

**Unapproved Minutes**  
**Thursday, February 16, 2017 - 5:00 p.m.**  
**Regular Meeting of the Board- Hartford Parking Authority**  
**11 Asylum Street, Hartford, CT 06103**

To be Approved at the  
March 16, 2017  
Regular Board  
Meeting

---

**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  
Kenya Smith, Associate Director/Director of Operations  
Gina Varano, Assistant Corporation Counsel, City of Hartford

**Guests:**

None

1. **Call to Order** – Mr. Breetz called the February 16, 2017 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:17 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 warm thanks for all of those in attendance, he also mentioned a member of the public had reached out to him in regards to a valet parking issue at Trumbull Kitchen and would appreciate if HPA would look into the matter.
4. **Approval to the Minutes of the Regular Meeting on January 19, 2017** – Mr. Breetz polled Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of January 19, 2017 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 6.5% ahead of budget. Citation collections are 3.9% behind budget. *(See Finance Management Memo and Reports).*

**VOTED:** Acceptance of the Monthly Finance Report through January 31, 2017.  
(Ayes –Bretz, Jackson, Fowler and Sager)

Mr. Fowler presented the adopted HPA FY18 operating budget which presents no base line changes. The budget is supported by a resolution that reflects the 2018 operating budget which will go to the city. The amount presented allows an increase of 23% from FY17. *(See Annual Budget Reports and Resolution).*

**VOTED:** Acceptance of the Monthly Annual Report and Resolution for FY18.  
(Ayes –Bretz, Jackson, Fowler and Sager)

Mr. Boone discussed the HPA proposal of a six month to one-year pilot program whereby HPA establishes a relationship with a corporate/business purchasing card entity and utilizes their expense reporting/travel software to automate the Finance "Pre-Audit" process. The software program would be setup to follow Board guidance with respect to purchase limitations, limits of authority and management review requirements. Upon completion of the pilot HPA shall report its findings to the Mayor's Office.

### **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 discussed how HPA is soliciting quotes to repair and improve drainage at 1212 Main. He also mentioned all Parkeon meters are online and reporting on the new enforcement system. In regards to the Parkeon integration there are bugs that are in the process of being eliminated. The bug does not impact parkers, however, it does slow down enforcement. Lastly, the mobile/parking app contract is expected to be signed by the end of the month. Mr. Boone did note that HPA will be rolling out the new disability/handicap abuse policy upon completion of the parking app.

Mr. Boone concluded the property management report stating the ordinance modifications have been submitted to Council.

4. **Bylaws and Revisions Committee** – None
5. **Marketing Committee**-None
6. **CEO Update**- Mr. Boone

Mr. Boone gave a brief overview of the meter relocation progress. He also spoke on the status and the positive results of the new vehicles/SUV's, in conjunction with the LPR camera's. The transition with VATS seems to be working in a positive direction and they are working well with HPA to clean or fix any system issues. (*See CEO Activity Report for details*).

**EXECUTIVE SESSION**- Mr. Breetz called for a motion to enter into executive session to consider contract negotiations, the discussion of the audit and the remedies of findings from the consequences of the audit, a motion was made by Mr. Fowler, seconded by Mr. Sager, passing unanimously to –

VOTED: Enter into Executive Session at 6:30 P.M.  
(Ayes –Breetz, Jackson, Fowler and Sager)

**EXECUTIVE SESSION (6:30 P.M.)**

**RETURN TO REGULAR SESSION (7:25 P.M.)**

**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 February 16, 2017 Special Board Meeting at 7:26 P.M.  
(Ayes – Breetz, Jackson, Jasinski and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Madam Secretary to the Board