



Minutes

Regular Meeting of HPA Board

Thursday, January 8, 2009

155 Morgan Street, Hartford, CT 06103

Present: Chairperson Paddi LeShane
Vice Chairman & Treasurer Richard Twilley
Commissioner James Thompson
Commissioner Albert Barrueco

Also Present: Jim Kopencey, Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Carlos Lopez, President, Connecticut Parking Services
Stathis Manousos, General Manger, Central Parking
Patrick Ringrose, Vice President Sales and Marketing, Hartford Stamp Works
Kyle Shorey, Vice President Operations, Hartford Stamp Works
Michael Stotts, Managing Director, Hartford Stage

Roll Call / Attendance

Ms. LeShane called the Hartford Parking Authority (HPA) Regular Board Meeting to order at 8:08 AM.

Mr. Redd conducted roll call and there was a quorum.

Commissioner Thompson entered the meeting at 8:15 AM.

Approval of HPA Minutes

Ms. LeShane called for a motion to accept the minutes of the Thursday, December 11, 2008 Regular Meeting with a necessary typographical correction. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Chair's Comments – Ms. LeShane stated that she met recently with the Executive Director to outline expectations, plans and goals for the HPA's near and distant future. In the discussions, Ms. LeShane stressed the need to complete projects that included a revision to the Authority's Bylaws, and Personnel Handbook by April 1, 2009 and changes to the agenda; i.e., Action Items and Treasurer's Report placed atop the agenda.

1. Treasurer's Report/Financial Update – Mr. Twilley reported the 6-month financial results of the Authority stating that the year-to-date budget shortfall of \$610K was attributable in large part to lower Citation fee. Mr. Twilley stated further that this line item was increased by the City from the Authority's approved budget by nearly \$800K, or \$400K for six months.

Point of Order

Ms. LeShane requested that the Board waive the rules of the agenda to move up the Public Session. The request was approved unanimously by the Board.

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2. Public Comment - Michael Stotts, Managing Director, Hartford Stage, thanked the HPA Board and staff for their collective support of the overall renovation of the MAT Garage, its new entry design, and new stairwell design.

Mr. Stotts characterized the overall architectural improvements to the MAT Garage as consistent with the investments made by the adjacent landowners and applauded the Hartford Parking Authority and the City for taking on this necessary project. Mr. Stotts emphasized how important the HPA's improvements were to the overall perception and successes of the Hartford Stage.

Mr. Kopencey with the concurrence of Mr. Michilak stated that the HPA's expense would come from the City's Capital Improvement Projects Fund and the funds were available. Ms. LeShane stated that in today's economic climate capital funding conditions may vary and the Authority should confirm the expense with the City along with other HPA projects.

Action Items

1. Banner Request by Hartford Stamp Works - Mr. Kopencey stated that Hartford Stamp Works (HSW) approached the HPA a year ago about placing a sign or banner atop the Morgan Street Garage (MSG); and then he introduced Mr. Patrick Ringrose, HSW Vice President Sales and Marketing, who elaborated on HSW's request.

Mr. Ringrose stated that a sign or banner placed on the MSG would provide additional opportunities for HSW to penetrate the local marketplace because of the volume of vehicles which pass MSG daily. Mr. Ringrose presented a few architectural renderings of the proposed sign or banner positioned on the North side of the parking facility along the I-84 and I-91 highway systems.

Mr. Ringrose stated that HSW welcomed the opportunity to become a tenant in the MSG and the addition of the sign or banner would increase their share of the local market.

Mr. Kopencey stated that the architectural renderings presented by Mr. Ringrose were not discussed with Mr. Gary Archambault, HSW President. During Mr. Kopencey's discussions with Mr. Archambault, it was believed that placing a permanent sign on the Market Street side of the MSG would accomplish HSW's objective and that a banner would serve as a temporary sign until the permanent sign was completed.

Mr. Twilley stated that the HPA understood HSW's request, however, City of Hartford (City) ordinance does not authorize the HPA to make such a decision and the HPA staff would contact Corporation Counsel to determine the correct course of action.

Commissioner Barrueco stated that he would:

- Work with the City's Corporation Counsel and HPA staff to determine whether the City or HPA approves the proposed sign or banner.
- Contact the State of Connecticut for their input on the subject matter.
- Determine whether a temporary or permanent sign is best option.

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- Draft a report for the March, 2009 Regular Meeting.

3. Adoption of Hartford Parking Authority FY 09/10 Budget – Mr. Twilley presented the staff's Recommended Budget for FY09/10 by explaining each of the major assumptions used in the budget. Mr. Twilley stated that funding of a renewal and replacement reserve was a new line item from the draft budget presented the previous month. Mr. Twilley said that even though the City deleted this line item in the current year's budget the legal requirement remained for the Authority/City to fund such a reserve.

Mr. Twilley added that the Authority must increase revenues in the face of the general economic slowdown and then presented for the Board's consideration increasing parking fines as one measure that the Board could take to increase revenues. Discussion then ensued about the specifics of the fines that could be increased.

The Board's consensus was that all but four fines – 'Over Posted Limit', 'Over Limit at Meter', 'Snow Removal', and 'Zoning Violation' should be increased by the amount that staff recommended and included as a supplement to the Recommended Budget.

