**To be Approved at the Feb 26, 2019 Regular Board Meeting**

**Unapproved Minutes**

**Tuesday, January 22, 2019** - **5:00 p.m.**

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

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

**Commissioners Present**

Rex Fowler, Commissioner

Mitch Jackson, Commissioner

Christian Sager, Chairman

**Also Present for HPA:**

Armindo Gomes, Chief Executive Officer

Kenya Smith, Associate Director/Director of Operations

Tina Tanguay, Manager of Finance and Administration

**Guests:**

James Del Visco-Counsel

Raymond Dolphin

Calixto Torres

Matt Truhlar-Republic Parking

Whittlesey Audit Representatives

1. **Call to Order –** Mr. Sager called the January 22, 2019 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:10 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 –** Chairman Sager gave a gracious and humbling farewell to Rex Fowler and his service as an HPA Commissioner. He also acknowledged the guests at tonight’s meeting and invited them to feel free and ask questions or make comments. He was glad to have served with Rex and to see guest present at the monthly board meeting.
4. **Approval to the Minutes of the Special Meeting on December 20, 2018** – Mr. Sager polled

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

 **VOTED:** Approval of December 20, 2018 meeting minutes.

 (Ayes –Fowler, Jackson 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 variances in both the MAT garage and parking enforcement.

Monthly anticipated revenues are trending accordingly for the month of December. There was an increase of the accounts receivable balance over the prior month due to uncollected validation parking revenue. Upon completion of some revenue analytics, it was noticed there was 2016 revenue recognized in 2017 of approximately $91K thus affecting the 2017-2018 revenue realized. This overstated revenue amount was included as part of the anticipated budget process for 2018-2019 budget year and thus overstating the anticipated revenues for 2018-2019. The revenues are trending overall according to the anticipated budget.

Citation revenue was $511K lower than budgeted due to fewer citations paid this year over prior year. The amount of unpaid citations has increased causing a decrease in the citation revenue. The current year was budgeted using a straight-line method based on prior year actual revenues.

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

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

 (Ayes –Fowler, Jackson and Sager)

Mr. Fowler and Mr. Jackson invited the Whittlesey Audit team to speak on the audit conducted.

**VOTED:** Acceptance of the Annual Audit Report.

 (Ayes –Fowler, Jackson and Sager)

 *(See Audit Report for details)*

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

Mr. Sager provided an overview of the property management report and the metric stats from Republic’s management.

Mr. Sager stated that HPA plans to make claim against city property boots that have been stolen. Mr. Gomes will be meeting with Corp Counsel to address. The evening booting initiative has started and Mr. Gomes has reported only 1 boot has been found thus far. HPA has had a successful snowban issuing over 400 tickets in conjunction with HPD.

HPA will now start LPR recognition in January 2019 and no longer issue actual placards for individuals approved for On-Street Permit Parking (with some exceptions). Mr. Gomes is working with COO and Chief of Staff on a new policy that will require HPA Board approval.

In closing, Ms. Sager stated HPA will be moving away from using a WEX credit cards for HPA vehicles for fueling and use the City DPW fueling station. This will be a saving on gas pricing and possible late fees.

*(See Property Management Report for details).*

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

Mr. Jackson mentioned prior that Mr. Gomes asked the commissioners to review the current bylaws and to come to the next meeting with suggested revisions to amend the bylaws. Mr. Jackson noted that upon review HPA had not adhered to the bylaws with regards to each committee. Mr. Gomes has made the necessary adjustments and met Bylaws standards/requirements.

**VOTED:** Acceptance of the Amended Confirmation of Membership of Standing Committees.

 (Ayes –Fowler, Jackson and Sager)

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

Mr. Gomes stated on 1212 Main. He Met with the Yard Goats to solidify parking plan for upcoming season. Mr. Gomes also met with Department of Development Services to understand DoNo development plan as we prepare for 2019/20 budget and Republic contact. There will be no changes in HPA management until the anticipated future, possibly 2020.

**EXECUTIVE SESSION**- Chairman Sager made a motion to table the executive session pursuant to Connecticut General Statutes Sections 1-200 (6) (E), 1-210 (b) (1), 1-225 (f), and 1-231, and left discussion for further meetings pertaining to the final draft of the June 30, 2017/18, Financial Statements.

**VOTED**: To table the discussion of the final draft of the June 30th, 2018 Financial Statement

 (Ayes –Fowler, Jackson and Sager)

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

**VOTED**: Adjourn the January 22, 2019 Regular Board Meeting at 6:20 P.M.

 (Ayes –, Jackson and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board