

Unapproved Minutes
Tuesday, July 23, 2019 - 5:00 p.m.
Regular Meeting of the Board- Hartford Parking Authority
11 Asylum Street, Hartford, CT 06103

To be Approved at the
September 2019
Board Meeting

Commissioners Present

Adam Bercowetz, Commissioner
Christian Sager, Chairman
Cal Torres, 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. Sager called the July 23, 2019 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06 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. He stated that he is happy the City budget has been approved and it allows HPA to move forward in a positive light.
4. **Approval to the Minutes of the Special Meeting on June 18, 2019**– Mr. Sager polled the Commissioners for corrections to the minutes. There were none.

VOTED: Approval of June 18, 2019 meeting minutes.
(Ayes – Bercowetz, Sager and Torres)

5. **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 – Mr. Bercowetz (*See Finance Report for details*)

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

Citation revenue was \$761K lower than budgeted due to fewer citations paid this year over prior the 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 June was better than anticipated based on the current year trend.

The operating expenses are below anticipated budget year to date by \$ 236K. HPA was reimbursed overcharged credit card fee expense of \$81K in March. The overcharged fees covered the periods from July 2017 – February 2019. Other various expenses have been coming in under budget as predicted year to date.

The meter revenue has increased over the anticipated budget for year to date. (*See Finance Report for details*)

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

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

Mrs. Tanguay then discussed the monthly financials for year ended June 2019.

HPA exceeded the year ended projections. The surplus was due to the revenues received were relatively on target as projected as anticipated and the actual expenses incurred were lower than anticipated during the year. Mrs. Tanguay suggested some of the surplus be allocated to the R&R for future purposes.

Mr. Gomes asked the chair to purpose a vote for an approval of \$150K of operating surplus to be moved into R&R for future use as deemed necessary.

Mr. Sager made a motion to approve \$150K of operating surplus to be moved into R&R for future projects.

VOTED: Approval to move partial monies of 2018-2019 budget excess of \$150K from operating account to the R&R account
(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 the City of Hartford Audit Division is currently auditing the Republic cash collection management. This started on July 11th and will run throughout the duration of the month of July 2019.

Mr. Sager eagerly spoke with anticipation for the future of HPA. Speaking on the new relationship between HPA and DPW focusing on the Frog Hollow section of the City. Mr. Gomes is currently working with Mayor's staff on metering and creating bike lanes in the area of Capital Avenue, along with Lawrence to Park Terrace.

Mr. Gomes spoke briefly on the re-opening of Arch Street as construction begins to wrap up towards completion. HPA's plans are to add more parking in front of the new building(s) and the possible addition of more traffic/driving features such as; a possible bike lane and/or loading zone. Mr. Gomes, in closing, was happy to report that the upper deck walkway has been repaired and is now complete.

Mr. Sager reviewed the Hartford Guides contract in detail and felt strongly to renew the contract with specific attention to the cost of living wages, as it only seems fair and timely to add that specific into the contract based on today's climate. Mr. Sager made a motion to approve the third amendment to the Hartford Guides Contract.

VOTED: To approve the Third Amendment to the Hartford Guides Contract
(Ayes –Bercowetz, Sager and Torres)

Mr. Sager spoke on the proposed contracts based on a an HPA system. The Key Performance Indicators (KPI) in conjunction with the shifting of monthly incentives from lot full activity to on-street ambassador performance. KPI's are established and broken down into areas such as: citations voided/citations with pictures/LPR reads per hour/ and a management KPI of citations per hour.

Chairman Sager expressed a positive sentiment of KPI's, action/deliverables rather than a monthly lot incentive structure. Mr. Sager made a motion to approve the Fifth amendment to the LOT agreement.

VOTED: To approve the Fifth Amendment to the LOT Agreement that may be subject to change regarding the Utilization incentive
(Ayes –Bercowetz, Sager and Torres)

In close, Mr. Sager spoke on the various changes he requested to the On-Street agreement, upon review he is fine with the agreement currently and would like the commissioners to note that this new standard for On-Street is something that is measurable and reasonably obtainable for the ambassadors to achieve. Mr. Sager made a motion to the On-Street Operations agreement.

VOTED: To approve the Fifth Amendment to the On-Street Agreement with a subject to change in regards to necessary corrections or revisions.
(Ayes –Bercowetz, Sager and Torres)

(See Property Management Report for details).

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

5. **Marketing Committee**- None

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

Mr. Gomes was happy to report that the Director of Operations spearheaded a formal retention program for HPA.

Ms. Smith spoke on bringing the organization up to date on the current state retention schedule. Ms. Smith hired two interns from a grant related program through CBIA and the Gawlicki foundation. The interns were trained by Ms. Smith, and the trainings main focus was to get HPA up to speed on retention schedules, proper disposal of information/documents and creation of a proper listing of documentation of what is being stored on site and what is to be disposed in the future starting as of 2020.



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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 July 23, 2019 Regular Board Meeting at 6:10 P.M.
(Ayes –Bercowetz, Sager and Torres)

Respectfully submitted,

Kenya Smith

Ms. Kenya Smith, CCMC

Secretary to the Board