**Approved Minutes**

**Tuesday, February 26, 2019** - **5:00 p.m.**

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

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

**Commissioners Present**

Mat Jasinski, 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:**

Matt Truhlar-Republic Parking

James Del Visco-Counsel

1. **Call to Order –** Mr. Sager called the February 26, 2019 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:15 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 –** Happily, Mr. Sager commented on how it was nice to see everyone once again at the HPA Board monthly meeting.
4. **Approval to the Minutes of the Regular Meeting on January 22, 2019**– Mr. Sager polled

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

**VOTED:** Approval of January 22, 2019 meeting minutes.

 (Ayes –Jackson, 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** – Mr. Jackson

Mr. Jasinski stated that he would hand the personnel portion over to Mr. Jackson as he was the one that has worked in detail with Mr. Gomes. Mr. Jackson did an overview of the recent discussions and meetings pertaining to the HPA 401(a) Contribution plan and the organizations recommendation.

HPA surpassed its budget this past fiscal year resulting in several hundred-thousand-dollar(s) in revenue increase, to the City, all while operating with a reduced staff for the full year. As a result, this committee believes that the staff’s continued effort and success experienced over the past year again supports a 401(a) contribution. In recognition of the staff’s efforts, the Personnel Committee recommends an 8% contribution to the staff’s 401(a) plan for calendar 2018.

Mr. Jackson polled the commissioner’s for comments, there were none. A motion was made and passed unanimously to approve the 8% contribution recommendation.

 **VOTED:** Approval of the 2018- 401(a) Contribution Plan.

 (Ayes –Jackson, Jasinski and Sager)

1. **Finance Committee** – Mrs. Tanguay *(See Finance Report for details)*

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

The MAT garages monthly anticipated revenues are trending accordingly for the month of January. The accounts receivable balance continues to be high due to uncollected validation parking revenue. These revenues are not realized until the payment has been received.

Citation revenue was $574K lower than budgeted due to fewer citations paid this year over prior year. The amount of unpaid citations has increased causing this decrease in the citation revenue. The current year was budgeted using a straight-line method based on prior year actual revenues. Although citation collections continue to be under budget, the collections for January was better than anticipated based on the current year trend. Citation revenue historically is greater in the winter months due to snow/parking bans.  *(See Finance Report for details)*

Mrs. Tanguay in closing stated that HPA’s Director of Operations, Ms. Kenya Smith has added a fair amount of unexpected revenue, due to a successfully ran reserved parking program, which has also helped HPA to meet its budgeted numbers.

Mr. Jackson made a motion to accept the January 2019 monthly finance report, seconded by Mr. Jasinski passing unanimously to –

In close, Mrs. Tanguay gave an overview of the FY2020 budget. She spoke of anticipating a total increase over the net income over the 2018-2019 budgeted amount. The board agreed to approve Option 1 of the 2019-2020 proposed budget provided in the Board of Commissioner package for a net income, including Downtown North Operating Income to be turned over to the City in the amount of $ 3,204,469.

Mr. Sager made a motion to accept Option 1 of the FY2020 Annual Budget, seconded by Mr. Jackson passing unanimously to –

**VOTED:** Acceptance of the January 2019 Monthly Finance Report

 (Ayes –Jackson, Jasinski and Sager)

**VOTED:** Acceptance of the FY2020 Annual Budget -Option 1

 (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, discussing that there were little changes, if none were made to the surface lots. Mr. Gomes will have a review of the lots and manage dailies versus monthly parkers. HPA’s goal is to utilize along with, maximize the spaces and the maximum amount of revenue for each lot(s). Mr. Sager spoke of having Mingo review the overall future and outlook of HPA. Looking at all aspects of the process, compliance and use of equipment.

Mingo spoke of a concept of creating a DOORDASH/GRUBHUB “spot”. This would be a trial concept that HPA would test in the near future within the immediate downtown area to support the cities brick and mortar locations. He also spoke of controlling and monitoring the prior City/HPA placard system formally known as the On-Street Parking Regulation Exemption Policy. The process and the application have been revised (no longer utilizing physical placards- instead having all information inputted electronically within the parking system). This is in conjunction with the City and will be monitored and updated by the COO’s secretary with a dual authorization first by the City-COO and then finally by HPA’s- CEO.

Mr. Gomes and Mr. Sager spoke on an intense review of the Woonerf and Heartland contract along with a dissection of the fees accumulated within each contract(s).

(*See Property Management Report for details).*

1. **Bylaws and Revisions Committee** – NONE

1. **Marketing Committee**- Mr. Jackson
2. **CEO Update**- Mr. Gomes

Mr. Gomes spoke briefly of looking at rates and entertaining different technology to improve current and potential patrolled routes. As he closed, Mr. Gomes spoke of; entertaining the review of data collection received from HPA’s technical devices, which will be used to improve the ambassador process.

**EXECUTIVE SESSION-**  None

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

**VOTED**: Adjourn the February 26, 2019 Regular Board Meeting at 6:14 P.M.

 (Ayes –Jackson, Jasinski and Sager)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board