



Approved Minutes
Thursday, January 15, 2015 – 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
Bill Breetz, Commissioner

Also Present for HPA:

Eric M. Boone, CEO/Executive Director
Carey E. Redd, II, Associate Director
Michael DesRoches, Director of Financial and Administration
Gina Varano, Assistant Corporation Counsel, City of Hartford

Guests:

Kyle Nichols, General Manager, Republic Parking
Kyle Plaskiewicz, Supervisor, Republic Parking

1. **Call to Order** - Ms. LeShane called the January 15th, 2015 Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06P.M.
2. **Roll Call of Commissioners** – Mr. Redd conducted roll call and announced there was a quorum present.
3. **Approval of Minutes of the Regular Board Meeting of December 18th, 2014** - Ms. LeShane polled the Commissioners for amendments/corrections to the minutes and hearing none called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Lerman that-

VOTED: The December 18th, 2014 Regular Board Meeting Minutes be approved as submitted.
(Ayes – Breetz, Fowler, Lerman, LeShane)

4. **HPA 2015 Board Meeting Schedule** - Ms. LeShane stated that Mr. Boone created the 2015 Board meeting schedule accounting for any dates that would adversely impact it, consistent with calendar year 2014 there will not be an August, 2015 meeting. She added the Strategic Planning Meeting (Retreat) will precede the September 17th, 2015 Board Meeting. She stated that the Retreat is an opportunity for Mr. Boone to update the Board on the HPA’s Strategic Plan and Commissioners can provide their feedback. She queried the Commissioners for responses to the allocation of three (3) hours for the Retreat hearing none then stated new to the schedule was the HPA’s Holiday Luncheon scheduled Tuesday, December 15th, 2015. She stated that the plan is to meet in the Administrative Office located at 155 Morgan Street, Hartford, CT 06103 through June 2015 and thereafter in the HPA’s new Administrative Office. Mr. Boone stated that the Regular Meetings are scheduled at 5P.M.on Thursdays in either location in response to Mr. Lerman inquiry.

Ms. LeShane polled the Commissioners for further questions/comments, and hearing none called for a motion and a motion was made by Mr. Breetz, seconded by Mr. Lerman that-

VOTED: Approved the 2015 Board Meeting Schedule. (Ayes – Breetz, Fowler, Lerman, LeShane)

5. **Chair's Comments** - Ms. LeShane stated she did not have any Chair comments and asked if the Public Hearing for the HPA's move to the new office was scheduled. Ms. Varano stated that Sandra Kee Borges, Corporation Counsel, City of Hartford (City) communicated to her the lease was not an agreement for publicly held property therefore HPA need not hold an Office Move Public Hearing. She added the HPA's Office Move will be added to the next City Council's Planning, Economic Development and Housing Committee (PEDH) Meeting Agenda scheduled for Tuesday, February 3rd, 2015. Mr. Boone as agreed with Ms. Varano stated it was not necessary for Commissioners to attend the PEDH Committee Meeting. Ms. LeShane added HPA staff will resume sending Commissioners a written update on upcoming meetings monthly.

Ms. LeShane stated that two (2) Commissioners (Mr. Lerman and Mr. Breetz) are still awaiting reappointment to the HPA's Commission by the City's Administration. She stated with Ms. Varano's concurrence that though the Commissioners have not been reappointed they may serve until they are reappointed and confirmed by city council or a successor is approved by City Counsel. Ms. Varano as agreed with Commissioners that suggested Ms. LeShane send a communication to the City's Administration requesting the reappointments.

