11 Asylum Street, 2nd Floor, Hartford, CT 06103
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HARTFORD PARKING AUTHORITY
REGULAR BOARD MEETING

Tuesday, July 28, 2026, at 5:00 PM
11 Asylum Street, 2nd Floor, Hartford, Connecticut 06103

MINUTES

COMMISSIONERS PRESENT
Zoe Chatfield, Board Chair - HPA Conference Room
Jack Sullivan, Commissioner - Remote via Zoom
Edison Silva, Commissioner - Remote via Zoom
Angela Eikenberry, Commissioner - HPA Conference Room

COMMISSIONER ABSENT
Amir Johnson, Vice Chair

ALSO PRESENT
Khouloud Al Mannai, Chief Executive Officer and Chief Financial Officer - HPA Conference Room
John Michalik, Finance Manager - HPA Conference Room
Elaina Rodriguez, Administrative Assistant and Board Secretary - HPA Conference Room
Olivia Del Visco, Marketing and Communications Intern - HPA Conference Room
Eric Hood, Senior Parking Operations Manager - HPA Conference Room
Lori Mizerak, Corporation Counsel - Remote via Zoom
Nate Stackhouse, Reimagined Parking - Remote via Zoom

1. CALL TO ORDER
Chair Chatfield called the July 28, 2026 Regular Board Meeting of the Hartford Parking Authority (HPA) to order at 5:09 PM.

2. ROLL CALL AND QUORUM
Board Secretary Rodriguez called the roll and informed the Chair that a quorum of the Commission was present.

3. CHAIR COMMENTS
Chair Chatfield welcomed those attending in person and remotely and proceeded to the business on the agenda.

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4. APPROVAL OF THE MINUTES FROM THE SPECIAL BOARD MEETING HELD JUNE 23, 2026

The Commissioners reviewed the minutes of the June 23, 2026 Special Board Meeting. No corrections were offered.

VOTED: Commissioner Silva moved to approve the minutes of the June 23, 2026 Special Board Meeting. Commissioner Eikenberry seconded the motion, which was adopted by unanimous vote of the Commissioners present.

(Ayes – Chatfield, Sullivan, Silva, Eikenberry)

5. PUBLIC COMMENT

No members of the public appeared to be heard.

6. REPORTS AND ACTION ITEMS

A. PERSONNEL COMMITTEE

In the absence of Vice Chair Johnson, Chair Chatfield invited CEO Al Mannai to present the personnel updates and resolutions.

REIMAGINED PARKING HUMAN RESOURCES UPDATE

CEO Al Mannai reported a change in Reimagined Parking's regional leadership following Dan Nash's departure. Nate Stackhouse was introduced as the regional contact. Reimagined Parking's municipal and events leadership had been on site to review event operations, surface lot management, internal operations, and accounting and reporting practices. The monthly property management report was deferred so that the updated leadership team could complete its review and present the reports together at a future meeting.

HPA HUMAN RESOURCES UPDATE

HPA engaged temporary project-management and human-resources consulting support to assist with system implementation, compliance, employee-file administration, and onboarding and offboarding processes. CEO Al Mannai also reported the recruitment of two event staff members and an anticipated early-August start for a new Operations Manager with Hartford and New Haven parking experience.

POSITION AND TITLE OF OFFICE OF PARKING ADMINISTRATION, ON-STREET AND OFF-STREET SERVICES SUPERVISOR

CEO Al Mannai explained that the existing Citation Management Clerk title no longer reflected the position's expanded responsibility for parking permits, reservations, public inquiries, agency and vendor coordination, records,

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and administrative workflows. The revised supervisory title would also establish a structure for additional front-desk support and improve public responsiveness.

RESOLVED: That HPA update the position and title of Citation Management Clerk to Office of Parking Administration, On-Street and Off-Street Services Supervisor, together with the corresponding updated job description.

VOTED: Chair Chatfield moved to approve the resolution concerning the updated position and title. Commissioner Eikenberry seconded the motion, which was adopted by unanimous vote of the Commissioners present.

(Ayes - Chatfield, Sullivan, Silva, Eikenberry)

EXECUTIVE ASSISTANT POSITION

CEO Al Mannai described the Executive Assistant as a continuity and coordination role supporting the executive team and serving as liaison to the Board, the Mayor's Office, the Court of Common Council, and other partners. The Board Secretary function would be assigned to the Executive Assistant position and removed from the prior Citation Management Clerk job description.

RESOLVED: That HPA authorize the creation and funding of the Executive Assistant position.

VOTED: Chair Chatfield moved to approve the resolution authorizing the creation and funding of the Executive Assistant position. Commissioner Eikenberry seconded the motion, which was adopted by unanimous vote of the Commissioners present.

(Ayes - Chatfield, Sullivan, Silva, Eikenberry)

B. FINANCE COMMITTEE

ANNUAL AUDIT SERVICES

CEO Al Mannai reported that, after approximately six years with the prior auditor, HPA would obtain audit services from CliftonLarsonAllen through the City of Hartford's contract. The Board discussed the value of a new audit team and acknowledged that first-year audit costs would be higher because of transition work.

