



Approved Minutes
Thursday, May 17, 2012 – 5:00 P.M.
Regular Meeting of the Hartford Parking Authority Board
155 Morgan Street, Hartford, CT 06103

Commissioners Present:

Paddi LeShane, Chair
Ken Lerman, Vice Chair
Rex Fowler, Treasurer
William Breetz, 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
Gina Varano, Assistant Corporation Counsel, City of Hartford

Members of Public Present:

Richard Wagner, General Manager, Republic Parking System
Dan Nash, Regional Director of Business Development, Republic Parking System

1. **Call to Order** – Ms. LeShane called the Regular Meeting of the Hartford Parking Authority (the Authority) to order at 5:06 P.M.
2. **Roll Call of Commissioners** – Ms. Leonowicz conducted roll call and announced there was a quorum present.
 - Mr. Lerman entered the meeting at 5:25 P.M.
3. **Approval of Minutes of the Regular Meeting of April 19, 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. Breetz, seconded by Mr. Fowler, passing unanimously that -

VOTED: the April 19, 2012 Regular Meeting minutes were approved (ayes- Breetz, Fowler, LeShane).
4. **Chair's Comments** – Ms. LeShane reported that the budget presentation by CEO Mark McGovern to City Council was well received and the questions by council members related to our green initiatives, the use of the R&R account, future enhancements to on street parking and the general economic climate and its effect on our occupancy rates in the HPA garages.

REPORTS AND ACTION ITEMS

1. Finance Committee

- a) **Update on FY 12-13 Budget** - The Chair recognized Mr. Fowler who had Mr. McGovern report on the monthly results. *Please refer to attached Memorandum for details.*

Mr. McGovern briefed the Commissioners on his recent budget presentation to the City Council, stating that it was well-received. There were three (3) formal questions asked and answered including which areas of our budget could be considered for cuts. HPA's Marketing Budget is one discretionary area; however, Mr. McGovern reminded the Council that no more than 25% could be sacrificed without having a detrimental impact on HPA's ability to market the Morgan Street Garage (MSG) given the vacancy at Connecticut River Plaza. In addition, there could be savings in HPA's one (1) vacant position which will likely remain unfilled for part of next year. However, the loss of this position would restrict HPA from implementing the Commercial Lot permitting currently being planned. Mr. McGovern said that he would communicate any requested budget changes to the Commissioners in advance of the June Board meeting.

b) **Monthly Financial Report**

Mr. McGovern moved on to the Profit and Loss Report. Ms. LeShane inquired whether the additional \$200K added to HPA's budget by the City last year represented the unfavorable revenue amount. Mr. McGovern responded that with two (2) months left in the Fiscal Year the YTD Variance was \$154K which would indicate that we did make up some of that revenue at MSG. Also, additional revenue is projected for On-Street Parking with the transition to Republic Parking. As for the commercial space line, there has been some discussion with Republic that they may be interested in lease the commercial space once they have settled into the Hartford market for any expansion needs.

Mr. Michalik reported on the Modified Cash Flow statement explaining that this month includes a second debt service line (debt service which resides on the City's books) and a ratio that indicates what HPA would need to generate to cover the total debt service. There was some discussion regarding the 6054 Fund and debt attributable to legal fees and Operating Standards done as part of the Concession project.

Mr. Michalik continued on to the Monthly Parker by Facility Report which represented little change from last month. Mr. Fowler asked if it would make sense to reconfigure the report to show only five (5) years of year end data and a two year comparison for the current month being reported. Mr.

Michalik agreed to revise the report to reflect these changes for the June meeting.

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

VOTED: the April 2012 Financial Report is accepted (ayes - LeShane, Lerman, Breetz and Fowler).

2. **Marketing Committee**

Ms. LeShane reported that the Marketing Committee did not meet this month however, Mr. McGovern gave a brief update of Committee activity including approval of the new website design by Dornenburg Group and content improvements to compliment the on and off-street management transition to Republic Parking and HPA's "Park Easy in Hartford" public information campaign. Several press releases are also being planned to tie-in with the Republic's transition to on-street ambassadors and the launching of HPA's new website to announce new enhanced customer service features.

