

## **FINANCIAL REPORT**

**Brian E. Seholm, Chief Financial Officer**

**October 19, 2020 Board Meeting**

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- **Human Resources Report – prepared by:**

**Bonnie J. Lytle, Director of Human Resources**

- **Chief Financial Officer's Reports**

- **Financial Statements for September 2020**

## **HUMAN RESOURCES - ACTIVITY REPORT**

**Bonnie J. Lytle**

**Park New Haven Board Meeting, October 19, 2020**

### **Personnel**

- A list of new hires and employees terminating employment in September, 2020 is attached to this report.
- Since there still has been no significant increase in activity in our facilities as a result of COVID-19, we are continuing not to fill vacant positions at this time.
- The Mystery Shopper program, which was temporarily suspended due to the COVID-19 closure of our facilities, has still not yet resumed but will do so as soon as there is a significant increase in parkers.
- **Arbitrations/Unemployment Hearings**
- No arbitrations or unemployment hearings are scheduled at this time.

### **Insurance Claims/Lawsuits**

- A patron filed a claim for damage to his vehicle and theft of personal belongings in the Temple Medical Garage which he reported on September 25, 2020 as a result of his vehicle being broken into. The vehicle had been parked there for three days, and no suspects have been apprehended.

### **L. Aquavita v. New Haven Parking Authority**

A legal notice of claim was recently received regarding a patron who allegedly fell and sustained injuries in the Air Rights Garage on December 30, 2019. She stated that she slipped and fell when approaching the tunnel leading from the garage to the hospital. She declined medical attention at the time.

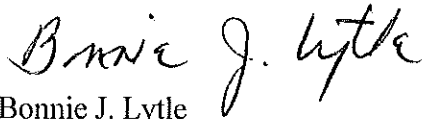
Insurance Claims/Lawsuits (con't)

- No employee injuries were reported in September, 2020.

Training

- In order to meet the requirement by the State of Connecticut to provide two-hour Sexual Harassment Prevention Training to all employees, and with COVID-19 restrictions for in-person training sessions, we have set up a mandatory online training program which meets all of the State requirements. Our employees have individual access to the training and may take it in segments at their own pace on any computer or mobile device. We have set the completion date for the training to be no later than November 1, 2020. Employees are issued certificates upon completion, and the rate of completion is good so far.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bonnie J. Lytle".

Bonnie J. Lytle  
Director of Human Resources

**PARK NEW HAVEN PERSONNEL CHANGES SEPTEMBER, 2020**

**NEW HIRES**

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>POSITION</u></b>
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NONE

**EMPLOYEES TERMINATING EMPLOYMENT**

<b><u>NAME</u></b>	<b><u>EFFECTIVE DATE</u></b>	<b><u>POSITION</u></b>
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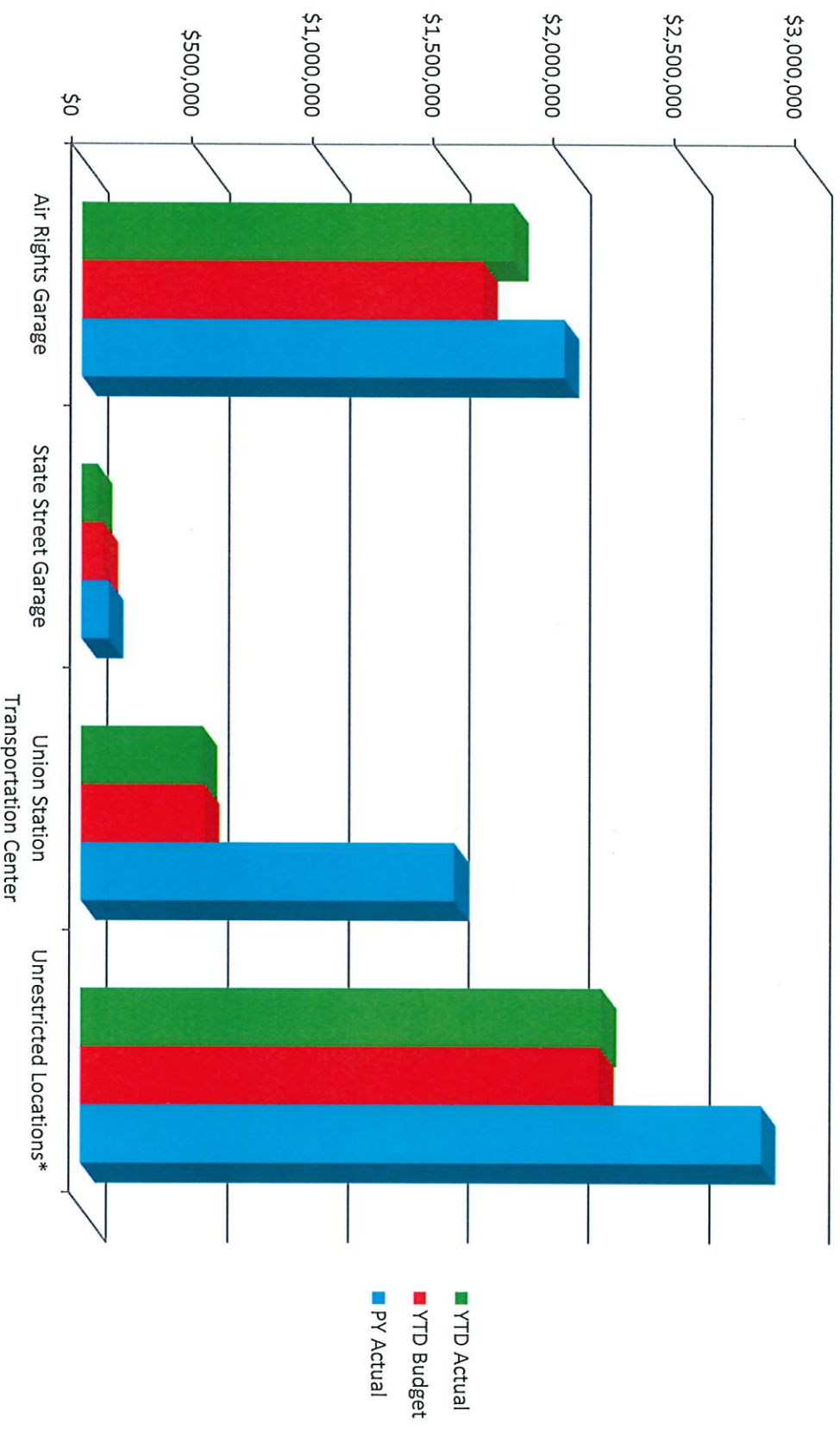
NONE