JUNE FINANCIAL UPDATE AND REPORT ACCEPTANCE

Finance Manager Michalik advised that the June report represented preliminary year-end results because the City's fiscal year would not close until August 14. Revenue was final, while limited expense entries and accrual replacements could still be recorded.

The preliminary operating result was approximately $2.336 million against a budget of approximately $2.002 million, or about $334,000 favorable to budget. Revenue was approximately $444,000 above budget. Management attributed the result to strong event and parking revenue, including revised event pricing, together with careful expense management and the use of City contracts and partnerships for certain facility work.

Management anticipated transferring the final year-end surplus to the Repair and Replacement Fund after the fiscal year was closed. The Fund balance was approximately $4.3 million, of which approximately $3.7 million was allocated to MAT Garage Phase 1A. Phase 1B remained unfunded, and management noted that engineering and

construction-administration costs could require additional Repair and Replacement funding. The Board emphasized preserving the surplus for identified capital needs.

VOTED: Chair Chatfield moved to accept the June 2026 Financial Report. Commissioner Eikenberry seconded the motion, which was adopted by unanimous vote of the Commissioners present.

(Ayes - Chatfield, Sullivan, Silva, Eikenberry)

See the June 2026 Financial Report for complete financial detail.

C. PROPERTY MANAGEMENT COMMITTEE

MAT GARAGE

Management reported that Phase 1A construction was expected to begin in early August. The initial work would take a limited number of spaces, and no material revenue loss was anticipated during that phase.

141 AND 166 SHELDON STREET

HPA coordinated with the City's executive and human-resources offices to reconcile the employee parking list. The lower verified demand was expected to make additional monthly spaces available and improve use of the lots. HPA, DPW, and the City's executive office were also evaluating restriping, layout changes, and nearby City property that could create additional parking capacity.

HARTFORD PUBLIC LIBRARY PARKING DECK

The condition assessment was incorporated into the City's larger library bridge project being managed with DPW and its engineering consultant. HPA would continue to manage the parking-related coordination and receive the assessment without incurring a separate consulting cost for duplicative work.

RENSSELAER GARAGE

Management reported that the Board of Education expected to reduce its parking allocation from more than 80 spaces to slightly more than 50 spaces. Although the agreement provided for scheduled rate increases, the reduction in spaces was expected to lower contract revenue.

DONO LOTS AND EVENT OPERATIONS

The San Juan lot received safety patching, and HPA and Reimagined Parking were discussing restriping at the High Street area. Operations for the Savannah Bananas weekend and the overlapping Dave Matthews Band concert were reported as successful. Parking activity averaged approximately $11,000 in revenue per night before the contractual remittance to the Hartford Yard Goats. HPA would reconcile the event counts and remit $5 per applicable vehicle within 30 days. The facilities team was recognized for cleaning and preparing the garage and lots. Management also reported fence damage associated with vehicle incidents, including one incident for which no police report or usable footage was available.

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D. BYLAWS AND REVISIONS COMMITTEE

COURT OF COMMON COUNCIL RESOLUTION

The Board reviewed Council Resolution R2025-019 concerning the City's bicycle master plan and discussed the prior temporary suspension of parking enforcement in certain bicycle-lane areas. Commissioners raised concerns about inconsistent enforcement, public safety, legal liability, and the lack of a formal process for requesting or approving an enforcement moratorium. No action was taken.

The Board requested guidance from Corporation Counsel regarding HPA's legal obligations and potential liability when enforcing or declining to enforce posted parking restrictions, as well as the process and authority required for any future moratorium. A Bylaws and Revisions Committee meeting would be scheduled before the next Board meeting to review the legal guidance and consider a formal policy or resolution. The draft parking-donation waiver policy would also be placed on the committee's work plan.

E. MARKETING COMMITTEE

Marketing and Communications Intern Olivia Del Visco reported on efforts to rebuild HPA's presence on Instagram, TikTok, and LinkedIn; produce public-information content; and develop a day-in-the-life feature about parking ambassadors. Management discussed using these platforms to explain HPA's responsibilities, humanize enforcement work, and direct residents to the correct City department for infrastructure matters.

HPA was also reviewing outdated signs and public-facing instructions, including after-hours garage access information. Management identified mobile usability, content organization, hosting, and overall design as priorities for a future website overhaul.

F. EXECUTIVE UPDATES AND COMMENTS

HPA BOARD OF COMMISSIONERS

No additional Commissioner updates were presented.

CHIEF EXECUTIVE OFFICER

CEO Al Mannai advised that Commissioners may be copied on operational communications connected to their committee assignments for information and context; no response would be required unless specifically requested. Commissioners were reminded to use their official HPA email accounts. HPA would also make tablets available to Commissioners who wished to use an HPA device for Board email, meeting packets, and authorized shared records.

The Board congratulated CEO Al Mannai on being selected for the Hartford Business Journal's 40 Under Forty recognition.

5. ADJOURNMENT

VOTED: Chair Chatfield moved to adjourn the July 28, 2026 Regular Board Meeting at 6:28 PM. Commissioner Silva seconded the motion.

(Ayes – Chatfield, Silva, Sullivan, Eikenberry)

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Respectfully submitted,

Elaina Rodriguez

Elaina Rodriguez

Secretary to the Board

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. A recording of the full meeting is maintained by HPA.