**To be Approved at the July 18, 2018 Special Board Meeting**

**Unapproved Minutes**

**Thursday, June 21, 2018** - **5:00 p.m.**

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

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

**Commissioners Present**

William Breetz, Chairman

Mat Jasinski, Commissioner

Christian Sager, Commissioner

**Also Present for HPA:**

Armindo Gomes, Chief Executive Officer

John Michalik, Interim Director of Finance and Administration

Kenya Smith, Associate Director/Director of Operations

**Guests:**

Matt Truhlar-Republic Parking

Gina Varano-Counsel

1. **Call to Order –** Mr. Breetz called the June 21, 2018 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:11 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 May 17, 2018** – Mr. Breetz polled

Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of May 17, 2018 meeting minutes.

(Ayes – Breetz, Jasinski 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. Michalik *(See Finance Report for details)*

Mr. Michalik 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, increased in the month from $69K to $74K which contributed to a slightly lower favorable variance than the previous month. Expenses are lower than budget by $389K primarily due to $269K in (amended) budgeted gate replacement costs, which will be charged to Fund 6054 in the renewal and replacement reserve this year.

Meters revenues continue to remain ahead of budget. Total Citation revenue fell short of budget for the month again but is slightly ahead of year-to-date budget ($7K). Collection agency revenue is $563K for the year whereas normal revenue (within 90 days) is $2.767M.

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 by $238K due to the extended duration of HPA’s

management of those lots, which was not anticipated at the time of budget adoption. Expenses

exceed budget due to unbudgeted utilization bonus and for necessary safety-related repairs and

maintenance relative to lighting, lot grading, as well as excess snow removal. *(See Finance Report for details)*

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

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

(Ayes – Breetz, Jasinski 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 referred to Republic management on updates on the ambassador’s side. Republic reported systems updates, technical fixes within the systems, the issuance of new handhelds, and additional training. In addition, Republic

will also do a six-month periodical ride along with the ambassadors to keep current with technology and to insure proper utilization of equipment.

Mr. Sager, along with Mr. Gomes, addressed the appeals side of citations. The Appeals team is currently upholding 50 percent of all appeals submitted. Mr. Gomes is working with the city council team on aligning views to improve overall decisions.

Mr. Gomes stated that by the end of July/mid-August, all on street parking locations will be reviewed and renovated accordingly with a total street review including, i.e. replacing/updating signs, and refreshing stripping.

Mr. Sager confirmed along with, Mr. Gomes that it is necessary to make repairs needed to maintain the MAT garage. After detailed discussion amongst the commissioner’s it was decided to spend money from R&R to make the appropriate repairs necessary. Extra revenues, in excess of budgeted amounts, will be split between providing additional revenue to the city, and working on MAT.

Mr. Gomes stated that HPA will immediately begin working on RFQ’s, while complying with the City procurement rules. The Chairman, Mr. Breetz stated that there should be an aggregate not to exceed $215K of all repairs. *(See Property Management Report for details).*

Mr. Sager made to motions:

**VOTED:** Approval of concrete repairs on MAT Garage not to exceed $115k.

(Ayes – Breetz, Jasinski and Sager)

**VOTED:** Approval of repairs to the roof deck on MAT Garage not to exceed $100k.

(Ayes – Breetz, Jasinski and Sager)

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

Mr. Gomes expressed concerns when dealing with Amano. He also stated that he was displeased with Amano’s follow thru, when meeting deadline commitments. In closing Mr. Gomes let the commissioners know that he would do his best to keep all up to date on developments as they occur.

**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.

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

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

**VOTED:** To enter Executive Session at 6:02 P.M.

(Ayes – Breetz, Jasinski and Sager)

The commissioners voted to adjourn the Executive session at 6:09 P.M.

Return to Regular Session at 6:10 P.M.

**RETURN TO REGULAR SESSION (6:10 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 June 21, 2018 Regular Board Meeting at 6:10 P.M.

(Ayes – Breetz, Jasinski and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board