REPORTS AND ACTION ITEMS

1. **Personnel Committee** - Ms. LeShane stated the Personnel Committee did not have a report but that certain item will be discussed under executive session.
2. **Bylaws and Revisions Committee** - In Mr. Jasinski's absence Mr. Boone presented Bylaws and Revisions (B&R) Committee Report. Mr. Boone stated that B&R Committee continues its work on the drafts revisions. Mr. Redd stated that the B&R Committee is on track to have the revisions distributed to the Board for discussion and or action at the Thursday, February 19th, 2015 Regular Board Meeting. Revisions include:
 - Article I - The Authority, Section 2 - Purpose of Authority
 - Article II - Commissioners and Officers, Section 4 - Vice Chairperson, Section 5 - Treasurer, and Section 8 - Secretary
 - Article IV - Committees, Section 1 - Regular Committees and Section 3 - Advisor Personnel
 - Article V - Meetings, Section 1 - Regular Meetings, Section 3 - Presiding at Meetings, Section 6 - Reports and Section 7 - Manner of Voting
 - Article VI - Amendments of Bylaws and Severability, Section 1
 - Suspension of Rules
 - Public Hearings
3. **Marketing Committee** - Ms. LeShane stated that the Marketing Committee did not have any current promotions and or projects and she wanted to review the City's 2015 Annual Events to determine what to be prepared for in during the year. Mr. Boone stated that the City's Marketing Events and Cultural Affairs Department had not responded to the staff's request for the calendar. He added staff will continue to follow up with MECA and distribute the document to the Board in response to Ms. LeShane's request.

Ms. LeShane stated that the Marketing Committee needs to revise its mission since its efforts have been in the past focused on filling the HPA's available spaces in the parking garages under its management. She added there are no new promotions for on-street parking in the works and the restaurants do not see the need to focus on them at this time. Mr. Boone stated that the restaurants have not seen the return on investment to date but can circle back to gauge interest for the new

budget year. Mr. Boone stated that the Park-On-Ups promotion has not been funded by the outside resources since early last year except for Republic Parking which was not the intent of the promotion in response to Mr. Lerman inquiry. He added the Park-On-Ups promotion can be performed periodically or as needed.

4. **Executive Director's Report Update** - Please see the *Executive Director's Report for details*

Mr. Boone stated that a variety for projects were completed thus removed (update of the 2015- 2020 Strategic Plan, On-Street Placards) while the Trumbull St. relocation and HPA Office move were added to the Executive Director's Report.

In response to a clarification of the Trumbull Street relocation, Mr. Boone stated that the City of Hartford plan called for the relocation of parts of the Trumbull St. thoroughfare south 95 feet to accommodate the Rock Cats Stadium site. He stated that the Trumbull St. move will affect traffic flow to the Church Street and MAT Garages and 150 to 200 parking spaces will be eliminated in the HPA's 1212 Main Street Surface Parking Lot long term.

Mr. Boone stated that the HPA has reached agreement with its potential landlord on leasing terms. He added the next step in the process is the City Council's approval of the lease agreement. Ms. Varano stated that the lease agreement which is in excess of \$50,000 does not have to come back to the Board for approval since earlier the HPA Commissioners empowered the CEO to negotiate the terms with advantageous changes and only if the terms were going to have a negative impact on HPA would there need to be further action by the HPA Commissioners.

Mr. Boone stated that the issuance of parking placards that exempt individuals' vehicles from being cited while on City business will become the HPA responsibility. He stated as agreed with Ms. LeShane that policies and procedures (criteria) are being create to govern the issuance of placards including but not limited to eligibility. He added criteria will be distributed to the Commissioners for review prior and approval at the Thursday, February 19th, 2015 Regular Board Meeting.

Mr. Boone stated that the XL Center will be the site of the American Athletic Conference (AAC) Men's Basketball Tournament in March 2015. He stated that the AAC Tournament Committee is looking for a permanent location as a result of their bad experiences in Nashville, Tennessee. He stated that the AAC Tournament is schedule on St. Patrick Day weekend which will bring a large volume of vehicles into the Central Business District (CBD) which will complicate traffic flow and parking matters. He stated that working with the ACC Tournament coordination team, they have received agreement from the Police Department and parking operators on a traffic flow/parking strategy. He stated that the HPA and parking operators have agreed to offer a Special Events parking rate of \$6/day starting at 12Noon in parking facilities North of Asylum Street in the CBD during the tournament. Mr. Breetz complimented Mr. Boone for the parking strategy that was incorporated into the mast plan for traffic flow into and out of the city.

