**Approved Minutes**

**Tuesday, October 23, 2018** - **5:00 p.m.**

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

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

**Commissioners Present**

Mat Jasinski, Commissioner

Mitch Jackson, Commissioner

Rex Fowler, Commissioner

Christian Sager, Commissioner

**Also Present for HPA:**

Armindo Gomes, Chief Executive Officer

John Michalik-Interim Manager of Finance and Administration

Kenya Smith, Associate Director/Director of Operations

Tina Tanguay, Manager of Finance and Administration

**Guests:**

Matt Truhlar-Republic Parking

James Del Visco-Counsel

1. **Call to Order –** Mr. Jasinski called the October 23, 2018 Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:05 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 –** None.
4. **Approval to the Minutes of the Special Meeting on July 18, 2018** – Mr. Jasinski polled

 the Commissioners for corrections to the minutes. There were none.

 **VOTED:** Approval of June 21, 2018 meeting minutes.

 (Ayes –Jackson, Jasinski, Fowler and Sager)

1. **Approval to the Minutes of the Special Meeting on September 10, 2018** – Mr. Jasinski polled the Commissioners for corrections to the minutes. There were none.

 **VOTED:** Approval of September 10, 2018 meeting minutes.

 (Ayes –Jasinski, Fowler and Sager)

 (Abstain-Jackson)

**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. Jasinski

Mr. Jasinski opened with a warm welcome for HPA’s new Manager of Finance and Administration Tina Tanguay. He then gave Mr. Gomes the opportunity to discuss turning the HPA organization into a “flat” organization, having all HPA employees report to Mr. Gomes directly. Mr. Gomes stated he also changed the organizational chart to reflect the current state of the organization.

Mr. Gomes stated that he and Mr. Jackson reviewed the employee handbook and made revisions on the employee handbook. Counsel advised to table the discussion of the handbook as the Board should review revisions made, provide commentary, seek guidance from an outside HR agency and vote on the revisions made by Mr. Gomes.

1. **Finance Committee** - Mr. Michalik *(See Finance Report for details)*

Mr. Michalik distributed and discussed the monthly financial report, which included negative expense variances in both the MAT garage and parking enforcement.

The MAT Garage monthly parker and hourly parker revenue fell short of budget by $87K. Part of the revenue shortfall ($45K) is attributed to an increase in the monthly parker receivables due to the timing of collections. Note: monthly parker and hourly parker revenue over the twelve months were budgeted using a straight-line projection.

Citation revenue was $260K lower than budgeted due to fewer citations issued and paid this year over the prior year. Citation revenue for the current year was budgeted using a straight-line method based on prior year actual. Citation revenue historically is greater in the winter months due to parking bans.

 *(See Finance Report for details)*

Mr. Gomes in closing stated that HPA at the beginning of 2019 will no longer look at the financials from a straight-line month to month perspective. Mr. Gomes will take a more seasonal approach to the financials on a monthly basis.

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

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

 (Ayes –Jackson, Jasinski, Fowler and Sager)

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

 (Ayes –Jackson, Jasinski, Fowler 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’s management on updates on the ambassador’s side. There were none to report.

Mr. Sager stated that HPA has officially moved to credit only monthly parking. HPA operations will be mining/graphing over the past 4 years of citations as a possible response to negative trends. HPA will use data to drive activities to increase the outcomes. HPA will be working with; Corporate Counsel, Hartford Police (Traffic), and Republic (data) on final stages of establishing a new booting process.

In closing, Ms. Sager referred to Mr. Gomes transitioning from HPA uniforms to new uniforms that have Republic logo only. The uniforms have been ordered for all Republic employees to replace the HPA logo with the new Republic logo on all items.

Mr. Gomes provided a Fall/Winter update on additional work performed at the MAT garage, such as; restriping arrows, center lines, handicap and parking stalls updates, repainting stairwells, power-washing, cleaning/repainting the elevators and the waiting areas.

Mr. Gomes stated that the two resolutions that were drafted, approved and voted on during the June board meeting, has been amended to reflect the current concrete repair out for bid. This amended resolution will supersede the two previous MAT garage concrete resolutions.

Mr. Jasinski made a motion to approve the new resolution as amended that supersedes previous resolutions pertaining to the MAT garage concrete work, this motion was seconded by Mr. Sager passing unanimously to –

**VOTED:** Acceptance of the amended MAT garage concrete work resolution.

 (Ayes –Jackson, Jasinski, Fowler and Sager)

*(See Property Management Report for details).*

1. **Bylaws and Revisions Committee** – Mr. Jackson

Mr. Jackson briefly spoke of reviewing the HPA bylaws to look at changing the monthly meeting schedule for 2019. Mr. Jackson asked all board members to review their future schedules for 2019 and have a schedule ready for discussion within the next couple of board meeting to have a new schedule to vote on for December or January.

1. **Marketing Committee**- Mr. Jackson

Mr. Jackson stated that HPA once again, has pages published in the latest 2018 Fall issue of “Greater Hartford: A guide for new residents and visitors.” These guides are issued at local area businesses along with convention centers, hotels and apartment style dwellings within the city.

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

Mr. Gomes expressed his continued efforts to obtain outside prospective businesses and monthly parking. He would like to give attractive rates that meet the needs of prospective businesses and parkers that frequent the city during off peak times.

**EXECUTIVE SESSION-**  None

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

**VOTED**: Adjourn the October 23, 2018 Regular Board Meeting at 6:14 P.M.

 (Ayes –Jackson, Jasinski, Fowler and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board