**Approved Minutes**

**Thursday, April 19, 2018** - **5:00 p.m.**

**Regular Meeting of the Board- Hartford Parking Authority**

**11 Asylum Street, Hartford, CT 06103**

**Commissioners Present**

William Breetz, Chairman

Mathew Jasinski, Commissioner

Mitchell Jackson, Commissioner

Christian Sager, Commissioner

**Also Present for HPA:**

Michael DesRoches, Director of Finance and Administration

Armindo Gomes, Chief Executive Officer

Kenya Smith, Associate Director/Director of Operations

**Guests:**

Matt Truhlar-Republic Parking

Gina Varano-Counsel

1. **Call to Order –** Mr. Breetz called the April 19, 2018 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:12 p.m.
2. **Roll Call of Commissioners –**The Secretary,Ms. Smith, conducted roll call, and announced that a quorum was present.
3. **Commissioner’s Comments –** Mr. Breetz extended warm thanks for all of those in attendance.
4. **Approval to the Minutes of the Regular Meeting on March 15, 2018** – Mr. Breetz polled

Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of March 15, 2018 meeting minutes.

(Ayes – Breetz, Jasinski, Jackson and Sager)

**NOTICE: HPA WILL PROMPTLY PROVIDE A COMPLETE COPY OF ANY REPORT OR OTHER DOCUMENT IDENTIFIED IN THESE MINUTES TO ANY PERSON WHO WISHES TO REVIEW THE FULL TEXT OF THE DOCUMENTATION.**

**PUBLIC COMMENT** – None

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee** – None
2. **Finance Committee** - Mr. DesRoches *(See Finance Report for details)*

Mr. DesRoches distributed and discussed the monthly financial report, which included the MAT garage, parking enforcement, Sheldon and DoNo lots.

MAT Garage’s accounts receivables from monthly parkers and validation accounts remain at

combined balances over $116K as of March 31, 2018. The MAT’s cash gross will remain behind budget until balances are reduced to their normal levels. HPA staff is presently working with CPS and their customers to reduce these balances.

Meters revenues continue to stay ahead of budget. Citations collections exceeded budget for

March, due to strong collections agency activity, but agency collections fees outperformed budget due to their high activity. On‐time (within 90 days) collections are currently behind budget.

Sheldon Lots’ expenses show an unfavorable variance due to utilization bonus payments, which were under budgeted, and costs associated with crack chasing, safety‐related repairs related to lighting, sidewalks and lot grading. Mr. DesRoches also mentioned that the major portion of the variance increase was due to snow removal costs, which contractually are paid by HPA starting with the 14th snow storm of the season.

DoNo Lots’ revenues are ahead of budget due to event usage not anticipated at the time of budget adoption. All DoNo lots experienced additional expense this month, such as snow removal of $18k, and unbudgeted utilization bonus causing a combined worsening of $25K. *(See Finance Report for details)*

Mr. Jasinski made a motion to accept the March 2018 monthly finance report, seconded by Mr. Sager passing unanimously to –

**VOTED:** Acceptance of the March 2018 Monthly Finance Report.

(Ayes – Breetz, Jasinski, Jackson and Sager)

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

Mr. Sager provided an overview of the property management report, and mentioned that 40/58 Chapel grading and striping will begin within the next month. Once grading and stripping is completed will add 100 new parking spots to this lot.

At 40 Chapel perimeter lighting, which is not being used, will be removed with some additional lighting being installed to support the new additional parking. In addition, water services from MDC have been cut to the DONO properties.

Mr. Sager discussed HPA’s on-street rate increase proposal, requested by the Mayor, with comparable pricing of similar sized municipalities. The commissioner’s and HPA has agreed not to propose any on-street increase in next year’s budget.

HPA is revaluating how to deal with delinquent/past due citations. Mr. Gomes is exploring options with the appeals department/hearing officers, Department of Motor Vehicles and Corporation Counsel.

*(See Property Management Report for details).*

1. **Bylaws and Revisions Committee** – None
2. **Marketing Committee**-Mr. Jackson

Mr. Jackson reviewed the release of HPA’s marketing activities through the “Welcome to Greater Hartford Winter 2018 Magazine”. Mr. Jackson let the commissioners know that as of 4/16/2018 the HPA has begun applying stickers to all kiosk in the downtown area, and streets that abut downtown. The kiosk sticker informs the public of free evening, weekends parking, and also list holidays when parking is free. This was done by HPA media/operational division to help educate those visiting the city, to let them know when and when not to feed the meter, per the request of the commissioners and constituents.

1. **CEO Update**- Mr. Gomes

Mr. Gomes updated the board on the scheduled MAT garage annual financial examination with a meet and greet (Blum, Shapiro/CPS) that happened on April 17th. He made mention of the gate implementation project start date, which currently scheduled for first week in June, but working with Amano to improve that schedule. Mr. Gomes also reported that engineers have done a walk through with HPA on April 16th to assess immediate repair needs.

Mingo continues to entertain multiple interest (Pratt St/Main St) to have the one parklets deployed this summer.

**EXECUTIVE SESSION- Mr. Breetz**

Mr. Breetz made a motion to enter executive session for the purpose of discussing litigation of strategy and negotiations with respect to pending claims pursuant to Connecticut General Statues Section 1-200(6)(B) with respect to pending litigation: Jason Morneault v. City of Hartford, et. al.

**Present in attendance: All Commissioners listed and HPA staff- Michael DesRoches, Armindo Gomes and Kenya Smith. Along with Counsel Gina Varano.**

A motion was made by Mr. Sager, seconded by Mr. Jackson, passing unanimously to –

**VOTED:** To enter Executive Session at 6:42 P.M.

(Ayes – Breetz, Jasinski, Jackson and Sager)

The commissioners voted to adjourn the Executive session at 7:16 P.M.

Return to Regular Session at 7:17 P.M.

**RETURN TO REGULAR SESSION (7:17 p.m.)**

**ADJOURNMENT**- Mr. Breetz polled Commissioners for further comments/questions, hearing none called for a motion to adjourn. Motion was made by Mr. Sager, seconded by Mr. Jackson, which passed unanimously to –

**VOTED**: Adjourn the May 19, 2018 Regular Board Meeting at 7:17 P.M.

(Ayes – Breetz, Jasinski, Jackson and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board