



**Approved Minutes**  
**Tuesday, June 18, 2019 - 5:00 p.m.**  
**Special Meeting of the Board- Hartford Parking Authority**  
**11 Asylum Street, Hartford, CT 06103**

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**Commissioners Present**

Adam Bercowetz, Commissioner

Christian Sager, Chairman

Cal Torres, Commissioner

**Also Present for HPA:**

Armando 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 June 18, 2019 Special Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:03 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. Sager thanked the commissioners for their time and effort.
4. **Approval to the Minutes of the Special Meeting on June 4, 2019**– Mr. Sager polled the Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of June 4, 2019 meeting minutes.  
(Ayes – Bercowetz, Sager and Torres)

5. **PUBLIC COMMENT** – Mr. Sager opened the floor for public comment there were 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 – Mr. Bercowetz (*See Finance Report for details*)**

Mr. Bercowetz spoke on how the monthly anticipated revenues are trending accordingly for the month of May. Collections against the accounts receivable balance increased reflecting a slight decrease in revenues for the current month.

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.

Citation revenue was \$703K 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 May was better than anticipated based on the current year trend.

The revenues are trending overall according to the anticipated budget. (*See Finance Report for details*)

Mr. Bercowetz made a motion to accept the May 2019 monthly finance report, seconded by Mr. Sager passing unanimously to –

**VOTED:** Acceptance of the May 2019 Monthly Finance Report  
(Ayes –Bercowetz, Sager and Torres)

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

Mr. Sager provided an overview of the property management report, discussing that the proposed rate increase of \$5.00 per parker per month at Hartford Parking Authority parking facilities, was communicated to largest business (CareCentrix) and a letter has been drafted stating a August 1, 2019 monthly rate increase start.

Lot #141 & 166 Sheldon had installed a “lot full” sign that automatically controls the sign and issuance of tickets with the count of in and out transient traffic flow.

Mr. Sager eagerly spoke with anticipation for the future of HPA. Speaking on the new property HPA will manage and control at #108-110 Park Street (open parking lot) from the City as of May 21, 2019. He also spoke of the Republic Contract and that Mr. Gomes is creating and establishing a metrics system-Key performance Indicators (KPI) in conjunction with the shifting of monthly incentives from lot full activity to on-street ambassador performance. KPI's are being considered and fine-tuned in addition to; citations voided/citations with pictures/LPR reads per hour/ and a management KPI of citations per hour. Commissioner Torres expressed concerns and would like an in-depth conversation at a later date with Mr. Gomes to go over contract details and define the KPI action/deliverables.

Mr. Sager talked of finalizing the immobilization process with HPD and Corporation Counsel to utilize a more flexible approach by using towing/booting in conjunction with HPD availability. New process will expand immobilization hours per week and utilize 24-hour customer service support and weekend tow yard hours to enhance capabilities. In accordance HPA will be establishing a process with Republic that identifies scofflaw ready individuals in real time as they use the app and kiosk to pay to park.

In close, Mr. Sager reminded all present that Dillon Stadium July 13th open date is still anticipated. Mr. Sager spoke of the premium zone rate have been tested and ready for deployment in the second week in July. New enforcement zones and hours of enforcement operations will take effect at same time. In addition to a new citation created in regards to the premium rate.

*(See Property Management Report for details).*

4. **Bylaws and Revisions Committee** – None

5. **Marketing Committee**- None

6. **CEO Update**- Mr. Gomes

Mr. Gomes respectfully gave a general reiteration of the above discussions in brief.

**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. Sager, seconded by Mr. Torres, which passed unanimously to –

**VOTED:** Adjourn the June 18, 2019 Special Board Meeting at 6:18 P.M.  
(Ayes –Bercowetz, Sager and Torres)



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Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC  
Secretary to the Board