**Approved Minutes**

**Tuesday, November 15, 2018** - **5:00 p.m.**

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

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

**Commissioners Present**

Mat Jasinski, Vice-Chair

Mitch Jackson, Commissioner

Christian Sager, Commissioner

**Also Present for HPA:**

Armindo Gomes, Chief Executive Officer

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 November 15, 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 October 23, 2018** – Mr. Jasinski polled

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

 **VOTED:** Approval of October 23, 2018 meeting minutes.

 (Ayes –Jackson, Jasinski and Sager)

 **PUBLIC COMMENT** – None

**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.**

**REPORTS AND ACTION ITEMS**

1. **Personnel Committee** – None
2. **Finance Committee** – Mrs. Tanguay *(See Finance Report for details)*

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

Monthly parker revenue has declined below the budgeted amount year to date. The hourly budgeted spaces are also below the anticipated budget year to date. There continues to be an increase of the accounts receivable balance at month end of $88K. Amounts for validation parking are billed out to the customers and revenues are not reflected until the cash is received. The monthly parker and hourly parker revenue over the twelve months were budgeted using a straight-line projection.

Citation revenue was $322K lower than budgeted due to fewer citations issued and paid this year over 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. Sager made a motion to accept the October 2018 monthly finance report, seconded by Mr. Jasinski passing unanimously to –

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

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

Mr. Sager stated that HPA has started a pilot, where HPA supports DPW by ticketing the sanitation routes prior to the garbage pick-up. The numbers have proven effective. The evening booting initiative is targeted to start January 2019. HPA will also support the annual I-Quilt Winterfest with free parking on; Elm, Trinity, Hudson and Jewell during the Thanksgiving and Christmas holidays.

HPA has now started a Republic team metrics reward program. Republic will also have new uniforms along with the board suggested addition of the HPA logo to the new uniforms.

In closing, Ms. Sager suggested collection of data with all coordinating systems used to evaluate future citations and revenue collections.

*(See Property Management Report for details).*

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

Mr. Gomes introduced the future board schedules for 2019 and he also provided all the commissioners notice of the current bylaws in written form (within the package). Mr. Gomes asked the commissioners to review the current bylaws and to come to the next December meeting with suggested revisions to amend the bylaws.

Mr. Jasinski made a motion to accept the 2019 Board calendar and to review the current bylaws received as referred in Section 6-1 of the bylaws. Mr. Jasinski made a motion passing unanimously to –

**VOTED:** Acceptance of the 2019 Calendar and receipt of the current HPA bylaws to be reviewed/amended.

 (Ayes –Jackson, Jasinski and Sager)

1. **Marketing Committee**- None
2. **CEO Update- Mr. Gomes**

Mr. Gomes will continue to focus on the Amano gates project, making the necessary additions and revisions of contracts. As we get close to the final stages of completion with the gates systems -all contracts/bills and an updated maintenance agreements will be reviewed.

**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. Sager, which passed unanimously to –

**VOTED**: Adjourn the November 15, 2018 Regular Board Meeting at 5:47 P.M.

  (Ayes –Jackson, Jasinski and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board