Mr. Boone provided a review of the current thinking related to parking for this weekend:

- Parking facilities in the CBD's southern section will be used for the St. Patrick's Day parking patrons.
- Discussions were held without success to change the St. Patrick's Day Parade date.
- XL Center will prepare the initial promotion marketing materials which will be shared with the coordination team for their individual use including placement on their respective web-sites. He added the HPA's Marketing Committee can tweak the materials to frame their message for individuals that visit its web-sites.

- A Cheerleader Competition is to be held at the Connecticut Convention Center where there is more than enough parking to accommodate the attendees.
- Police Officers and volunteers will perform traffic and parking management duties.
- 1 each of the 11 restaurants the XL Center is working with will be the host destination for each of the 11 AAC Teams and the fans will be able to acquire team memorabilia and or souvenirs.
- Any fan wearing apparel with an AAC's team logo and or in possession of a ticket stub can park in the Church Street or MAT Garages and receive the Special Event parking rate.

Mr. Boone stated that HPA will roll out 7 Residential Parking Permit Programs (RPP) in neighborhoods that have request them - Asylum Hill Neighborhood Association (AHNA) will be first. He stated the staff met with AHNA's leadership and residents to answer questions and finalize their RPP rolled out scheduled for Wednesday, January 21st, 2015 at the Asylum Hill Church. Mr. Redd stated that the City's Department of Public Works has approved the signage which is expected to be delivered the week of January 19th, 2015 for installation thereafter.

Mr. Boone stated that the roll out schedule will be updated to include specific streets in the neighborhoods. He stated that the schedule will be distributed to the Commissioners. He added the RPP policies and procedures were completed including the justification for fee waiver which is based on the State of Connecticut's Department of Social Service (DSS) Temporary Family Assistance or State Administered General Assistance criteria in response to Ms. LeShane's and Ms. Varano's inquiries.

He added that the DSS staff will provide the applicants with a letter notifying the HPA of their eligibility.

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

- a. **Monthly Finance Report** – Mr. Fowler complimented Mr. DesRoches on his timeliness in preparing December 2014 Financials then turned the reporting over to Mr. Boone. Mr. Boone reported that HPA's commercial surface lots (lots) continue to lag behind budget due largely to the slowdown in the acquisition of the Covered Bridge properties which were projected to be on-line in fall 2014. Mr. Boone stated the City's Administration and Covered Bridge owners authorized a sale and purchase agreement after which the properties were transferred to the HPA for parking operations. He stated the Covered Bridge properties will yield a \$27k increase in income for January 2015 which will be revenue neutral due largely to the fixed security and management fee expenses for the lots. Mr. Boone stated that the previous parking operator retained its employees working at the Covered Bridge properties. Mr. Nichols added the Republic has centralized their attendant operations which have resulted in a cost savings to the HPA.

Mr. Boone stated that Church Street (CSG) and MAT Garages revenue remain ahead of budget year-to-date though revenues for December 2014 were below budget mainly due to the lack of snowfall and limited XL Center events. He stated snowfall normally moves on-street parkers into the garages however the downturn has been offset by a marginal increase in on-street meter revenue and significant snow removal cost savings that will be reallocated to the remaining winter months with any true savings reflected in the April 2015 Profit and Loss Statement. Mr. Boone stated that while the lack of snowfall has increased meter revenue the number of parking citations issued during the winter months is softer than past years.

Mr. Boone stated that the HPA did not budget a revenue loss for the CSG because the decision to sale the parking structure was made after the budget was approved by the Board and City thus when the negotiations are finalized HPA staff will work with appropriate City Departments to adjust the budget to reflect CSG's sale and purchase agreement. HPA CSG revenue is well ahead of their budget forecast in response to Mr. Breetz's inquiries.

Mr. Boone stated that Mr. DesRoches is reclassifying items that occur only once during the fiscal year and they will be placed under Discontinued Operations for more accurate financial reporting; i.e., the 27k in cash received from MAT Garage in excess cash by formula and the amnesty program revenues (\$51,573) and expenses (\$3,955) have been removed from Continuing Operations. He added going forward one-time revenue and or expenses will be reflected in this manner.

