



155 Morgan Street, Hartford, CT 06103

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Approved Minutes
Thursday, January 17, 2013 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present:

Paddi LeShane, Chair
Kenneth Lerman, Vice Chair
Mathew Jasinski, Commissioner

Commissioner Present via Conference Call:

Rex Fowler, Treasurer

Also Present for HPA:

Mark McGovern, CEO/Executive Director
Carey Redd, Associate Director
Terry Leonowicz, Secretary to the Board
Gina Varano, Assistant Corporation Counsel, City of Hartford

Members of Public Present:

Richard Wagner, General Manager, Republic Parking System
Robert Kliman, Real Estate Manager Services, Kay Management Associates

1. **Call to Order** – Ms. LeShane called the Regular Meeting of the Hartford Parking Authority (the Authority) to order at 5:05 P.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced there was a quorum present.

Mr. Jasinski entered the meeting at 5:08PM.

3. **Approval of Minutes of the Regular Meeting of December 20, 2012**
Ms. LeShane polled the Commissioners for amendments to the minutes, and hearing none, called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Fowler, passing unanimously that –

VOTED: the December 20, 2012 Regular Meeting minutes were approved as submitted. (ayes - LeShane, Lerman, Fowler).

4. **Chair's Comments** – Ms. LeShane noted that HPA is now halfway through its fiscal year and the Finance Committee has started the budget process and anticipates a presentation to the Board for approval at the March meeting.

Mr. McGovern stated that the schedule for this year's budget presentation and approval was based on last year's review schedule by the Mayor's Office and the Office of Management and Budget.

REPORTS AND ACTION ITEMS

1. **Finance Committee**

a) **Monthly Financial Report** – *Please see Report for details.*

Mr. Fowler stated that the new Citation Collection Rate report is included in the Financial Report this month for the first time. Mr. McGovern confirmed that the City's Audited Financial report has not yet been received; subsequently the Committee recommended that the complete Annual Report be presented for approval at the February meeting.

Mr. McGovern summarized the monthly Profit and Loss Report, gave an explanation of variances, and reported on a few descriptive changes to the 6053 Balance Sheet. There was no 6054 Report included in the package because the City had not completed their financial postings for the month.

Ms. LeShane asked if there would be a need to market additional parking spaces which would free up upon completion of the CSG construction project in January. Mr. McGovern responded that there have been recent inquiries for parking at CSG by several interested companies and staff is following up accordingly.

Ms. LeShane asked what the average occupancy rate is for garages in a Central Business District and Mr. Kliman responded that occupancy rates for individual garages can vary depending on the type of parking clients. For example, institutional and insurance organizations would have denser daily occupancy which would warrant a lower oversell rate versus that of law and accounting firms, who have frequent travel habits, justifying higher oversell rates. Mr. Redd agreed to research current demand factors for review by the Marketing Committee for the purpose of establishing benchmark occupancy rates for each HPA facility.

Mr. McGovern reviewed the Standard and Rolling Citation Rate report explaining the format and data on each line with the Commissioners. There was discussion regarding the number of citations dismissed on appeal, collection rate percentages, clarification of rolling rate percentages, and goals for improved numbers. Mr. McGovern noted the data confirms that the rate of unpaid tickets has slowed.

Mr. Fowler stated that the Finance Committee will further research percentage of tickets dismissed on appeal and their impact on the citation collection rate.

Ms. LeShane thanked Mr. Fowler and staff for their excellent work on such an informative report. Mr. McGovern also recognized Dan Nash for his assistance.

Ms. LeShane then called for a motion and a motion was made by Mr. Lerman, seconded by Mr. Jasinski, passing unanimously that -

VOTED: the December, 2012 Financial Report is accepted. (ayes - LeShane, Lerman, Fowler, Jasinski).

b) **Recommendation to Accept the FY 2011-2012 Annual Report**

Ms. LeShane recommended that this agenda item be postponed until such time as the Financial Audit portion of the Annual Report is provided for review. All Commissioners were in agreement.

2. **Marketing Committee** - *Please see Committee Report for details.*

- a) **Monthly Report** – Ms. LeShane reported on Marketing Committee Activities including a number of signs recently installed including two new building banners promoting HPA facilities to UConn and UHart basketball fans as well as Pay & Display decals promoting HPA branding. HPA response to concerns voiced by Business for Downtown Hartford and CT Convention and Sports Bureau (CCSB) memberships will continue. Ms. LeShane also suggested going through the same process for areas outside of the Central Business District such as Capital Ave. Mr. Redd noted that discussions with staff regarding a budget for such projects are currently taking place.