# Chief Financial Officers Report

## September 2020 Results

- Restricted/Unrestricted Revenues Overview
- Restricted/Unrestricted Location Budget to Actual Comparison
- Major Variance Points
- Restricted/Unrestricted Revenue Per Space
- FY2020 Audit Presentation
- COVID-19 Impacts

# YTD Revenue - Budget to Actual September 2020



\* - Excludes Administrative Revenues (rebilled expenses)



# PNH – YTD Location Budget to Actual September 2020

FACILITY	Year-to-Date per Space/Month					FISCAL YEAR-TO-DATE							
	SPACES	REV PER SPACE	NET EXP SPACE	NET REV SPACE	ACT NET REVENUE	BDGT NET REVENUE	REVENUE VAR B/(W)	ACT OPER EXPENSES	BDGT NET EXPENSES	EXPENSE VAR B/(W)	ACT NET INCOME	BDGT NET INCOME	NET INC VAR B/(W)
RESTRICTED													
Air Rights Garage	2,552	234	103	130	1,789	1,660	129	790	785	(5)	999	875	124
State Street Garage	268	86	71	15	69	91	(22)	57	35	(22)	12	56	(44)
Union Station Garage	1,130	50	112	(62)	168	177	(9)	379	417	38	(211)	(240)	29
Union Station Building	n/a				331	332	(1)	621	648	27	(290)	(316)	26
Total Restricted					2,357	2,260	97	1,847	1,885	38	510	375	135
UNRESTRICTED													
Management Locations	n/a				3	3	0	2	1	(1)	1	2	(1)
Crown Street Garage	708	196	191	5	417	400	17	406	450	44	11	(50)	61
Granite Square Garage	305	163	188	(25)	149	151	(2)	172	184	12	(23)	(33)	10
Temple Medical Garage	386	218	163	54	252	246	6	189	213	24	63	33	30
Temple Street Garage	1,247	180	132	47	672	638	34	495	505	10	177	133	44
Orange & Elm Lot	35	124	105	19	13	8	5	11	14	3	2	(6)	8
Orchard & Sherman Lot	460	129	36	93	178	177	1	49	48	(1)	129	129	0
Residential Lots	249	56	39	17	42	39	3	29	29	0	13	10	3
Sherman & Tyler Lot	470	129	31	98	182	182	0	44	44	0	138	138	0
State/Fair and State/Chapel Lots	165	61	63	(2)	30	31	(1)	31	35	4	(1)	(4)	3
State & George Lot	490	82	46	35	120	120	0	68	66	(2)	52	54	(2)
State Street Lots	220	29	41	(12)	19	41	(22)	27	29	2	(8)	12	(20)
State & Trumbull Lot	75	36	40	(4)	8	17	(9)	9	8	(1)	(1)	9	(10)
State & Wall Lot	127	76	29	47	29	47	(18)	11	19	8	18	28	(10)
Tower Lane Lot	100	-	-	-	0	0	0	0	0	0	0	0	0
Under Air Rights Lot	184	105	54	51	58	63	(5)	30	30	0	28	33	(5)
Total Unrestricted					2,172	2,163	9	1,573	1,675	102	599	488	111
Administration	n/a				630	649	(19)	571	601	30	59	48	11
Total NHPA	9,171				5,159	5,072	87	3,991	4,161	170	1,168	911	257