Mr. Boone stated that an available balance of \$207k is in Renewal and Replacement (R&R) Fund. During November and December 2014 the HPA used R&R Funds for MAT garage improvements totaled \$500k. He stated that HPA staff will meet with the Treasurer and City's Finance officials in January 2015 to discuss the discrepancies between HPA's and City's bond asset balances for the Fund 6054, bond payment schedule and allocation, tracking and usage of bond funding by parking facility in HPA's parking system when HPA's Revenue Bonds were sold and bond funding was transferred to the City's General Obligation. He added the objective is to reconcile the discrepancies between bond funding maintained in the HPA's financials and that of the City's financial which is an estimated \$3M difference. He stated that the reconciliation will avoid potential issues that may occur when HPA's Commission authorizes capital improvements; i.e., retrofit the Pay Stations and or MAT Garage restoration.

Mr. Boone with Ms. LeShane's concurrence stated that HPA has the authority to issue bonds with the approval of the City's Administration, Council and Treasurer in response to Mr. Breetz's comments. Ms. LeShane stated that the City's objective to issue General Obligation Bonds for HPA's capital improvements was to free up \$21M that was held in the HPA's Revenue Bond Super Sinker Accounts and the City's committed to bond/appropriate \$15M for the HPA's future capital improvement. She stated that by reconciling Fund 6054, the HPA and City shall be able to determine how much of the initial \$15M is still available. She added at the time it made sense to sell the revenue bonds for use by the HPA since HPA (aka the City) was paying more on its debt service than expected due to a B+ Bond Rating while the City was at an A+ Bond Rating and interest rates in the bond market were lower than it was when the Revenue Bond were issued.

Ms. LeShane polled the Commissioners for further comments/questions, and hearing none, called for a motion, a motion was made by Mr. Fowler, seconded by Mr. Breetz that –

VOTED: Approved the December 2014 Monthly Finance Report as submitted.
(Ayes – Breetz, Fowler, Lerman, LeShane).

Mr. Boone stated that he is continuing work on the Cost of Goods Sold and Cost of Services Sold Reports for Darrell Hill, Chief Operating Officer, City of Hartford, he will complete the Sales General and Administration (SGNA) report by the week of January 19th, 2015. He stated that SGNA will be incorporated in the reports to Mr. Hill after staff reviews the reports with the Board and City's Finance officials. He added SGNA is HPA's overhead function and expense/space/parking facility.

Mr. Boone stated that he is continuing work on the FY 2012-2013 Annual Report. He added with Ms. LeShane's concurrence the FY 2012-2013 Annual Report was draft but not submitted to the City's Administration as required by ordinance. Mr. DesRoches stated that he began drafting the FY 2013-2014 Annual Report but is awaiting the audited financials from McGladrey and Pullen (M&P). He stated that M&P has request an extension from the City for completion of their audit which has caused a delay in the HPA acquiring their audited financials. He added M&P's audited financials will enable the HPA staff to finalize the FY 2013-2014 Annual Report initial draft which shall be reviewed by Mr. Fowler, distributed to the Board for review/comment prior to it being submitted to the City's Administration.

- b. Discussion on Outstanding Receivables – Mr. Boone stated that December 2014 Collection Rate is soft which traditionally occurs during Holiday Season yet the Year-To-Date Collection Rate is 81%. Ms. LeShane complimented HPA and Republic staffs for reaching the 80% or better Collection Rate as called for in the contract for operations.
- c. HPA Citation Collection Process and Account Receivable Aging – Mr. Fowler stated that he is working with staff to develop the most optimal matrix for measuring the HPA’s citation collection process and Account Receivable (A/R) Aged. He stated that the analysis should conclude in the next month or two months so that the Finance Committee can review the information and present a final report for the board to accept. Mr. Fowler stated that the Collection Efforts Timeline (Exhibit A) is an overview of the timeline for normal citations issued by Republic Parking System (RPS) and the collection process until the revenue due is fully reserved which will occur 1 year from issuance date if the fines, fees, and penalties are not paid. He stated that Exhibit A tracks ownership of the collectable at the various stages of its maturity including but limited to the involvement ST of CT’s Department of Motor Vehicle (DMV) by regulation/statutes and HPA’s collection agent, CCS, efforts to acquire the citation debt due to the City. He then turned the reporting over to Mr. Boone. Mr. Boone noted that the fully reserved citation revenue is done for accounting purposes but it does not prohibit the HPA from collecting the outstanding revenue. Mr. Fowler stated that a primary objective of the analysis is an accurately evaluation of the HPA most significant asset which is on-street parking account receivable.

