



Minutes

Regular Meeting of Hartford Parking Authority Board
Thursday, March 12, 2009
155 Morgan Street, Hartford, CT 06103

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

Also Present: Jim Kopencey, Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Carl Nasto, Corporation Counsel, City of Hartford
Edward Hill, Attorney, Robinson and Cole
Yonas Alemu, Operations Manger, Central Parking

Roll Call / Attendance

Ms. LeShane called the Hartford Parking Authority (Authority) 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 8:15AM.

Approval of the Minutes

Ms. LeShane called for a motion to accept the minutes of the Wednesday, February 11, 2009 Regular Meeting. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Chair's Comments – Ms. LeShane presented the newly adopted Standard Operating Procedure for action items to be placed on the board agenda and stated that in order for an item to be placed in the Action Item section of the Authority's agenda - all internal and external vetting must be complete by the Friday before the Authority's meeting so when the agenda is published on the following Monday all items are ready to go and have been screened and reviewed by the appropriate individuals. Depending on items, this might include but is not limited to the Corporation Council, Finance Director, Economic Development Director, City Police, Authority's Commissioner(s) and others with a vested interest in the item. This will ensure that the item is properly reviewed before the Authority takes action on Action Items.

Ms. LeShane stated that the HPA staff will maintain a tracking model for the commissioners to monitor their efforts to establish and direct policy. Mr.



Kopencey presented the preliminary document to the Commissioners for review and discussion.

Ms. LeShane stated that the Commissioners have a desire to be engaged in HPA Board responsibilities, which has been exemplified by the meetings with Bond Counsel, City Officials, and the Commissioners participation in the development of the HPA's policies while leaving the day to day operations to the HPA staff.

Ms. LeShane requested that the City of Hartford's commercial parking surface lot(s) be added to the Executive Session agenda, which was unanimously approved by the Board.

Treasurer's Report/Financial Update – Mr. Twilley reported that Net Revenue in February was higher than January (\$407K versus \$356K) and higher than December's low of \$315K. He added that year-to-date Net Revenue is \$3.43 million compared to budget of \$4.33 million, a shortfall of \$897K. Mr. Twilley stated that full year Net Revenue is now expected around \$5.00 million. Mr. Twilley said that the downturn in monthly parkers at Morgan Street and Church Street appears to have stabilized. Mr. Twilley said further that Morgan Street gained 12 monthly parkers and Church Street gained 24 monthly parkers in February. MAT Garage was the lone profit center that is ahead of budget at this time (by \$3K). Mr. Twilley concluded by saying that lower year-to-date expenses have helped to ease the downturn in revenues. Year-to-date expenses are \$247K lower than budget (\$3.47 million versus \$3.72 million).

Action Items

1. Desman Associates Proposal(s) for Professional Services – Mr. Kopencey stated that Desman Associates performed a high grade condition appraisal on all of the municipal parking facilities in May 2008 as required by the City of Hartford's (City) ordinance. The Desman report identified needed repairs in the Library, MAT and Morgan Street Parking Garages in addition to those already identified in the Church Street Garage which is currently under construction.

Mr. Kopencey presented the Desman Associates proposal for professional engineering services to the Board for consideration. The proposal for professional engineering services was to prepare specifications for restoration of items identified in their condition assessment and oversee those project(s).



Mr. Twilley stated that it would be advisable to delay action on the professional engineering services proposal until the 2009 annual engineering analysis is performed.

Commissioner Barrueco stated that the HPA should bid out the professional engineering services to maintain the HPA's transparency. He further suggested that the decision to bid engineering services should be tabled until after the 2009 annual condition assessment is completed.

Ms. LeShane called for a motion to table the discussion on the professional engineering services for the municipal garages until after the 2009 annual condition assessment is completed. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously passed.

2. HPA Late Payment Policy – Mr. Michalik presented a marked up version of an Unpaid and Delinquent Corporate Accounts Policy to the Board for their consideration. Mr. Michalik introduced this item by saying that delinquencies and nonpayment by several corporate customers in the past year have forced the Authority to adopt stricter collection procedures and penalties. Discussion ensued but the consensus of the Board was to table this item until the legal and financial requirements could be confirmed.

Ms. LeShane called for a motion to table the Unpaid and Delinquent Corporate Accounts Policy until the Thursday, April 9, 2009 Regular Meeting. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and unanimously passed.

New Business

1. Capital Spending Freeze as it applies to Motorcycle Parking on Connector Road and to the MAT Garage Architectural Improvements – Mr. Nasto stated that it is his opinion that the City's freeze on capital spending does not apply to the HPA's capital projects which include Motorcycle Parking on Connector Road and the MAT Garage Architectural Improvements.
2. August Date for Strategic Planning Retreat – Ms. LeShane along with the Commissioner's concurrence set a date of August 20, 2009 for the HPA's Board Strategic Planning Retreat to discuss the Authority's major challenges and the Executive Director will notify the City's Town Clerk of the meeting.



Ongoing Business and Committee Report(s)

1. On-Street Pay & Display - Meter Installation Update/New Report Formats – Mr. Redd stated that the Pay and Display parking meters were receiving a software upgrade, which will be completed by the end of March, 2009.

Mr. Redd presented a final DRAFT of the new reports the HPA staff has been working on with Commissioner Barrueco and stated that the Commissioner's feedback / comments will be incorporated in the final document.

2. Executive Director's Report - Construction Projects, Bid Update, Security and Revenue Control Update – Mr. Kopencey stated that he would entertain any questions that the Board may have concerning his March 2009 Meeting Update. There were no questions.
3. Open Session – Public Comment – There was none.
4. Executive Session - Personnel, Ongoing Negotiations with State, and Property Transfer Agreement - Ms. LeShane with the Commissioners concurrence stated that the Board would also discuss the HPA's security agreement in Executive Session.

Ms. LeShane called for a motion to enter Executive Session. A motion was made to enter into Executive Session by Mr. Twilley, seconded by Mr. Thompson, and unanimously carried.

Mr. Kopencey, Mr. Ed Hill, and Mr. Nasto attended appropriate portions of the Executive Session with the Commissioners.

Ms. LeShane called for a motion to exit Executive Session. The motion to exit Executive Session was moved by Mr. Barrueco, seconded by Mr. Twilley, and unanimously carried.

5. Adjournment - Ms. LeShane called for a motion to adjourn. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and carried unanimously. The meeting adjourned at 11:25 AM.