3. **Property Management Committee**

There was no report from this Committee, which will meet on May 22nd.

4. **Personnel Committee**

Mr. Lerman reported that he met with Mr. Jasinski to discuss the review process for HPA's CEO and is in the process of drafting an evaluation which will be shared in Executive Session at the June Board meeting.

5. **Bylaws and Revisions Committee**

There was no report from this Committee.

6. **Chief Executive Officer Update**

Activity Report – *Please refer to attached Report for details.* Mr. McGovern reported on the following items: Staff will meet with the DPW Director to discuss alternative locations for the Megabus service. There was extensive discussion regarding on-going operational challenges created by the Megabus which services riders at the Morgan Street Garage on Columbus Blvd. Although there has been a marked increase in transient revenue at MSG, there is a number of related safety concerns such as: 1) the blocking of garage entry/exit lanes and crowding of the MSG southeast lobby by waiting riders and commercial and private vehicles waiting and/or dropping off riders, 2) the stacking of multiple buses in the curb cut which obstruct traffic turning onto Columbus Blvd from Morgan St., 3) diverting of security patrols from other areas and facilities. In addition, MSG has lost the service of the Star Shuttle at its stop (#14) due to the limited room at this curb cut and the large number of passengers waiting for the Megabus.

DATTCO, who is responsible for managing the Megabus in Hartford, has been unresponsive to HPA's repeated requests to work together to address these safety concerns. Relocation efforts are underway and the hope is to find a more suitable location nearby.

There was also discussion regarding the preparation for an upcoming large event at the XL Center - "Get Motivated" on May 30th. HPA will charge hourly rates that day due to the nine (9) plus-hour duration of the event. Traffic and staffing strategies are in place.

Mr. McGovern recognized Republic Parking staff for their efforts in the successful transition of the On-street Parking program. Mr. Breetz invited input from the Mr. Nash who reported that on-line payments were on-track for May 18th and praised the new system for its ability to process citations on the same day written. He reported further that all mailed-in payments received May 10th through May 15th have been processed and deposited and the week's citation hearing results have been updated in the system. Mr. Nash also stated that the Hearing Officers were pleased with the efficiency of the new system, and that the new License Plate Recognition (LPR) vehicles will be operating on-street by next week.

Mr. Breetz asked if there had been any privacy concerns with these automated camera devices and Mr. Nash and Mr. McGovern responded that they are involved in active discussions with the City regarding data retention time limits. Staff is working to develop procedures and appropriate protocols regarding the collection, retention and deletion of the information. Ms. LeShane suggested adding this information to the website under FAQ's and Mr. McGovern responded that staff is currently working with Dornenburg to revise and improve website content, including more comprehensive FAQ's.

Ms. LeShane and Mr. McGovern reported that topics anticipated for discussion at the strategic planning session in August, would most likely include review on the progress of the HPA strategic plan, discussion on the future of the Church Street Garage, overview of the hearing process for tickets, discussion on expansion of the on street meter system and review of rate structures at the HPA for both on-street and off-street parking.

OPEN SESSION – PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

1. Anticipated Discussion on Litigation and Personnel Matters

Ms. LeShane called for a motion to enter into Executive Session at 6:20 P.M., and a motion was made by Mr. Breetz, seconded by Mr. Fowler, passing unanimously that

VOTED: the Regular Board Meeting will enter into Executive Session (ayes- LeShane, Breetz, Fowler and Lerman).

- Mr. McGovern and Mr. Michalik attended the Executive Session.

The Executive Session ended at 6:30 P.M. and the regular meeting was reconvened. There was no action taken following the Executive Session.

ADJOURNMENT

Ms. LeShane called for a motion and a motion was made by Mr. Fowler, seconded by Mr. Lerman, passing unanimously. (Ayes - LeShane, Lerman, Breetz, Fowler). The May 17, 2012 Regular Meeting ended at 6:30 P.M.

Respectfully submitted,

Terry Leonowicz

Terry Leonowicz
Secretary to the Board