Mr. Boone stated that the timeline shown in EXHIBIT A is the normal process for citation issuance. He stated that the timeline/process for citations issued to rental/leased cars are slightly different; however the A/R represent less than 8% of HPA’s total A/R. He stated that from the date of issuance:

- If a citation fine is unpaid, motorist/registant does not attend the schedule Hearing and ST of CT DMV provides the registant’s mailing address to HPA; about 30 days thereafter, the 1st penalty is added to the fine and 1st Delinquent Notice is mailed to the registant.
- If a citation fine and 1st Penalty remain unpaid about 45 days thereafter, the 2nd penalty is added to the total amount due and the 2nd Delinquent Notice is sent to the registant.
- After the 2nd Delinquent is mailed to the motorist/registant, the DMV requires that no further action be taken for 30 Days (Wait Period) or about 75 days thereafter.
- If a citation fine is unpaid, renter/leasee/registant does not attend the schedule Hearing and ST of CT DMV provides the rental/leased cars companies’ mailing address to HPA a Citation Notice is mailed to them about 30 days thereafter. He added no penalties are added to the fine at this time.
- If a citation fine is unpaid for rental/leased cars, the 1st Delinquent Notice with the 1st penalty added to the fine is mailed about 60 days thereafter.
- If a citation fine is unpaid for rental/leased cars, the 2nd Delinquent Notice with the 2nd penalty added to the fine is mailed about 90 days thereafter.
- After the 2nd Delinquent is mailed to the renter/leasee/registant, the DMV requires that no further action be taken for 30 Days (Wait Period) or about 120 days thereafter.
- After no less than 120 days, all citations are transferred CCS, HPA/Republic’s Collection Agent, to continue collection process. CCS then mails a Collection Notice to the registant including rental/leased car companies. CCS has a 5 person team to contact individuals directly by telephone, if it is available.
- The maximum debt for parking citation is \$99 if all penalties are added to normal citations except for violation of a Handicapped and metered or timed zone parking space A Handicapped Citation fine is \$125.00 and overtime parking fines are \$75 maximum.

Mr. Boone stated that current Parking Citation Information Management System's (PCIMS) database was not set up to ensure rental/leased cars would not be sent to CCS prior to the DMV regulation/statutes which occurred on a frequent basis when the citations were management by the City's Tax Collector Office and the previous parking management company which resulted in the rental/leased cars parking citations being Dismissed. He stated that in the citation database track based on the DMV's regulation/statutes for rental/leased cars. The payable fines for not complying with DMV's regulation/statutes are severe. He stated that while rental/leased car citations comprise only 8% of the citation database bifurcation of them from normal citations is a manual and labor intensive process that will produce a small return on investment in response to Ms. LeShane's inquiry and comments. Mr. Nichols stated that the primary issue is DMV does not distinguish between privately owned and rental/leased cars therefore is next to impossible to determine the a vehicle's ownership at the issuance date nor track the vehicle in the. Ms. LeShane stated that when the HPA issues its next Request for Response that bifurcation of parking citations shall be include in the technical specification to expedite payment of the normal citations' debt which the HPA staff acknowledged. Mr. Fowler noted Republic is responsible for collecting unpaid parking citation debt for the first 120 days and CCS is responsible for collections thereafter.

Mr. Fowler stated that the A/R Aging Report (Exhibit B) will be included with the Monthly Financial Report. He stated the report will reflect collection trends over time and it is in process of final development. He stated that 94% or \$19.7M of the A/R is over 1 year old category as indicated in the Executive Summary and 76.5% or \$16.1M of the A/R is in the 4 years plus category as shown in Exhibit B. Mr. Fowler stated that the Finance Committee will add a 4th column to breakout the 1 to 3 years A/R in response to Ms. LeShane's request.

