



Approved Minutes
Tuesday, November 24, 2020 - 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, Chair

Cal Torres, Commissioner

Also Present for HPA:

Armando Gomes, CEO

John Michalik, Interim Finance Director

Ted Sheiber, Director of On Street Operations

James Del Visco, Corporate Counsel

Guests:

None

1. **Call to Order** – Mr. Sager called the November 24, 2020 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:00 p.m.
2. **Roll Call of Commissioners** – The Secretary, Mr. Sheiber, conducted roll call, and announced that a quorum was present.
3. **Commissioner’s Comments** – Mr. Sager welcomed all participants and thanked everyone for their participation in this virtual Board Meeting of the Hartford Parking Authority.
4. **PUBLIC COMMENT** – No Public Present

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.

5. Approval to the Minutes for the Regular Board Meeting on October 27, 2020

Mr. Sager polled Commissioners for corrections to the minutes. There was a brief discussion on the meeting minutes, then a move to approve.

VOTED: Approval of October 27, 2020 meeting minutes.
(Ayes - Bercowetz, Sager, Torres)

REPORTS AND ACTION ITEMS

1. Personnel Committee – None

2. Finance Committee - Mr. Bercowetz

Mr. Bercowetz presented the monthly financial report and informed the Board of an issue that impacted the Cash Flow Forecast that was included in the financial report. The issue was an oversight by the City Treasurer's Office in not transferring funds from the Authority's bank accounts to the City's disbursement account for 3 check runs that occurred between July and September. The 3 check runs totaled \$301,000. Consequently, the projected Cash balance at the end of February 2021 was overstated by this amount. Mr. Michalik stated that the City Treasurer's Office normally takes the funds required to cover the Authority's check runs within 1-2 days of the check run. Mr. Michalik said that he would talk to Treasurer's Office staff about how to prevent this from happening in the future.

Mr. Bercowetz also reported a change in the current year budget from that which was previously published. The change was required by the Office of Management and Budgets so that DONO Operating Income for the year would be 'zero' and not negative \$300,000. In order to keep total HPA Operating Income at \$2.076 million, On-Street Parking budgeted Operating Income was reduced by \$300,000.

Mr. Bercowetz concluded his report with an update on the MAT Garage and Parking Enforcement October year-to-date revenue numbers as compared to budget.

VOTED: Acceptance of October 2020 Monthly Finance Report.
Subject to revision and review along with the November Finance report
at the December meeting of the HPA Board
(Ayes – Bercowetz, Sager, Torres)

(See Finance Monthly Report for details)



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

Mr. Sager discussed an overview of the property management report. Mr. Sager reported the citation issuance numbers for the neighborhoods remains strong and the cleanup of old outstanding citations is progressing well. HPA is working with the developer of the 1212 Main St. property on an agreement to use the 58 Chapel St. parking lot for a staging area during the project. 4G upgrades to the meters continues with 16 installed for the month of November. A total of 32 new 4G modems have been installed with 16 more to arrive in December. Mr. Torres reported he was pleased with the review of the City bike lane map and thanked all for their team work on this project. (Development Services, DPW and HPA). Mr. Sager informed the board of a missing set of keys and cards for the pay station in the MAT garage. Amano was called to replace the missing keys and cards.

4. **Bylaws and Revisions Committee** – Approval of 2021 Board Meeting calendar.

VOTED: Approval of 2021 Board Meeting Calendar

(Ayes – Torres, Sager, Bercowetz)

5. **Marketing Committee**-None

6. **CEO Update**

Mr. Gomes informed the Board that HPA is offering free parking at 58 Chapel parking lot to help small business Saturday.

ADJOURNMENT- Mr. Sager polled Commissioners for further comments/questions. then called for a motion, a motion was made by Mr. Sager, seconded by Mr. Bercowetz, passing unanimously to

VOTED: Adjourn the November 24, 2020 Regular Board Meeting at 5:38 P.M.

(Ayes – Bercowetz, Sager, Torres)

Respectfully submitted,

Ted Sheiber

Mr. Ted Sheiber

Secretary to the Board