



**Unapproved Minutes
Thursday, March 28, 2013 – 5:00 P.M.
Special Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103**

To be Approved at the April 23, 2013 Special Board Meeting

Commissioners Present:

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

Also Present for HPA:

Mark McGovern, CEO/Executive Director
Carey Redd, Associate Director
John Michalik, Chief Financial Officer
Terry Leonowicz, Secretary to the Board (Director of Revenue Control and Marketing Promotions)
Gina Varano, Assistant Corporation Counsel, City of Hartford

Members of Public Present:

Kyle Nichols, Interim General Manager, Republic Parking System

1. **Call to Order** – Ms. LeShane called the Special Meeting of the Hartford Parking Authority (HPA) 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. Lerman was present for the roll call via conference call and then entered the meeting at 5:10 P.M.

3. **Approval of Minutes of the Special Meeting of March 5, 2013**
Ms. LeShane polled the Commissioners for amendments to the minutes, and hearing none, called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Jasinski, passing unanimously that –

VOTED: the March 5, 2013 Special Meeting Minutes were approved as submitted.
(ayes - LeShane, Breetz, Jasinski, Lerman).

4. **Chair's Comments** – Ms. LeShane and Mr. McGovern introduced Mr. Kyle Nichols, new Interim General Manager from Republic Parking to the Commissioners. Ms. LeShane also reported that the April Board meeting will be open to public comment regarding the MAT Garage rate adjustment proposal and that staff will post appropriate notifications/signage at the garage and on the website to notify parking patrons prior to the meeting.

Mr. McGovern confirmed that April's Board meeting is scheduled for Tuesday, April 23rd at 5:00 P.M. and that there will be two (2) separate public comment sections on the agenda – one at the start of the meeting for the MAT Garage proposal and one near the end of the meeting prior to Executive Session for other matters.

Ms. LeShane stated that Mr. McGovern would give a report on the presentation of the budget to the Committee of the Whole, and invited the Commissioners to attend the upcoming public meeting to be held sometime in late April/early May.

Ms. LeShane also reported that discussion items for Executive Session would include personnel updates and contract negotiations and that no voting action was anticipated.

REPORTS AND ACTION ITEMS

1. **Finance Committee** - *Please see the Financial Report for details*

- a) **Monthly Report** – Mr. McGovern reported that HPA had another favorable month in all categories including revenue, expenses, and operating income. HPA's current debt service coverage ratio of .99 (out of 1.38) indicates that the HPA is now covering nearly all its expenses and parking-related debt.

There was some discussion regarding how much of the debt was related to MSG and if a coverage ratio of 1.0 would be reached by end of the fiscal year. Mr. Michalik predicted that it would be very close, if not reached, if citation collections continue at the current pace.

Further discussion was heard regarding whether or not the sale of the MSG and the loss of available parking in the downtown area might affect the HPA's debt ratio. Mr. McGovern noted that debt ratio would be covered further in the budget discussion.

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

VOTED: The February 2013 Financial Report is accepted as submitted (ayes - LeShane, Breetz, Jasinski, Lerman).

Mr. Breetz asked if the format of the Financial Report has now been finalized. Mr. Michalik and Mr. McGovern responded that the current reporting format is final and will be maintained going forward.

- b) **Recommendation to Adopt the 2013-2014 Operating Budget** – *(see revised Operating Budget Report for details)*

Mr. McGovern briefed the Commissioners on the revisions made to the budget since the initial draft was sent to them. Mr. McGovern explained that the Office of Management and Budget (OMB) requested two (2) alternative budget scenarios that represented both 5% and 10% adjustments to the net operating income. This was accomplished by adjusting multiple line items including revenue and expenses. Also, a request was received from the City for the transfer of an additional \$1 million from the Renewal and Replacement (R&R) account. Mr. Michalik confirmed that HPA would finish the fiscal year with \$1.5 million in the R&R account - \$1.3 million of which represents the MSG.

There was some discussion regarding impact to the budget if the sale of the MSG did or did not happen. Mr. McGovern stated that the City agreed that the proposed budget could not reflect presumed savings from the sale of the MSG. Subsequently, in both scenarios (sold or not sold), the net operating income shown in the proposed budget would improve.

Mr. McGovern summarized additional budget line items including Administration, MSG, CSG and On-street Parking.

Mr. Jasinski asked if the citation and scofflaw revenue would eventually plateau. Mr. McGovern responded that it may continue to increase since there is a constant flow of new citations, and newer citations have a higher value than the old debt based on increased fines in 2008.

Mr. Jasinski also asked if any interest was charged on this debt. Mr. Redd noted that the City had placed a limit on penalties and interest charges at the sum of \$99.

Mr. McGovern stated that there may be seasonal fluctuations to citation collections. Mr. Nichols and Mr. Redd noted that Republic's data collection methods have been in place now for nearly one year which will allow for easier identification and tracking of trends and give staff the necessary tools for more accurate modeling for budget projections.

Mr. McGovern stated that another potential impact to the bottom line would be the increased revenue from rate adjustments at the MAT Garage - if approved. The projected increase would bring ninety percent of \$130,000 to the bottom line.

Ms. LeShane inquired about the M&T surface lot line item listed at zero. Mr. McGovern responded that at the direction of the City, HPA no longer has responsibility of that location.

For the record, the City acknowledged that HPA's budget no longer reflects any fund provisions for maintenance or operations of the M&T lot.

Mr. McGovern noted that the Library's revenue was reduced by \$1,000 on the basis that parking meters there would be taken off-line during construction this summer.

Ms. LeShane called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Lerman, passing unanimously that –

VOTED: the recommendation to adopt the revised Fiscal Year 2013-14 Operation Budget is approved. (ayes - LeShane, Breetz, Jasinski, Lerman).