Ms. LeShane reminded Commissioners that most of the aged A/R 4 years and older is not related to the current HPA's operators efforts or management but carried over from when the on street program was run out of the City and the efforts from the previous HPA parking operator.

Mr. Fowler stated that the ultimate goal of the analysis is to create a policy to write off the aged A/R when they are fully reserved and all collections efforts have been exhausted. He stated that, if the HPA decide to go out to bond market, the HPA will need to accurately reflect its assets on its financial statement in response to Mr. Breetz's comments.

Mr. Boone stated that the Aug-Dec 2014 Number of Citations Outstanding by aging graphic shows the activity in a 6 month collection period. He stated that HPA's Collection Rate during that time went from was 60% for citations issued 0 to 30 Days to 80% for unpaid citations 3 to 4 years old. He stated that motorists are paying citations timely and CCS's collection process is very effective. Mr. Boone stated that the graphic is a hybrid matrix that goes beyond HPA's collection process because the fees, interest and penalties were removed from the base fine to acquire a thru analysis of the aged A/R. Mr. Boone stated that the HPA's collection efforts are better than what he had expected as illustrated in the analysis graphic. Ms. LeShane as agreed by Commissioners stated that the long term goal is to not allow normal citations the additional 45 days through bifurcation which will result in those citations going to collections earlier therefore the HPA will realize the revenue sooner which HPA's staff acknowledged. Mr. Boone stated the graphic will be distributed to the Commissioner.

Mr. Fowler stated that the Finance Committee will continue is analysis of the citation database and report to the Board its findings including potential tools at its disposal to increase A/R collections.

Ms. LeShane polled the Commissioner for further comments/questions, and hearing none, complimented Mr. Fowler and HPA staff on its work. She added the information provided will prove

to be invaluable during the Budget Hearing as the HPA demonstrates to the City's Administration and Council during budget presentations where funds can be collected in the upcoming Fiscal Year.

- d. Discussion of FY 2015-2016 Budget Schedule – Mr. Boone stated the he will begin to create the FY 2015-2016 Budget the week of January 19th, 2015 along with Mr. DesRoches and Mr. Redd. He stated that the City will hold a Budget Kickoff Meeting on Monday, January 27th, 2015, at the kickoff meeting the City will explain the FY 2015-2016 Budget process, about 3 weeks later the HPA and City Departments are to provide preliminary budgets to the City for review/comments and shortly after that HPA will be schedule to present its budget to the City's Administration and Council. He noted that he will remind City officials of HPA approval process as it will impact the timing for submission of our numbers for incorporation into the city overall budget plans He noted the FY 2015-2016 Budget will need to be reviewed and approved by the Finance committee as well as the full Board prior to its submission to the City. Mr. Boone stated that he will receive a better understanding of the budget process Mr. Hill expects to implement at the kickoff meeting in response to Ms. LeShane's comments.

6. **Property Management Committee** - *Please see the Property Management Report for details.*

