

**Approved Minutes**  
**Tuesday, September 24, 2019 - 5:00 p.m.**  
**Regular 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:**

James Del Visco-Counsel

Chris McArdle-Public

1. **Call to Order** – Mr. Sager called the September 24, 2019 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:04 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 to formally say goodbye to summer.
4. **Approval to the Minutes of the Special Meeting on July 23, 2019**– Mr. Sager polled the Commissioners for corrections to the minutes. There were none.

**VOTED:** Approval of July 23, 2019 meeting minutes.  
(Ayes – Bercowetz, Sager and Torres)

5. **PUBLIC COMMENT** – In brief Mr. McArdle wished to be heard about bikes as a form of transportation in City of Hartford. He wanted to have on the record the need for bike racks in the downtown area. In close he inquired of other forum/committees that he could he speak publicly with about the needs and lack of; biking lanes, racks and biking resources for those using bikes as a means of transportation.

**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 July and August.

Mr. Bercowetz spoke on the month of July and parking enforcement. The meter revenue was lower than anticipated by \$28K due to the rate increase on the City Center Zone going into effect in August rather than the anticipated July. The DoNo lots revenue was lower than anticipated by \$38K. Overall the July monthly revenue was not received until early August. The expenditures overall came in lower than anticipated.

For the month of August, Mr. Bercowetz stated the MAT garage A/R were significantly increased by \$35K reflecting an increase in revenue. Parking and enforcement were trending lower than anticipated by \$41K. In close expenditures overall were low.

*(See Finance Report for details)*

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

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

**VOTED:** Acceptance of the August 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 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 at a high and even though tickets issued had not dropped in August, they actually surpassed the prior months of June and July. Mr. Sager wanted to remind the commissioners that the Center City Premium Zone started on August 5<sup>th</sup>. The new zone went from \$1 to \$2 per hour on the center streets of the downtown area.

Mr. Sager spoke on the various changes of the On-Street side of operations in the HPA organization. As HPA has branched out and taken on more responsibility by partnering with City departments to make street changes and adjustments. HPA has joined DPW and HPD at the request of the mayor to complete projects focusing on stripping to the streets and installing meters to expand HPA metered spaces. Some of the areas included but not limited to this effort were: Capital Avenue, Arch Street, Dillion Stadium, and additional signage made to help other departments. All were done efficiently and timely to help meet time sensitive deadlines.

In close, Mr. Sager spoke of HPA's need to meet the requirements of the living wage requirements and to extend the Hartford Guide contract.

**VOTED:** To approve the First Amendment to the Agreement for Security Services for Parking Facilities with the Hartford Guides, Inc.  
(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.

**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 September 24, 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