



Minutes

Hartford Parking Authority
Regular Meeting of HPA Board

Thursday, June 12, 2008

155 Morgan Street, Hartford, CT 06106

Present: Chairman David E.A. Carson
Vice Chairman Richard Twilley
Treasurer Paddi LeShane
Commissioner James Thompson
Commissioner Albert Barrueco'

Also Present: Jim Kopencey, Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Alex Chavez, Property Manager
Daniel Carey, Town Clerk, City of Hartford
Carl Nasto, Deputy Director, Corporation Counsel, City of Hartford
Stathis Manousos, General Manager, Central Parking Systems, Inc.

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.

Chairman Carson with the Board of Commissioners concurrence stated that Commissioner Designate Albert Barrueco' was to be sworn in by Daniel Carey, Town Clerk, City of Hartford. Mr. Carey performed the Oath of Office to Commissioner Designate Barrueco'. Sworn Commissioner Designate Barrueco' accepted Oath of Office with a much deserved round of applause.

Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the Thursday, May 8, 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 the enforcement levels continue to be strong and the procurement agreement with Parkeon for the purchase of the Pay & Display parking meter (P&D) should be completed shortly.



Mr. Redd stated that the media production for the public relations campaign will begin in June, 2008 and 12 P&Ds will be installed and tested by the end of August, 2008.

2. Church Street and Morgan Street Garage Repair Update – Mr. Chavez stated that USA Contractors was nearing completion of the Church Street Garage's (CSG) 4th level partial depth repairs, 5th level full depth repairs will follow shortly, and the restoration project is expected to be completed by August, 2008.

Mr. Chavez stated that USA Contractors mobilized to the Morgan Street Garage (MSG) to begin the sealing repairs the week of June 16, 2008.

In response to Treasurer LeShane's comment, Mr. Chavez stated the HPA staff verifies with the State of Connecticut that all general contractors and sub-contractor are certified to perform the work they bid before and during the agreement.

Mr. Nasto, Corporation Counsel, City of Hartford stated that the City of Hartford's Office of Human Relations will monitor the HPA's CSG Restoration Project and MSG Sealing Repairs agreements with USA Contractors to ensure the firm and its sub-contractors meet the contract requirements and Corporation Counsel working with the Executive Director would place USA Contractors on written notice, if any infraction occurs.

3. Procurement Regulations (previously tabled) – Vice Chairman Twilley suggested that agenda items 3 (Procurement Regulations) and 6 (Proposed Revision to By-Law) should be tabled because after meeting with Mr. Nasto to the review of the USA Contractor's bid awards for the CSG Restoration Project and MSG Sealing Repairs analysis, he wanted to meet with the Treasurer and HPA staff to incorporate the analysis outcomes in the procurement process subsequent to the distribution of the HPA's procurement regulations draft to Board members.

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



4. MAT Garage Architectural Improvements Contract Status – Mr. Nasto stated that the agreement for the MAT Garage Architectural Improvements with negotiated change was sent to Tecton and the agreement is expected to be signed by June 30, 2008.
5. Parkeon Pay & Display Parking Meter Contract Status - Mr. Nasto stated that the negotiations are on-going and the agreement is expected to be signed shortly.
6. Proposed Revision to By-Laws (previously tabled) – Refer to agenda item # 3.
7. M & T Surface Lot Bus Shelter Funding – Mr. Chavez stated that the general contractor poured the concrete pad to install the bus shelter on the M&T Surface Lot and Connecticut Parking Services received very positive feedback on the shuttle service between the M & T Surface Lot and Stilts Building.

Mr. Kopencey stated that the City of Hartford agreed to pay for the bus shelter out of the City's Capital Improvements.

