



Minutes

Regular Meeting of Hartford Parking Authority Board
Thursday, April 9, 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
Stathis Manousos, General Manager, 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.
Mr. Thompson entered the meeting at 8:15AM.

Approval of the Minutes

Ms. LeShane called for a motion to accept the minutes of the Thursday, March 12, 2009 Regular Meeting. A motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

Chair's Comments – Ms. LeShane presented a final DRAFT of the HPA Board and Administrative Tasks and Projects Report that Mr. Kopencey and she created. Ms. LeShane stated that the report tracks progress on the Commissioner's efforts to establish and direct policy and will allow the Commissioners to measure their efforts to establish good policy within the HPA.

In response to Ms. LeShane's comments, Mr. Kopencey stated that the Commissioners' feedback on the tracking model will be incorporated in the report and on-going forward the report will be distributed to the Commissioners with the monthly update.

Treasurer's Report/Financial Update – Mr. Twilley reported that March with Net Revenue of \$510K was the second best month of the year after July 2008. Mr. Twilley stated that March Net Revenue was \$103K higher than February and higher still than January (2009) and December 2008. He also reported that On-Street Parking had a particularly good month, generating \$387K in gross revenue which was the highest month thus far this fiscal year. Mr. Twilley said



further that meter revenue has risen steadily since the Pay & Display meters have come online. He then explained the progression of Pay & Display meter revenue with the chart that was included with the financial report package.

Mr. Twilley added that MAT Garage also had a good month, generating \$220K in gross revenue which was the second highest month this fiscal year.

Mr. Twilley concluded his report by stating that Net Revenue is \$3.94 million at the 9-month mark compared to budget of \$4.84 million, a shortfall of \$904K, but full year Net Revenue is now expected between \$5.0-5.2 million.

Ms. LeShane with the Commissioner's concurrence stated that the Board would discuss Personnel, Strategic Planning, Contract Negotiations, and Property Transfer Agreement in Executive Session.

In response to Ms. LeShane's question, Mr. Kopencey stated that the Board did not approve the current Employee Handbook and he did not know how it differs from the Personnel Rules and Procedures issued to the Commissioners in April 2004.

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.

Action Items

1. Resolution for Amendment to Joint Ownership Agreement between HPA, City of Hartford (City), and State of Connecticut (ST) – Mr. Hill presented a DRAFT "RESOLUTION SUPPLEMENT TO THE MORGAN STREET GARAGE JOINT OWNERSHIP AGREEMENT BETWEEN THE STATE OF CONNECTICUT AND THE HARTFORD PARKING AUTHORITY" and recommended it be approved by the HPA.



Mr. Hill stated that the Resolution included the following key provisions:

- HPA's adoption as its policy to support the nondiscrimination agreements and warranties required under Conn. Gen. Stat. Sec. 4a-60a(1) and Sec. 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a) and 10(a)(1) of Public Act 07-142.
- ST and City/HPA's agreement on a per vehicle flat rate to charge the college parking population in excess of the day and night time maximums parking rights in the MSG allowed in the JOA
- Signage to be installed at the MSG will be installed consistent the HPA's policy

Ms. LeShane called for a motion to accept the "RESOLUTION SUPPLEMENT TO THE MORGAN STREET GARAGE JOINT OWNERSHIP AGREEMENT BETWEEN THE STATE OF CONNECTICUT AND THE HARTFORD PARKING AUTHORITY" and authorize the Executive Director to transmit the executed document(s) to the City's Corporation Counsel. The motion was made by Mr. Barrueco, seconded by Mr. Thompson, and unanimously passed.

2. Unpaid and Delinquent Corporate Accounts Policy Statement – Mr. Barrueco asked that this item be tabled and was affirmed unanimously.
3. Central Parking Final One Year Contract Renewal at Morgan Street Garage (MSG) – Ms. LeShane stated that Central Parking's Management Agreement at the MSG could be renewed for a final one year renewal and asked Mr. Kopencey to comment on their operation of the MSG.

Mr. Kopencey stated that Central Parking's operation of the MSG could be characterized as excellent and recommended that the Board renew the Contract for an additional year.