# NHPA Major Variances – September 2020

	ACTUAL	BUDGET	VARIANCE	REASON
<b>AIR RIGHTS</b>				
Monthly Rev	461,384	427,725	33,659	YNHH 24-hour cards up \$21,600 (218 cards) and night up \$22,500 (313), partly offset by debits down \$16,600 (84). YU cards over 618 = \$4,500.
Maint-ST	9,590	14,077	4,487	Down one custodian for the month due to resignation. Also, open shifts due to PTO not filled because of reduced parking volume.
Insurance	29,968	25,200	(4,767)	Overall allocation increased from 27.9% in FY20 to 31.2% due to lesser decrease in budgeted revenue compared to other facilities (pandemic effect).
<b>STATE ST GARAGE</b>				
Monthly Rev	18,634	29,077	(10,442)	Standard parkers down 75 to budget, commercial up 15 and affordable housing down 46.
<b>UNION STATION BUILDING</b>				
Repairs & Maint	9,187	14,769	5,582	Plumbing down \$3400, lighting down \$1500 and elevators down \$2400, partly offset by escalators up \$1900.
Supplies	12,109	6,580	(5,529)	Signage up \$3100 (\$2600 for 100th Anniversary banners, etc, field supplies up \$1000 (timing) and \$1600 in much not budgeted.
<b>UNION STATION GARAGE</b>				
Monthly Rev	32,200	39,735	(7,535)	Down 79 parkers to budget, mostly due to Covid.
<b>ADMIN</b>				
Managers-ST	102,558	108,642	6,084	ED amount under budget.
Benefits	38,045	45,223	7,178	Unemployment payments down \$2200 and retirement down \$4500 (Roseanne is researching).
Pro Services	22,413	14,326	(8,087)	Legal up \$7700 (Cohen & Wolf - \$8500 for general matters and \$700 for dog park).
<b>CROWN STREET</b>				
Monthly Rev	111,789	126,150	(14,361)	Down about 100 parkers to budget, primarily due to Covid.
Transient Rev	25,913	6,628	19,285	Conservative budget, due to unpredictable effects of Covid.
<b>STATE STREET LOTS</b>				
Monthly Rev	6,255	13,500	(7,245)	Down 69 parkers.
<b>STATEWALL</b>				
Monthly Rev	9,827	15,620	(5,793)	Down 55 parkers.
<b>TEMPLE STREET</b>				
Monthly Rev	192,390	199,234	(6,845)	Down 47 parkers to budget, primarily due to Covid.
Transient Rev	18,530	6,732	11,798	Conservative budget, due to unpredictable effects of Covid.
Validations Rev	7,647	1,562	6,085	Conservative budget, due to unpredictable effects of Covid.
Cashiers-ST	11,058	16,252	5,194	Additional shifts for opening of Gateway CC semester not filled.
Repairs & Maint	1,095	7,057	5,962	Lighting down \$2000, plumbing down \$1000 and elevators down \$800.



# Revenue Per Space Trend and Year-to-Year Sept 2020

			SEP 2020		AUG 2020		JUL 2020		YTD SEP 2020	
FACILITY	SPACES	2020 RPS	2019 RPS		2020 RPS	2019 RPS	2020 RPS	2019 RPS	2020 RPS	2019 RPS
<u>RESTRICTED</u>										
Air Rights Garage	2,552	238	258		232	262	231	265	234	261
State Street Garage	268	82	123		82	142	97	160	86	142
Union Station Garage	1,130	57	359		49	372	43	347	50	359
<u>UNRESTRICTED</u>										
Crown Street Garage	708	198	326		198	312	194	291	196	310
Granite Square Garage	305	164	187		164	164	164	164	163	170
Temple Medical Garage	371	229	307		229	294	224	302	227	301
Temple Street Garage - X Gateway	635	240	367		240	355	240	348	240	310
Temple Street Garage - Gateway	600	120	120		120	120	120	120	120	120
Orange & Elm Lot	35	114	257		143	286	114	286	124	286
Orchard & Sherman Lot	460	128	126		128	126	128	126	129	127
Residential Lots	249	64	64		56	68	48	60	56	66
Sherman & Tyler	472	129	127		129	127	129	127	129	126
State/Fair and State/Chapel Lots	165	61	91		61	85	61	85	61	85
State Street Lots	145	41	117		41	117	48	103	44	115
State & Trumbull Lot	75	53	120		27	107	27	107	36	111
State & Wall Lot	127	79	134		79	142	79	134	76	134
Tower Lane Lot	100	-	-		-	-	-	20	-	7
Under Air Rights Lot	184	114	114		87	114	114	114	105	114

## PNH Board Meeting – October 19, 2020

- Tickets by location – Downtown Garages.
- Presentation of FY2020 Financial Audit
- COVID-19 Impacts to garage capacity – monthly parkers.
- FYE June 30, 2020 Audit Presentation.