New Business

1. Treasurer's Report/Financial Update – Treasurer LeShane reported that May continued the trend of strong revenue in recent months and that all profit centers, with the exception of On-Street Parking and the Library Garage, were ahead of budget year-to-date. Mr. Michalik added that the Authority has exceeded the full-year profit target of \$6.011 million with one month remaining in the fiscal year.
2. Appointment of Blum Shapiro - FY07-08 Audit – Mr. Michalik reported that the Authority received a proposal from Blum Shapiro, the City and HPA's auditor, for the FY07-08 audit. Mr. Michalik said that it was staff's recommendation to approve a contract with Blum Shapiro for the proposed fee of \$23,750. Mr. Michalik added that the proposed fee represents an increase of \$2,500 over last year's fee, a result, at least in part, to a heightened standard for auditors in communicating with governing bodies. Mr. Michalik said that a copy of the new audit standard in effect for this year was placed in each commissioner's packet for today's meeting.



Chairman Carson called for a motion to approve a contract to Blum Shapiro for the FY07-08 audit for the proposed fee. A motion was made by Vice Chairman Twilley, seconded by Treasurer LeShane, and passed unanimously.

3. Authorization Bid Security Services - Mr. Kopencey request authorization to bid out security services for the parking facilities because the City's Procurement Officer concluded that the expense exceeds the amount which would allow security to be awarded to the current vendor without a public bid.

Chairman Carson called for a motion to authorize the Executive Director to bid out security services for the HPA's parking facilities. The motion was made by Vice Chairman Twilley, seconded by Commissioner Thompson, and passed unanimously.

4. International Parking Institute Conference – Mr. Redd stated that he attended the International Parking Institute Conference and Trade Exhibit (IPI) and met with a number of existing and potential vendors that demonstrated the latest technology in on-street parking operation and heard talks on various aspects of the parking industry. Mr. Redd stated that he successfully completed the IPI's Certified Administrator of Public Parking Five-Day course.
8. Executive Director Annual Evaluation – Personnel Committee Chairman Thompson along with Vice Chairman Twilley's concurrence stated that the Personnel Committee recommends that the Board table the agenda item for discussion during the Executive Session.

Chairman Carson called for a motion to table the agenda item for discussion during the Executive Session. The motion was made by Treasurer LeShane, seconded by Vice Chairman Twilley, and passed unanimously.

5. Open Session – There was no Public Comment
6. Executive Session – Chairman Carson called for a motion to enter into Executive Session to discuss matters relating to on-going negotiations and personnel matters. 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 to discuss the on-going negotiations and upon the completion of the discussion, they left the Executive Session.

Chairman Carson called for a motion to continue the Executive Session. On a motion by Vice Chairman Twilley, seconded by Treasurer LeShane, the Board voted unanimously to continue the Executive Session until 2:00 PM, Wednesday, June 25, 2008.

Chairman Carson called for a motion to continue the Executive Session at 3:16 PM, Wednesday, June 25, 2008. There was a quorum and Commissioner Thompson was not in attendance.

Chairman Carson called for a motion to approve the draft evaluation of the Executive Director prepared by the Personnel Committee subject to discussion and review with the Executive Director. A motion was made by Commissioner Barrueco' seconded by Treasurer LeShane, and passed unanimously.

Chairman Carson called for a motion to approve the bonus of six-thousand and five hundred dollars (\$6,500) effective Wednesday, June 25, 2008 for the Executive Director that was recommended by the Personnel Committee. A motion was made by Vice Chairman Twilley, seconded by Chairman Carson, and passed unanimously.

Mr. Kopencey re-entered the Executive Session with the Commissioners to discuss the draft evaluation of the Executive Director prepared by the Personnel Committee.

On a motion by Vice Chairman Twilley, seconded by Commissioner Barrueco', the Board voted unanimously to adjourn Executive Session.

7. Adjournment – Vice Chairman Twilley called for a motion to adjourn. The motion was made Treasurer LeShane, seconded by Vice Chairman Twilley and carried unanimously. The Regular Monthly Board Meeting for June 12, 2008 adjourned at 4:05PM, Wednesday, June 25, 2008.