



Minutes

Regular Meeting of Hartford Parking Authority Board
Thursday, May 14, 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
John Michalik, Chief Financial Officer
Terry Leonowicz, Director of Security & Revenue Control
Carl Nasto, Corporation Counsel, City of Hartford
Kenneth Weinstock, Attorney, Kainen, Escalera & McHale
Stathis Manousos, General Manager, Central Parking

Roll Call / Attendance

Ms. LeShane called the Hartford Parking Authority Regular Board Meeting to order at 8:12 AM.
Ms. Leonowicz conducted roll call and there was a quorum.
Mr. Weinstock entered the meeting at 9:30 AM

Approval of the Minutes

Ms. LeShane called for a motion to accept the minutes of the Thursday, April 9, 2009 Regular Meeting with a necessary typographical correction. A motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.

Chair's Comments – Ms. LeShane summarized a list of accomplished items by the Commissioners and special committees, and complimented the Project and Assignment Tracking Model for the convenience it provides to the Commissioners by outlining the status of on-going projects and responsibilities. Ms. LeShane further summarized the Board's short-term goals including by-law revisions and procurement procedures updates.

In response to Ms. LeShane's comments, Mr. Kopencey recommended waiting to file the revised by-laws until procurement guidelines are completed.

In response to Ms. LeShane's comments, Mr. Nasto recommended that procurement procedures should be kept separate from the by-laws. He also stated that he would forward the city's current procurement procedures to all the Commissioners for their review, in time for next month's regular board meeting. In further discussion, Mr. Twilley presented an updated DRAFT of the By-Laws.



Ms. LeShane went on to describe the structure of existing permanent standing committees as well as guidelines for assigning specific responsibilities to commissioned versus non-commissioned personnel, using responsibilities of the secretarial position as an example.

Ms. LeShane distributed copies of a December 2004 Records Retention Policy for discussion.

In response to Ms. LeShane's and Mr. Barrueco's comments, Mr. Nasto stated that the Parking Authority is in compliance with this policy and recommended that this document become part of the Commissioner's binders.

Treasurer's Report/Financial Update – Mr. Twilley reported that April Operating Income was \$411,000, an amount that was better than February but less than March. Mr. Twilley stated that part of the reason for the lower income in April than March was the Big East tournament which was held in March and also the accounting method used, i.e. the cash basis, for determining MAT Garage revenue and expenses.

Mr. Twilley explained each of the significant revenue and expense variances and then reported that there was little change in the number of monthly parkers from recent months. He then described the trend in On-Street Parking meter revenue, particularly Pay-and-Display meter revenue, and added that the report in the financial package which reports this information would, in the future, include data on the number of transactions and average transaction value for the two Pay-and-Display payment types.

Mr. Twilley concluded his report by saying that full-year Operating Income is expected to be \$5.2-5.3 million.

Following the Treasurer's report Mr. Twilley and Ms. LeShane congratulated staff on their successful presentation of the budget to City Council at the Budget Hearing meeting. In response to their comments, Mr. Nasto stated that the City's adopted budget could be expected at the end of May.

Action Items

1. Unpaid and Delinquent Corporate Accounts Policy Statement – Mr. Michalik stated that it was the staff's recommendation to replace the previous policy



adopted in 2007. Mr. Michalik explained that the new policy addresses delinquencies and/or bankruptcies of our corporate customers implementing a 30/45/60-day collection notice procedure with the option to suspend parking privileges.

In response to Mr. Thompson's comments, Mr. Barrueco's stated that the new policy would not apply to existing customers currently under contract. The old policy would trump the new policy until the contract renewal date. Ms. LeShane added that the policy could be published on our website.

Ms. LeShane called for a motion to adopt the new recommended Unpaid and Delinquent Corporate Accounts Policy Statement which would replace all other such policies, effective this day, May 14th, 2009. The motion was made by Mr. Barrueco, seconded by Mr. Twilley, and passed unanimously.

2. Bid Award for Motorcycle Parking Area at Morgan Street Garage – Mr. Kopencey summarized the bid evaluation process, citing that the low bidder was found delinquent in taxes and that in keeping with the requirements of the city's procurement procedures; this cannot be waived as an informality. The selection committee also expressed concern that the pricing submitted by the low bidder may have included possible numerical errors. Because the low bidder was delinquent in taxes, USA Contractors, Inc. is recommended as the next lowest responsible bidder.

Ms. LeShane called for a motion to accept the selection committee's recommendation to authorize the Executive Director to enter into a contract with USA Contractors, Inc. for the Motorcycle Parking Area Project, with terms and conditions that are acceptable to the Authority and City of Hartford's Corporation Counsel. The motion was made by Mr. Twilley, seconded by Mr. Barrueco, and passed unanimously.

New Business

1. Marketing Plan Execution – Ms. LeShane summarized the objectives of the Marketing Plan as parking consumer-driven research and stated that she is researching several potential market research firms. Ms. LeShane, who volunteered to assist the committee as needed, also recommended moving quickly so that a contract might be negotiated prior to the new fiscal year. All



commissioners were in concurrence for Mr. Kopencey to initiate the process needed to procure and enter into a contract with a Market Research Company.

In response to Mr. Nasto's comments, Ms. LeShane estimated the cost of such a contract to be in the \$20,000 range, depending on possible approaches.

In response to Mr. Twilley's comments, Mr. Nasto confirmed that such a contract would fall under the city's professional services procurement category.

Mr. Kopencey stated that Mr. Redd, who has an excellent background in sales, has offered to take the lead on this project. Mr. Kopencey also stated that the logical, and possibly exclusive, focus of such a Marketing Plan would be the Morgan Street Garage as this facility faces the biggest customer loss in the near future.

2. United Health Group Parking at Church Street Garage – Mr. Kopencey formally announced United Health Care's choice to relocate the parking of 500 United Health Group (UHG) employees from the Morgan Street Garage to the Church Street Garage in the last quarter of 2010. An agreement in the form of a retainer, amount to be determined, is being discussed.

In response to Mr. Twilley's comments, Mr. Kopencey stated that despite strong efforts to retain a number of UHG parkers at the Morgan Street Garage, the company chose alternate locations for the remaining 350 employees.

In response to Ms. LeShane's comments, Mr. Kopencey will calculate a figure for this relocation revenue loss, including the approximate value of reserving parking spaces at the Church Street Garage until UHG relocates.

Ongoing Business and Committee Report(s)

1. 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 April 2009 Meeting Update. There were no questions.

Open Session – Public Comment – Mr. Manousos commended the Board Members on their goals for the Parking Authority. Mr. Manousos also expressed a concern in response to Action Item #1. - Unpaid and Delinquent Corporate



Accounts Policy Statement. Mr. Manousos questioned if some of the new policy language might conflict with the current "parking license" legalese.

In response to Mr. Manousos's comments, Mr. Michalik agreed to research this concern.

Ms. LeShane called for a motion to enter Executive Session at 9:50 am. A motion was made to enter into Executive Session by Mr. Twilley, seconded by Mr. Barrueco, and unanimously carried.

Mr. Kopencey, Mr. Nasto, and Mr. Weinstock attended the Executive Session with the Commissioners to discuss Personnel matters. No actions were taken.

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

2. 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 12:03 PM.