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

- a) **Monthly Report** – Ms. LeShane applauded the efforts and helpful contributions from the new members of the Committee - Aaron Goldenthal, BFDH representative, Jessica Jones of the CT Convention and Sports Bureau, and Dan Nash of Republic Parking.

Ms. LeShane reported that a survey is being drafted by the BFDH for their membership, to determine what their employees parking needs are. With this specific information, HPA may help to facilitate a dialogue with the private parking operators to recommend solutions. Also, the "Park on Us" sponsorship program received great press in March. Mr. McGovern noted that City Steam's sponsorship will continue into early April while staff works on engaging additional sponsors including Black-Eyed Sally's. Mr. McGovern also reported that he and City Steam's Marketing Director, Conor Geary, did a radio interview with Clear Channel which will air Sunday morning, April 7th.

Ms. LeShane closed her report noting that staff is reaching out to the Greater Hartford Arts Council to research partnership opportunities; and that the potential use of remaining marketing funds to promote a new parking program around the courthouse is being researched.

3. **Personnel Committee** - *Please see the Personnel Committee Report for details*

- a) **Recommendation to Revise the Out of State Travel Restriction** - Mr. Lerman reported that the Committee reviewed the current Board policy that restricts all out of state travel and recommends that the Board revise the policy to permit said travel in accordance with the employee handbook, annual budget, and professional development objectives.

Mr. Lerman suggested that communication of any out of state travel to the Personnel Committee does not need to be "in advance" of the travel, just within a reasonable time would be acceptable. Mr. Jasinski concurred. Subsequently, the recommendation would be amended to reflect that.

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

VOTED: the recommendation to revise the policy to permit out of state travel in accordance with the employee handbook, annual budget and professional development objectives, and that the CEO’s approval of any out of state travel must be communicated to the Personnel Committee is approved. (ayes - LeShane, Breetz, Jasinski, Lerman).

4. **Property Management Committee** - *Please see Committee Report for details*

- a) **Monthly Report** - Mr. Breetz reported on items including the completion of MAT Garage stair towers B&C, and research of the potential for a reserved parking nest area at MAT Garage. Mr. Jasinski raised discussion regarding the details of reserved parking policies at MAT and Mr. McGovern noted that HPA would now oversee any future requests for reserved spaces.

Mr. Breetz continued his report with updates on the potential sale of the MSG which would be further discussed in Executive Session; the Library parking deck restoration, and potential replacement of the CSG boiler to achieve more energy efficient system. Ms. LeShane recommended researching the type of fuel being used so that HPA is in compliance with recent new legislation requiring lower sulfur burning conditions.

Mr. Breetz noted that staff is researching the impact that newly proposed legislation would have on HPA’s use of license plate recognition technology. As is, the bill would allow HPD to authorize HPA and RPS to continue using the technology.

Also discussed was the evaluation of progressive on-street rates in the courthouse area. Republic Parking is currently analyzing utilization data recently collected. Mr. McGovern noted that staff is using the data to model against the different rate scenarios to see what the revenue expectations would be.

In addition, it was noted that approximately a dozen single-post meters on Lafayette St. would need to be replaced to support a progressive rate structure and credit card payments. Mr. McGovern felt that a strategy could be presented for consideration at the next Property Management Committee.

Mr. Breetz applauded staff for reaching out to the CT Bar Association in advance and thought that a length of stay of six (6) hours or longer should be considered.

Additional discussion was heard regarding the length of stay and progressive rates at meters including the recommendation to implement a (pilot) Public Information Campaign to educate the public and gauge reaction. Mr. McGovern felt that having

a length of stay over four (4) hours might conflict with the short-stay/frequent turnover philosophy HPA has encouraged in many other commercial areas.

OPEN SESSION – PUBLIC COMMENT

Ms. LeShane invited Mr. Nichols to share his background with the Commissioners and he reported that he has been with RPS for five (5) years working on contracts, most recently in Springfield, MA. Prior to RPS he was an Operations Manager in Kentucky. Mr. Nichols stated that his expertise is mainly in on-street parking operations and that he would be happy to answer any questions and invited suggestions for improvements. On behalf of the Commissioners, Mr. Breetz commended Republic Parking on the many operational improvements thus far.

Ms. LeShane shared a question she received from a citizen regarding parking at a meter on Front St. where they were required to enter their license plate into the meter upon paying, however was not required to do the same at a meter on another street. Mr. McGovern noted that he was told in a recent discussion with the Capital Region Development Authority (CRDA), that their parking contractor put the meters out prematurely and there is currently no adjudication process in place, therefore they cannot enforce. It was, however, previously agreed that CRDA would maintain consistency with HPA regarding rates charged and length of stay at meters.

EXECUTIVE SESSION

1. Contract Considerations and Litigation

Ms. LeShane called for a motion to enter into Executive Session at 6:25 P.M. and a motion was made by Mr. Lerman, seconded by Mr. Jasinski, passing unanimously (ayes- LeShane, Lerman, Jasinski, Breetz).

Mr. McGovern remained for the Executive Session and Ms. Varano entered the meeting at 6:35 P.M.

Executive Session ended and the Regular Meeting reconvened at 7:13 P.M.

ADJOURNMENT

There was no action taken in Executive Session.

Ms. LeShane called for a motion and a motion was made by Mr. Jasinski, seconded by Mr. Lerman, passing unanimously (ayes - LeShane, Lerman, Breetz, Jasinski). The March 28, 2013 Special Meeting ended at 7:13 P.M.

Respectfully submitted,

Terry Leonowicz

Terry Leonowicz
Secretary to the Board

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