



## Minutes

Hartford Parking Authority

Regular Meeting of HPA Board

**Thursday, January 10, 2008**

155 Morgan Street, Hartford, CT 06106

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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  
Jeffrey Hallin, Management Analyst, City of Hartford  
Stathis Manousos, General Manager, Central Parking Systems, LLC  
Carlos Lopez, President, Connecticut Parking Services, LLC  
Edward Hill, Attorney, Robinson and Cole

### Roll Call / Attendance

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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 8:15 a.m.  
Ms. Freeman entered the meeting at 8:40 a.m.  
Mr. Hill entered the meeting at 9:10 a.m.

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### Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the Thursday, December 13, 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. Election of Officers – Chairman Carson stated that the HPA By-Laws requires elections of officers to be held annually. The Commissioners present unanimously decided to retain the offices they currently held for the upcoming year. Mr. Carson will continue to serve as chairman, Mr. Twilley will continue to serve as vice chairman, and Ms. LeShane will continue to serve as Treasurer. A motion to adopt Chairman Carson's recommendation was moved by Treasurer LeShane, seconded by Vice Chairman Twilley and unanimously carried. Commissioner Thompson was absent.



2. Pension Analysis – Vice Chairman Twilley suggested tabling the Personnel Committee report until the next Regular Schedule Board Meeting. The suggestion was moved by Treasurer LeShane and unanimously carried.
  
3. Prudential Agreements for MAT and Church Street Garages – Mr. Michalik reported that the City Council's Planning and Economic Development Committee received the Resolution approving the Agreements from Corporation Counsel. The Committee did not meet this week as scheduled but is expected to meet next week. Mr. Michalik said further that staff fully expects Council to pass the resolution and staff is coordinating the registration of new parkers at the Church Street Garage with the Church Street Garage operator.

Mr. Kopencey added that the delay in getting Council approval of both the parking rates and the agreements is an example of how the system does not work well. Mr. Kopencey said that Prudential Financial was very uneasy over the fact that the agreements were not finalized by the start of the Agreement period, January 1, 2008 (for the MAT Garage). Mr. Kopencey further noted that situations like this provide an excellent example of a weakness that the Authority's reengineering effort should contemplate.

Mr. Kopencey stated that Robinson and Cole prepared the initial letter agreement for the HPA and it was shared with the City's Corporation Counsel as a template for a non-taxable Agreement. Corporation Counsel reviewed and revised the template, shared it with Robinson and Cole for a peer review and approved the two agreements with Prudential for parking rights in the Church Street and MAT Garages.

Mr. Kopencey added that the City Council's Planning and Economic Development Committee (PEDC) called a Special Meeting for Tuesday, January 14, 2008 to act upon the resolutions and letter agreements. The PEDC will make a recommendation to place the items on the consent calendar for the Monday, January 28, 2008 City Council Regular Meeting.

4. On-Street Parking and New Meter Procurement Update – Mr. Redd stated that parking enforcement was outperforming last year's total during a period of time that traditionally may be soft because of the Holiday Season and the management contractor along with its sub-contractors was continuing their emphasis on "customer service" training.



On another aspect of the on-street parking presentation, Mr. Redd stated that he did not expect the representatives from the State of Connecticut Department of Motor Vehicles (DMV) to expedite the HPA's request to allow Law Enforcement Systems (LES) to perform the secondary collections and the next step in the process is to have the Commissioner and staff meet with HPA & LES.

Mr. Redd stated that the preliminary results of the newly revised "Final Notice" mass mailing performed in early November, 2007 indicates that the Office of Parking Management received a significant increase in the number of payments made. Also, the Citation Hearing Office closed many of the unresolved citations to the mutual satisfaction of the citizenry and City.

With respect to Pay & Display parking meters, Mr. Kopencey stated that Parkeon came to agreement with the HPA on the remaining open items. He noted that the contract will take at least one month to complete, the initial first twelve meters will be installed by the end of February, 2008 for the prescribed mandatory sixty (60) day trial period, and prior to any installation, the vendor must fully comply with Visa/MasterCard Level 1 credit card encryption requirements for telecommunications. Failure to comply with Visa/MasterCard Level 1 credit card encryption requirements in a timely manner will add time to the consummation of a contract and delay installation.

Mr. Kopencey stated further that the City's Finance Director agreed to work with the HPA to transfer excess capital funds earmarked for the Church Street Garage for payment of the Pay & Display parking meters.

5. MAT Architectural Improvements RFP Update – Mr. Chavez stated that the HPA received two bids from Hartford based companies for the MAT Garage Architectural Improvements Request for Proposal. The HPA Selection Committee will interview the respondents prior to making its recommendation to Board at the next regular meeting.

In response to Chairman Carson's question, Mr. Kopencey stated that the HPA staff has kept representatives from the Hartford Stage abreast of the HPA's construction plans and continue to have an ongoing dialogue.



6. Morgan Street and Church Street Garages Repair Updates – Mr. Chavez stated that the specifications and bid documents to prepare two contracts for the repairs to the Morgan Street and Church Street Garages were sent to the City's Corporation Counsel.

In response to Chairman Carson's suggestion, Mr. Kopencey stated that prior to entering into a contract with the selected proposer, the City's Internal Audit representatives will be asked to perform a review of the procurement process to determine if the correct procurement procedures were followed and review the submittals to determine if they are responsive to the request for proposals and consistent with applicable City Ordinances.

### **New Business**

1. Pay-and Display Parking Meter Roll Out Campaign – Mr. Kopencey stated that the HPA staff met with representatives from Peckinpaugh Digital Media and Parkeon on Wednesday, January 9, 2007 to outline the HPA's Public Relation Campaign for the introduction of the HPA's Pay-and Display parking meters in the of Spring, 2008.

Mr. Kopencey stated that Parkeon agreed to contribute \$10,000 towards the advertisement expense, which brought the budget to for the public relation campaign to \$50,000, noting previously that the HPA had budgeted \$30,000 and Central Parking, LLC would contribute \$10,000.

It is duly noted for the record that Treasurer LeShane abstained from discussion and vote on this measure before the Board.

2. Treasurer's Report/Financial Update – Treasurer LeShane reported that some positive year-to-date expense variances are permanent while other positive expense variances are only temporary as expenses have either been deferred or are not scheduled until later in the year. Mr. Michalik confirmed Treasurer LeShane's statement.
3. Open Session – Public Comment



4. 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 and property acquisition. The motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

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

5. 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, January 10, 2008 adjourned at 10:45 AM.