



Minutes

Hartford Parking Authority

Regular Meeting of HPA Board

Thursday, May 8, 2008

155 Morgan Street, Hartford, CT 06106

Present: Chairman David E.A. Carson
Vice Chairman Richard Twilley
Treasurer Paddi LeShane

Also Present: Jim Kopencey, Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Alex Chavez, Property Manager
Carl Nasto, Deputy Director, Corporation Counsel, City of Hartford
Thomas Morrison, City Finance Director
Lee Erdmann, Chief Operating Officer, 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 notified the HPA staff that he would not be in attendance.

Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the Thursday, April 10, 2008 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. On-Street Parking, New Meter Procurement and Roll Out Update – Mr. Redd stated that:
 - Enforcement and collections remain level
 - Visa/MasterCard issued the Certificate of Compliance to Parkeon
 - The first 12 Pay & Display parking meters will be tested and installed by the end of August, 2008, the balance by October, 2008
 - Media production for the public relations campaign will begin in June, 2008
 - A "First Swipe" ceremony in City Hall with the Mayor, City Officials and HPA Board will be scheduled in September, 2008.

In response to Chairman Carson's comments, Mr. Nasto stated that he expected negotiation with Parkeon to be completed by the end of May, 2008.



2. Church Street and Morgan Street Garage Repair Update – Mr. Kopencey stated that the agreements with USA Contractors for the Morgan Street Garage (MSG) Sealing Repairs and Church Street Garage (CSG) Restoration Project have been signed and Desman Associates, HPA's engineering consultant, provided USA contractors with the specifications for both projects.

Mr. Kopencey stated that USA Contractors will begin the sealing repairs in the MSG within a week and in three weeks start the CSG Restoration Project.

3. Procurement Regulations (previously tabled) – Vice Chairman Twilley stated that agenda items 3 (Procurement Regulations) and 6 (Proposed Revision to By-Law) should be tabled because Mr. Nasto, Corporation Counsel, City of Hartford and he had not met to review the USA Contractor's bid awards for the CSG Restoration Project and MSG Sealing Repairs analysis which presented an opportunity for the Board to incorporate the relevant findings into the HPA's procurement regulations and further communications with Mr. Nasto were needed.

Chairman Carson called for a motion to table the agenda items 3 (Procurement Regulations) and 6 (Proposed Revision to By-Law). The motion to table the agenda items was made by Treasurer LeShane, seconded by Vice Chairman Twilley and unanimously adopted.

4. MAT Garage Architectural Improvements Contract Status – Mr. Chavez stated that Mr. Nasto is completing the contract with Tecton for the MAT Garage Architectural Improvements and the agreement is expected to be signed by the end of May, 2008.
5. Mr. Nasto stated that the City Council passed a resolution approving the amendment to the Hartford Stage Lease and Corporation Counsel was in the process of preparing the amendment that would be forwarded to Hartford Stage's counsel for review
6. Proposed Revision to By-Laws (previously tabled) – Refer to agenda item # 3.
7. M & T Surface Lot Bus Shelter Funding – Mr. Kopencey stated that Connecticut Parking Services offered to operate a shuttle service between the M & T Surface Lot and Stilts Building provided that the HPA install a bus shelter in the surface lot.



Mr. Kopencey stated that the Board committed to funding the M & T Surface Lot Bus Shelter pilot project and asked staff to communicate with City of Hartford (the City) representatives to investigate means to fund this request.

Mr. Morrison, Director Finance, City of Hartford with the concurrence of Lee Erdmann, Chief Operating Officer, City of Hartford stated that the bus shelter and installation could be procured using funds from the City's Capital Improvements Fund.

New Business

1. Mayor's Recommended FY08-09 HPA Budget – Mr. Morrison stated that the Authority's budget was changed to exclude the Renewal and Replacement Reserve expense item of nearly \$700K and to increase Citation Revenue by \$770K. Mr. Morrison assured the Authority that the Authority's future capital needs would be met through its capital budget (and general obligation bonds) rather than a reserve. Mr. Morrison added that these changes were made with the knowledge that the Authority is running ten percent ahead of its FY07-08 budget estimate. To Mr. Kopencey's comment that no parking projects were included in the City's recently published 10-Year Capital Plan; Mr. Erdmann said that maybe the Authority should prepare its own 10-Year Plan.
2. Treasurer's Report/Financial Update – Treasurer LeShane reported that April revenue remained strong despite the fact that the special event season is over. Mr. Michalik added that his full-year forecast for operating income was \$6.5-6.6 million, or \$500-600K ahead of budget.
3. Open Session – Public Comment
4. Executive Session – Chairman Carson called for a motion to enter into Executive Session to discuss matters relating to real estate acquisition and matters under negotiations. The motion was moved by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

Mr. Carl Nasto, Corporation Counsel and Mr. Kopencey attended the Executive Session with the Commissioners.



Chairman Carson called for a motion to exit Executive Session. On a motion by Vice Chairman Twilley, seconded by Treasurer LeShane, the Board voted unanimously to adjourn Executive Session. No further action was taken.

5. Adjournment - Chairman Carson called for a motion to adjourn. The motion was made by Vice Chairman Twilley, seconded by Commissioner LeShane and carried unanimously. The Regular Monthly Board Meeting for Thursday, May 8, 2008 adjourned at 10:05 AM.