**UnApproved Minutes**

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

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

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

**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

Ted Sheiber-Director of On Street Operations

Tina Tanguay, Manager of Finance and Administration

**Guests:**

James Del Visco-Counsel

1. **Call to Order –** Mr. Sager called the October 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 –**Mr. Sager commented on how nice it was to see everyone and he wanted the commissioners to look at HPA in 2020 as an organization with a more impactful and positive affect on the City of Hartford.
4. **Approval to the Minutes of the Special Meeting on September 24, 2019**– Mr. Sager polled

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

**VOTED:** Approval of September 24, 2019 meeting minutes.

(Ayes – Bercowetz, Sager and Torres)

1. **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 were trending accordingly for the months of September.

Mr. Bercowetz spoke on the collections against the accounts receivable were significantly increased by $22K reflecting an increase in revenue for the current month. Meter revenue is trending lower than anticipated by $25k for the year to date, due to the delayed start on the increased premium rate and a slower August than anticipated. September has started to increase and catch-up on the anticipated budget. In close, Mr. Bercowetz stated that overall the expenditures are lower than anticipated.

*(See Finance Report for details)*

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

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

(Ayes –Bercowetz, Sager and Torres)

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

Mr. Sager provided an overview of the property management report, discussing the collection rates as they trended in a positive direction meeting the new KPI standards set by HPA to meet the new contract of Republic parking. Scofflaws are continuing on a high, even though tickets issued had not dropped in September.

Mr. Sager spoke on the HPA organization entertaining a “Boxcar Pilot” program. Utilizing parking spots on HPA property to reserve a parking space upon arrival. Mr. Sager has reiterated that HPA has branched out and taken on more responsibility by partnering with City departments to make street changes and adjustments. Examples of these with continued success are-Capital Avenue and Arch Street.

Mr. Sager spoke of future projects HPA has tasked. One being a meeting with Julio Mendoza and Carlos Lopez speaking on interests of metering Park Street in the near future. Another anticipated project is working with DPW to change the way in which they post sanitation signs.

In close, Mr. Sager spoke on how Kenya has been tasked with the assignment to proactively come up with a snowban/school lot alternative for the City of Hartford’s Chief of Staff/Interim COO.

1. **Bylaws and Revisions Committee** – None
2. **Marketing Committee**- None
3. **CEO Update**- None

**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. Bercowetz, which passed unanimously to –

**VOTED**: Adjourn the October 22, 2019 Regular Board Meeting at 6:08 P.M.

(Ayes –Bercowetz, Sager and Torres)

Respectfully submitted,

*Kenya Smith*

Ms. Kenya Smith, CCMC

Secretary to the Board