Ms. LeShane also noted that the staff completed a survey of the Seymour St. Residential Permit recipients and received high satisfaction ratings and is working to expand improved on-street parking to other areas, particularly the Courthouse. Some ideas from the Committee include reaching out to the Hartford Bar Association to help survey the parking needs and concerns of their membership, customizing the "Parking Tips" card specific to the Courthouse area parkers to inform them of HPA initiatives etc.

Mr. Lerman asked about the CCSB opportunities and Mr. McGovern responded that this organization recruits meetings and conventions to hotels and the CT Convention Center. Ms. Jessica Jones, the Director of Marketing is now a member of the Marketing Committee and she is working with staff to add HPA's parking options to their marketing efforts.

3. **Property Management Committee**

Mr. McGovern reported that the Committee has not met since the last Board meeting and is scheduled to meet next week and that Property Management activity updates would be given during the CEO's report.

4. **Personnel Committee**

Mr. Lerman reported that the Committee will schedule a meeting to review research regarding 401(a) plans and how other parking authorities approach retirement planning.

5. **Bylaws and Revisions Committee**

There was no report from this Committee.

6. **Chief Executive Officer Update** - *Please see Report for details*

- a) **Activity Report** – Mr. McGovern gave updates on activities including several new parking account opportunities at CSG, and ongoing field work by Republic to assess utilization and feasibility of progressive rate structures at on-street parking meters in the Courthouse area.

There was discussion regarding increased citation collections revenue generated by (CCS) the new collection service being used under Republic's contract. Also discussed was the tone and legality of the script used by CCS during collection calls. Ms. Varano confirmed that the indemnity clause in the HPA/Republic contract would sufficiently cover collection practices.

Mr. McGovern recognized Mr. Redd for his efforts working with Hartford schools to assist them with on-street parking concerns during street sweeping and trash removal schedules.

Mr. Jasinski asked for a Fox 61 settlement update and Mr. McGovern responded that a less-than-expected payment was received in January. Outside counsel was contacted for an explanation and staff was told the amount was appropriate for an unsecured claim. Ms. Varano confirmed this.

Mr. McGovern noted that staff is expecting proposals for rooftop solar at MSG in February which will provide sufficient information to determine viability of solar power at MSG. Ms. Varano confirmed that solar equipment at MSG would be taxable under current law. Mr. McGovern noted that this would likely decrease the cost-effectiveness of the installation.

Ms. LeShane reported in response to increased citation collection efforts; Mr. McGovern was contacted regarding a cab company who was thought to have a large number of outstanding citations. Mr. McGovern said he has been in touch with a representative of the company and a meeting is being scheduled. Demar Osbourne, the City's Special Corporation Counsel was asked to participate in the settlement negotiation process. Ms. LeShane recommended that if this process proved successful, a similar approach could also be taken with rental car companies that have large numbers of outstanding parking citations.

OPEN SESSION – PUBLIC COMMENT

Ms. LeShane recognized Mr. Kliman who asked about the status of the recent off-street parking rate structure analysis and the feasibility of raising hourly and monthly rates, particularly at MAT Garage. Mr. Kliman stated that he had attended several meetings between staff and HPA's parking operators to discuss market trends and potential revenue enhancements.

Mr. McGovern responded that the analysis was scheduled for review by the Property Management Committee next week. He further noted that the analysis covered all rate categories at the three garages, comparing current HPA rates to three (3) comparable Hartford facilities as per the current ordinance which requires any HPA rate increase to be within 90% of market rates at comparable facilities.

MAT Garage was found to be the most likely and timely candidate for (hourly and monthly) increases due to the overwhelming demand for parking spaces at this garage which is currently at 121% capacity and the fact that rates at this facility were lowered in 2005 to reflect standardization at HPA facilities.

Ms. LeShane recommended that any rate change considerations should be held until the beginning of a new budget year. Mr. McGovern also noted that some time would be needed to satisfy ordinance requirements in addition to review by all Commissioners prior to any action being taken.

EXECUTIVE SESSION

1. Contract Considerations and Litigation

Ms. LeShane called for a motion to enter into executive session at 6:13 P.M. and a motion was made by Mr. Lerman, seconded by Mr. Jasinski, passing unanimously (ayes- LeShane, Fowler, Lerman, Jasinski).

Mr. McGovern and Ms. Varano remained for the Executive Session.

Executive Session ended and the Regular Meeting reconvened at 7:30 P.M.

ADJOURNMENT

Ms. LeShane called for a motion and a motion was made by Mr. Lerman, seconded by Jasinski, passing unanimously (ayes - LeShane, Fowler, Lerman, Jasinski). The January 17, 2013 Regular Meeting ended at 7:33 P.M.

Respectfully submitted,

Terry Leonowicz

Terry Leonowicz
Secretary to the Board