

Approved Minutes
Thursday, November 16, 2016 - 5:00 p.m.
Regular Meeting of the Board- Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

Commissioners Present:

William Breetz, Chairman
Rex Fowler, Commissioner
Mitchell Jackson, Commissioner
Christian Sager, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Michael DesRoches, Director of Finance and Administration
Ted Sheiber, Facilities & Project Manager
Kenya Smith, Associate Director/Director of Operations
Gina Varano, Assistant Corporation Counsel, City of Hartford

Guests:

Kyle Plaskiewicz-Republic Parking

1. **Call to Order** – Mr. Breetz called the November 16, 2016 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:13 p.m.
2. **Roll Call of Commissioners** –Mr. DesRoches on behalf of Madame Secretary conducted roll call and announced there was a quorum present.
3. **Commissioner’s Comments** – Mr. Breetz extended a thank for changing the meeting date due to a scheduling conflict. Mr. Breetz also mentioned the Iglesia De Dios ticketing incident and how the matter has been resolved.
4. **Approval to the Minutes of the Regular Meeting on October 20, 2016** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

VOTED: Approval of October 20, 2016 meeting minutes.
(Ayes – Breetz, Fowler, Jackson and Sager)

PUBLIC COMMENT– None

REPORTS AND ACTION ITEMS

1. **Personnel Committee**- None

2. Finance Committee- Mr. Fowler

Mr. Boone discussed the HPA's meter revenues are 12% ahead of budget. Citation collections are 7.8% behind budget. The citation revenue budget deficit slightly reduced in October due to collections pertaining to the amnesty program and collections from certain leasing companies. One principal reason for the overall deficit is a recent decline in the DMV's ability to match plates with registrant information, thereby impeding HPA's ability to mail notices. HPA staff is evaluating the test results from a skip-tracing firm based on a sample of accounts provided for analysis, and modifying testing parameters for more consistent in-state results. (*See Finance Management Memo and Reports*).

VOTED: Acceptance of the Monthly Finance Report through October 31, 2016.
(Ayes –Bretz, Fowler, Jackson and Sager)

3. Property Management Committee- Mr. Sager (*See Property Management Report for details*)

Mr. Sager discussed an overview of the property management report. There were no questions based on Mr. Sager's overview from the board members.

Mr. Boone spoke on the Republic collection rate for September, along with year to date. He touched on the 2016 amnesty program and its success rate (*see Amnesty note*). Also mentioned were DoNo lots and HPA's continued maintenance with respect to the stadium construction. He also discussed the on-street meter project status.

Mr. Boone concluded the property management report with the acceptance, in coordination with the City, of a grant to a fund behavioral scientist study. The City reached out to HPA to measure interest in participating in a grant program which looks at why people do what they do. Staff is meeting with program leaders to see how they can be utilized to support parking.

Mr. Boone provided a detailed discussion of parking time regulations and pricing with the board introducing a variation of parking times by zone along with pricing modifications. Mr. Boone also discussed the proposed resolution of residential parking permit to change the ordinance to include the words "standing" and changing the same ordinance to reflect the new citation requirements from "5" to "3" of unsatisfied citations to become a scofflaw.

VOTED: Approval to resolve and modify the Residential Parking Resolution to include specific language to be supplied by counsel.
(Ayes – Bretz, Fowler, Jackson and Sager)

Mr. Boone discussed the extension of the Republic parking System in regards to the on-street service agreement. (*see memo*). Mr. Bretz mentioned that he advises HPA to reach out to the Mayor and let him know of the extension for informational purposes that may involve the City(s) future plans. The board members agreed. Mr. Sager will reach out the Mayor/City.

VOTED: Approval of a three year extension to the the Republic Parking System on-street service agreement.

(Ayes – Breetz, Fowler, Jackson and Sager)

4. **Bylaws and Revisions Committee** – None

5. **Marketing Committee**-None

6. **CEO Update**- Mr. Boone

Mr. Boone gave a brief overview of credit card fee structure analysis and the servicing of HPA credit card processing as the search continues for a credit card processing company. He mentioned researching and purchasing rail ties from a railroad material company. The rail ties will presumably help the flooding issue and the aesthetics at 1212 Main Street. *(See CEO Activity Report for details)*. Mr. Boone also mentioned that the hiring process is in full swing for both positions and that candidates are going through the interview process in late November into early December.

EXECUTIVE SESSION- None

ADJOURNMENT- Mr. Breetz polled Commissioners for further comments/questions, and hearing none, then called for a motion, a motion was made by Mr. Sager, seconded by Mr. Jackson, passing unanimously to -

VOTED: Adjourn the November 16, 2016 Special Board Meeting at 6:53 P.M.

(Ayes – Breetz, Fowler, Jackson and Sager)

Respectfully submitted,

Kenya Smith

Ms. Kenya Smith, CCMC

Madam Secretary to the Board