Ms. LeShane called for a motion to renew Central Parking's Morgan Street Garage Management Contract to operate the MSG for one year under the existing terms. The motion was made by Mr. Twilley, seconded by Commissioner Thompson, and passed unanimously.

4. Adopt Revised FY 2009/10 Budget –Mr. Twilley presented staff's recommended revised budget for FY 2009/10 by saying that expense cuts and one revenue enhancement had been prepared since last month and that these cuts and enhancement had been presented to the Office of Management and Budget at a



meeting on April 1st. Mr. Twilley referred the Board to the cover sheet of the revised budget package which itemized the expense cuts. He stated that the Director of OMB asked that the salary expense cut related to one staff furlough day be increased to four days in keeping with what the rest of the City will do. Mr. Twilley said that this change was the only change requested by OMB and that the one revenue enhancement of increasing On-Street Parking meter rates was not considered by OMB to be wise.

Ms. LeShane then called for a motion to adopt staff's revised recommended FY 2009/10 Budget. The motion was moved by Mr. Twilley, seconded by Mr. Barrueco and unanimously carried.

5. Approve 2009 Strategic Marketing Plan – Mr. Kopencey presented the final DRAFT of the 2009 Strategic Marketing Plan, which had previously been distributed to the Commissioners and recommended that it be approved. Discussion ensued but the consensus of the Board was to accept Mr. Kopencey's recommendation.

Ms. LeShane called for a motion to Adopt the Hartford Parking Authority's 2009 Strategic Marketing Plan as presented by Mr. Kopencey. The motion was made by Mr. Thompson, seconded by Mr. Barrueco, and passed unanimously.

6. Motion to Affirm and Transmit Changes to Ordinance Amending Sections 22-25 and 22-26 of the Municipal Code of the City of Hartford - Mr. Barrueco stated the most recent changes incorporated into the Ordinance Sections 22-25 and 22-26 of the Municipal Code of the City of Hartford offered by Mr. Nasto were accepted and recommended the motion be approved. Mr. Nasto stated that once the Board approves the changes, he will update the Ordinance Sections 22-25 and 22-26 of the Municipal Code of the City of Hartford and forward to City Council for action.

Ms. LeShane called for a motion to Affirm and Transmit Changes to Ordinance Amending Sections 22-25 and 22-26 of the Municipal Code of the City of Hartford as adopted by the Hartford Parking Authority and authorizes the Executive Director to execute the document(s) and Mr. Nasto would convey it to the City's Council President. The motion was made by Mr. Twilley, seconded by Mr. Thompson, and unanimously passed.



New Business

1. There was no New Business

Ongoing Business and Committee Report(s)

1. Final On-Street Pay & Display Meter Installation Update/New Signage on Meters and Street Line Striping – Mr. Redd stated that the Pay and Display parking meter (P&D) acquisition and installation presented the HPA staff the opportunity to make a difference for the better in City of Hartford, which is exemplified by the positive feedback the HPA has received about the P&Ds.

Ms. LeShane, with the concurrence of the Commissioners, stated that the Pay and Display parking meter installation has come to a successful conclusion and should be removed from the agenda in the future.

Mr. Kopencey stated that the Citation Hearing Office (CHO) was not accepting walk-ins with unscheduled Hearings and this negatively impacts the overall customer service objectives.

Mr. Redd stated that he periodically discussed this matter with the City's Corporation Counsel and Corporation Counsel has been consistent in their policy position not to accept walk-ins for unscheduled hearings. In response to Mr. Twilley's comments, Mr. Redd along with Mr. Nasto stated that they would discuss Walk-ins with the City's Corporation Counsel.

2. Motorcycle Parking Area at Morgan Street Garage (MSG) – Mr. Kopencey stated that that the bid award for the MSG Motorcycle Parking must be postponed to the May 2009 Regular Meeting due to the unexpected illness of the HPA's Property Manager, who oversaw the project. Mr. Kopencey stated that Ms. Terry Leonowicz, will be assigned Mr. Chavez's responsibility with support from Mr. Redd, as needed. Discussion ensued but the consensus of the Board was to accept Mr. Kopencey's staffing strategy as presented.
3. 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.



4. Open Session – Public Comment – There was none.

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 Thursday, April 9, 2009 Regular Board meeting adjourned at 11:25 AM.