In response to Mr. Barrueco, Mr. Kopencey stated that he would research the cost benefit of changing the procedures to allow the acceptance of a check with a Early Payment Discount (EPD) because the City's ordinance does not permit such action therefore additional penalties are added to the open fine balance.

1st Motion

Ms. LeShane called for a motion to increase the fines of all parking violation codes except numbers 12, 13, 97, and 98 as described in Exhibit A (attached) effective April 1, 2009 and authorize the Executive Director to have the City of Hartford's Corporation Counsel prepare a Resolution and transmittal for the City of Hartford Court of Common Council. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

2nd Motion

Ms. LeShane called for a motion to eliminate the early payment reduction for parking violation codes 11, 14, 15, 20, 21, 22, 24, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, and 41 effective April 1, 2009 and authorize the Executive Director to have the City of Hartford's Corporation Counsel to prepare a Resolution and transmittal for the City of Hartford Court of Common Counsel. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

3rd Motion

Ms. LeShane called for a motion to accept the Fiscal Year 2009 – 2010 Adopted Budget and authorize the Executive Director to transmit the Adopted Budget to the City per the City's budget guidelines. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

4. February 2009 Regular Meeting Date Change – Mr. Kopencey stated that the February 12, 2009 meeting would be on President Lincoln's Birthday, a national holiday, and recommended the date be changed to Wednesday, February 11, 2009 at 8:00 AM.



Ms. LeShane called for a motion to accept the proposed date change and authorized the Executive Director to send notification to the Hartford City Clerk and post the change on the Authority's website. A motion was made by Vice Chairman Twilley, seconded by Commissioner Barrueco, and passed unanimously.

New Business

1. 2009 Goals and Vision - Strategic Plan Update – Mr. Kopencey stated that he had a meeting with Ms. LeShane in which discussions concerning Strategic Planning and a Marketing Plan to fill our facilities took top priority.

Mr. Kopencey stated that he started to develop a Marketing Plan to fill our underutilized parking facilities, which will be distributed to the Commissioners in DRAFT form by March 1, 2009 and update the Authority's Strategic Plan, which will be distributed to the Commissioners later this year.

Ms. LeShane stated that the Board will assist Mr. Kopencey to update to the Strategic Plan.

2. Bylaws, Personnel Handbook – Mr. Kopencey stated that by April 1, 2009, he will have DRAFTS of the Bylaws and the HPA's Personnel Handbook which incorporate the aspects, elements, and sections of both documents that have become dated and require updating and/or supplementation.

Mr. Thompson stated that Personnel Committee would:

- Review the compensation procedures and bonus structure for the HPA's staff.
- Assist the HPA staff to update the HPA's Personnel Handbook.
- Assist the HPA staff to create a Strategic Plan.
- Report on the above items to the Commission by June 1, 2009.

Mr. Twilley stated that the Personnel Committee would perform the Executive Director's mid year review for discussion in the Executive Session of the February, 2009 regular meeting.

Ongoing Business and Committee Report(s)

1. On-Street Pay & Display - Meter Installation Update/Cut-Off Date for On-Street Parking Citations – Mr. Redd stated that the Pay and Display (P&D) parking meters were installed successfully in the Central Business District (CBD) and presented the Commissioners with a copy of the new P&D brochure that was distributed throughout the CBD and a sample pictogram which will be placed on the P&Ds to remind the citizenry to place their receipt on the dashboards.

Mr. Redd stated that the P&D street signage was not in place yet due to downsizing of the City of Hartford Department of Public Works (DPW) staff. Mr. Redd stated that he is working with DPW to look at alternatives which included using an outside vendor to complete the task.



In response to Mr. Barrueco, Mr. Redd stated that new financial reports will be developed with ComPlus to provide the citation revenue tracking reports which he outlined. Mr. Barrueco stated that he would assist the HPA staff to review and make recommendations on revamping citation revenue tracking.

Ms. LeShane stated that Peckinpaugh Digital Media (PDM) provided copies of Media and Public Relations Plan and Media Buy that were distributed to the Commissioners and the Addendum to the PDM public relation contract was received by Mr. Kopencey.

In response, to Mr. Twilley's comments, Mr. Kopencey stated that no Board action was needed at this time because the Board authorized him to sign PDM public relations contract at the December 2008 Regular Meeting.

2. Executive Director's Report - Construction Projects, Bid Update, Security and Revenue Control Update – Mr. Kopencey stated that he would respond to any questions that the Commissioners may have concerning Construction Projects, Bid Updates and Security and Revenue Control issues as outlined in his January 2009 Regular Meeting Update to the Commissioners.

There were no questions.

3. Executive Session - Personnel – Ms. LeShane called for a motion to enter Executive Session to discuss Personnel matters. A motion was made to enter into Executive Session to discuss Personnel by Commissioner Barrueco, seconded by Commissioner Thompson, and unanimously carried.

Mr. Kopencey and Mr. Michalik attended the Executive Session with the Commissioners to discuss the Personnel matters and upon the completion of the discussion, they left the Executive Session.

Ms. LeShane called for a motion to exit Executive Session. The motion was motion to exit executive Session by Commissioner Barrueco, seconded by Commissioner Thompson and unanimously carried.

4. Adjournment – Ms. LeShane called for a motion to adjourn. A motion was made by Commissioner Barrueco, seconded by Commissioner Thompson and carried unanimously. The meeting adjourned at 11:15 AM.