**To be Approved at the June 21, 2018 Regular Board Meeting**

**Unapproved Minutes**

**Thursday, May 17, 2018** - **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:**

Michael DesRoches, Director of Finance and Administration

Armindo Gomes, Chief Executive Officer

Kenya Smith, Associate Director/Director of Operations

**Guests:**

John Michalik-Temporary Interim Director of Finance

Matt Truhlar-Republic Parking

Gina Varano-Counsel

1. **Call to Order –** Mr. Breetz called the May 17, 2018 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:09 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 April 19, 2018** – Mr. Breetz polled

 Commissioners for corrections to the minutes. There were none.

 **VOTED:** Approval of April 19, 2018 meeting minutes.

 (Ayes – Breetz, Jackson and Sager)

 (Abstain-Fowler)

**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** – Mr. Gomes

Mr. Gomes announced the resignation of Mr. DesRoches. John Michalik will temporarily assume the position of Director of Finance until Mr. Gomes finalizes the search for a new Director of Finance. Mr. Gomes questioned the need of a marketing position which will require some review from an administration perspective. Mr. Gomes also mentioned in closing that he is looking to permanently hire the temporary Administrative Assistant.

1. **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 receivable from monthly parkers and validations accounts have dropped $69K compared to the previous month’s balance of $116K, contributing to a favorable cash‐basis

revenue variance swing. Receivables from customers remain high, and HPA staff is presently

working with CPS and their customers to reduce these. The accrual‐based revenues

through April 30, 2018 are $20K ahead of budget. Expenses are ahead of budget principally due to

$269K in the (amended) budgeted gate replacement expenditures which will be accounted for in Fund 6054 in the renewal and replacement reserve.

Meter revenues continue to remain ahead of budget. Citations collections did not meet budget for

the month of April 2018, but remain ahead of the year-to-date budget expectations by $44K due to efforts by the collection agency. The agency’s collections are outperforming budget, whereas on‐time (within 90 days) collections are behind budget.

Sheldon Lots’ expenses show an unfavorable variance due to the payment of unbudgeted utilization

bonus, excess snow removal, and for necessary crack chasing at the lot.

DoNo Lots’ revenues are ahead of budget due to the extended duration of HPA’s management of

those lots not anticipated at the time of budget adoption, with respect to the tenuous nature

relative to the stadium‐related development. Expenses exceed budget due to unbudgeted

utilization bonus, expenses for necessary safety‐related repairs and maintenance relative to lighting, sidewalks and lot grading, as well as excess snow removal. *(See Finance Report for details)*

HPA’s Treasurer, Mr. Fowler, asked the Board to consider extending the date by which the financial reports will be submitted to the Board so that he has ample time to review and consider the report with staff, prior to submission to other commissioners. Specifically, Mr. Fowler has

requested that the monthly Financial Report be submitted in the second month following the reporting period. That is to say, the report for the month of April would be submitted to the Board at its June meeting. Mr. Fowler noted that since there has been insufficient time for his review, he has removed his name from the monthly Financial Report. The monthly Financial Report has been prepared and submitted to the Board by the Director of Finance.

Mr. Fowler stated that management, including other committees, could still work off of internal management reports available sooner if so desired, but that HPA’s publicly available statements and discussions on said statements would reflect the requested additional time needed for review with staff.

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

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

 (Ayes – Breetz, Fowler, 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, paving and striping has been completed.

Currently at 1212 Main there is work done on the perimeter of the lot where the gravel has shifted due to heavy rain.

Mr. Sager shared Church Street changes, which included stripping, new parking signs, removal of parking easements towards Main and Church. And the addition of pay-for-park parking spaces towards the West end of Church (High Street).

HPA is still 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.

Mr. Sager affirmed to Mr. Gomes that necessary repair work to maintain the MAT garage should be reviewed and proposed at the next property management meeting.

*(See Property Management Report for details).*

1. **Bylaws and Revisions Committee** – None
2. **Marketing Committee-None**
3. **CEO Update**- Mr. Gomes

Mr. Gomes updated the Board on the scheduled MAT garage gate implementation project start date, which currently is scheduled for first week in June. Mr. Gomes also reported MAT garage will be undergoing immediate and necessary repair needs in conjunction with the gate installation project.

Mr. Gomes confirmed an interested parklet owner on Pratt St. The business is the Tobacco Shop. Mr. Gomes anticipates having the parklet sold and deployed within 30 days.

**EXECUTIVE SESSION- Mr. Breetz**

Mr. Breetz made a motion to enter executive session for the purpose of discussing strategy and negotiations with respect to pending claims pursuant to Connecticut General Statues Section 1-200(6)(B).

Present in attendance: All Commissioners listed and HPA staff, Michael DesRoches, Armindo Gomes and Kenya Smith. Erum Randhawa CPA, CFF, CFE., Partner, Blum, Shapiro, participated via conference call.

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

**s VOTED:** To enter Executive Session at 6:18 P.M.

 (Ayes – Breetz, Fowler, Jackson and Sager)

The commissioners voted to adjourn the Executive Session at 6:45 P.M.

Return to Regular Session at 6:46 P.M.

**RETURN TO REGULAR SESSION (6:46 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 17, 2018 Regular Board Meeting at 6:50 P.M.

 (Ayes – Breetz, Fowler, Jackson and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board