the meeting at 8:30 a.m.

Ms. Scheirer entered the meeting at 8:35 a.m.

Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the Wednesday, October 17, 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. Pension Analysis – Commissioner Thompson with Vice Chairman Twilley presented the findings of the Authority's retirement plan consultant Wachovia Retirement Securities and recommended to the full Board the plan design that was described as 'New Comparability plus Match'. Mr. Thompson stated that this plan had advantages over other plan designs considered in that senior level employees would receive a greater benefit than staff but would not benefit as greatly under a simple 'age-weighted' plan.



Based on a request from Treasurer LeShane for additional information on the consultant's report a motion was made by Vice Chairman Twilley to table this matter until the next Board meeting. The motion was seconded by Treasurer LeShane and unanimously approved.

2. On-Street Parking Update – Mr. Redd stated that the increased parking enforcement training by Central Parking and Connecticut Parking Services during October, 2007 resulted in a significant increase in the enforcement levels for the Central Business District (CBD) compared to recent months for the same patrols.

Mr. Redd stated that he was instructed by Mr. Kopencey to work with the Central and the selected proposer on Operation "Roll Out" which is the HPA's campaign to educate the public about the Pay and Display Multi-Space Parking Meters that will be installed in the CBD.

Treasurer LeShane agreed to assist the HPA staff on the project by providing the names of firms to interview.

Mr. Redd, in closing, stated that Mr. Michalik recently began discussing micro-payments transaction fees with financial institutions to acquire a competitive rate for credit card transactions that will result from patrons purchasing less than \$2.00 worth of parking time.

3. M & T Lot Update – Mr. Chavez stated that over all seventy percent (70%) on the M & T Lot fencing and landscaping improvements were completed. Work included installing a new guard rail, clearing large areas of overgrown brush that surrounded the parking facility to improve security and appearance, and new fencing. Mr. Chavez stated that the line striping, pole painting, installing a new ticket booth, and further improvements to the lighting in the surface lot still remain incomplete. Mr. Chavez noted however, with the limited budget provided, that it would be necessary to appropriate an additional \$50,000 to make lighting and miscellaneous improvements to make the surface lot feel safe and inviting.
4. Minority Contractor Participation Update – Mr. Michalik presented a report showing minority and City of Hartford resident participation for two of the Authority's capital



projects – MAT and Morgan Street Lighting Improvements and MAT and Columbus Boulevard Surface Lot Fencing. Mr. Michalik stated that the City's Office of Human Relations had information on only these two projects. He reported that the contractor on each project met their minority participation requirement of fifteen percent 15% but neither contractor met the stated thirty percent (30%) City of Hartford residency goal.

New Business

1. Bid Award of Pay-and Display Parking Meters – Mr. Kopencey stated that the Procurement Committee completed its evaluation of the three (3) respondent's bids for the HPA's Pay and Display Parking Meters Request for Proposal after attending their Formal Presentations and by unanimous consensus Parkeon was the selected proposer.

Chairman Carson called for a motion award the bid to Parkeon for the acquisition of two-hundred fifty (250) Multi-Space Parking Meters for \$3.3 million dollars for their Stelio meter. The motion authorizes the Executive Director to enter into a contract with Parkeon. The award is contingent on the successful negotiation of a contract with Parkeon, Inc. and Parkeon's compliance with the City's procurement rules. The motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

2. Bid Award of Morgan Street Garage – Mr. Chavez stated that the Selection Committee completed its evaluation of the seven (7) respondent's bids for the HPA's Request for Proposal for Cove Joint Sealant Repairs in the Morgan Street Garage and unanimously selected the bid proposed by USA Contractors.

Chairman Carson called for a motion to award the bid to USA Contractors for Cove Joint Sealant Repairs in the Morgan Street Garage and authorized the Executive Director to enter into a Contract pending compliance with the City's procurement rules and the successful negotiation of a Contract. A motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

3. Prudential Parking – Mr. Kopencey stated that Prudential Financial accepted the Authority's offer for rights to up to approximately 850 parking spaces in both the MAT Garage and the Church Street Garage. Mr. Kopencey said that Prudential had solicited



bids from both the private sector and the Authority and had chosen the Authority over others. Mr. Kopencey said that Prudential requested 400 spaces initially in the Church Street Garage and 355 at the MAT Garage with another 150 at the Church Street Garage sometime within the next five years. Mr. Kopencey said that the Authority could only provide 300 spaces at the Church Street Garage initially but the remainder would be available when MetLife moves from downtown Hartford next October.

Mr. Michalik said that Prudential Financial would ease the loss of MetLife. He said that the loss of \$1.2 million in annual revenue from MetLife would be offset initially by \$550K in new revenue from Prudential and offset ultimately by \$817K in new revenue, if Prudential exercises its rights for the full 550 spaces at Church Street Garage.

4. Treasurer's Report/Financial Update – Treasurer LeShane reported that the Authority is on target to make budgeted operating income of \$6 million even if expected collections on outstanding citation receivables of \$600K from an outside agency do not happen. Ms. LeShane also reported that (1) parking meter revenue this year is off only 11% from last year despite the 33 1/3% decrease in meter rates and (2) that electricity savings are being seen with the new low-energy fixtures in all three garages.
5. Late Payment Policy – Mr. Michalik reported that in discussions with outside counsel over the past few months it was discovered that the Authority did not have a policy for handling delinquent accounts of corporate and governmental customers. As a result, the Authority and outside counsel constructed a policy to address this. The policy states that parking and validation privileges shall be suspended in the event that account balances are thirty days past due. Mr. Michalik then presented the policy statement for such in the form of a Board Resolution.

A motion was made by Treasurer LeShane to adopt 'RESOLUTION – Delinquent Accounts – Corporate and Governmental', seconded by Commissioner Thompson and unanimously approved.

6. Legal Processes and Procedures – Chairman Carson tabled this agenda items until the next Regular Scheduled Board meeting.



7. Future Parking Development and Programs – At Mr. Kopencey’s suggestion, Chairman Carson stated that this subject be discussed in executive session because it involved discussions concerning the acquisition of a particular property. The Board concurred.
8. Open Session – Public Comment – Councilperson Painter stated that in the future he would be representing various groups that have a vested interest to satisfy the parking demand that has been created in Downtown Hartford West and pledged to work with the HPA Board and its staff to achieve this goal.
9. Executive Session / On going Negotiations - Chairman Carson called for a motion to enter into Executive Session to discuss matters relating to ongoing negotiations with the State of Connecticut and potential property acquisition. A motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

City Council Minority Leader Painter, Mr. Edward 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. The motion was made by Treasurer LeShane, seconded by Vice Chairman Twilley, and unanimously passed.

10. 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, November 15, 2007 adjourned at 10:45 AM.