- a. Monthly Report - Mr. Breetz stated that the PM Committee met on Tuesday, January 13th, 2015 and reported the:
- MAT Garage Repairs and Preventive Maintenance project was completed by December 30th, 2014, contingency funds left in the appropriation approved by the Board will be used to perform additional improvements not specified in the original scope of work and those improvements are scheduled for completion by January 31st, 2015.
 - Citation Database Collection Rate – Mr. Breetz stated that the PM Committee had a robust discussion on how the collection rate is calculated which resulted in the details presented during the Finance Committee Report. He added the industry standard collection rate includes aged A/R citations which skewed the outcome favorably but is not an apple to apple comparison like the new collection rate calculation the HPA will employ going forward which he appreciated more. He complimented the Republic staff on its collection efforts.
 - Collection Tools – Mr. Breetz stated that Republic should be given as many collection tools as possible to acquire citation debt due to the City including but not limited to ST of CT legislation. Mr. Redd stated that his endeavor to have a Statement of Purpose placed on the legislation agenda did not prove successful but the ST Representative was open to discussing any measures the HPA deemed appropriate to achieve its goal. The Commissioners directed the HPA staff to create a list of collection issues and enhancements which require ST of CT legislative action and present those items to the Board.
 - Sheldon Street lighting project approved on an emergency basis had started in the 141 and 166 Sheldon Street lots and the project is expected to be completed by January 31st, 2015. He added the new ingress/egress gate system has shown operational improvements and the vendor is responsive to the HPA and Republic staff requirements, as needed.
 - Pending sale of the Church Street Garage though slowed as a result of many factors is expected to proceed as planned.
 - HPA staff will draft a Request for Quotation (RFQ) and consult with all appropriate parties within the City's Administration prior to releasing RFQ. Mr. Boone stated that the RFQ will be issued sometime in January 2015.
 - Office move is on track for to be move summer 2015 and negotiations are being finalized.
- b. Approval of Downtown North Surface Parking Monthly Pricing Modification – Mr. Breetz stated that the Downtown North surface lots (1212 Main Street lot, 58 Chapel Street lot, San Juan Center lot, and Ann Uccello lot) has clients with a large volume of parking patrons and in an effort to

incentivize clients to maintain large pools through the Downtown North construction period, HPA proposes a rate of \$72 plus tax to monthly clients who maintain 250 or more vehicles between the four HPA Downtown North properties.

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

VOTED: Approved the proposed a rate of \$72 plus tax to clients who maintain 250 or more vehicles between the four HPA Downtown North properties.
(Ayes – Breetz, Fowler, Lerman, LeShane).

Ms. LeShane stated the approve proposal would positively impact clients with a volume of parking patron based on her knowledge of their concerns.

Mr. Boone agreed with Ms. LeShane stating that the action represents an annual \$30,000 loss which the HPA would incur 50% of in FY 2014-2015 and the remaining will be reflected in FY 2015-2016. He pointed out the specific commercial lots to Ms. Varano that comprise the Downtown North properties.

Mr. Fowler offer a friendly amendment for clarification to the motion which should specify the term “monthly” after which Ms. LeShane called for a motion, a motion was made by Mr. Breetz, seconded by Mr. Lerman that –

VOTED: Approved the friendly amendment to state “Proposed a parking rate of \$72 plus tax to monthly clients who maintain 250 or more vehicles between the four HPA Downtown North properties. (Ayes – Breetz, Fowler, Lerman, LeShane).

- c. Downtown North Eminent Domain Property Orientation – Mr. Breetz stated Trumbull Street is being relocated south which will include a portion of the 1212 Main Street Surface Lot. Mr. Boone stated that over a 5 year period the economic impact is about a potential loss of opportunity to collect \$300k of revenue with the elimination of 150-200 parking spaces. He added that some of the parking patrons will be moved to the remaining HPA surface lots in the Downtown North Properties. He stated to maintain public safety, construction was shut down Thursday, January 15th, 2015 because the required safety fencing was not installed. He stated that the Project Team immediately responded by installing the safety fencing as required.
- d. Approval of AAC Tournament Event Pricing – Mr. Breetz stated the HPA in partnership with the AAC coordination team is working to create a single event parking rate for all operators for Men’s Tournament that will be held March 12th-15th, 2015 in the XL Center and the PM Committee recommends that the Board approve, by a motion and a vote, \$6 event rates.

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

VOTED: Approved the proposed Special Event rate of \$6 for the AAC Tournament held March 12th-15th, 2015 in the XL Center. (Ayes – Breetz, Fowler, Lerman, LeShane).

OPEN SESSION – PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

1. Contract Negotiations – Church Street Garage
2. Contract and Property Sale – Baseball Stadium
3. Contract Negotiations – Downtown North Surface Lot Parking
4. Personnel

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

VOTED: Enter into Executive Session at 6:49P.M.
(Ayes – Breetz, Fowler, Lerman, LeShane).

HPA commissioners held a 10 minute session on personnel without others participating. Mr. Boone and Attorney Varano returned for Executive Session at 6:57PM.

Ms. LeShane called for a motion, a motion was made by Mr. Lerman, seconded by Mr. Breetz, passing unanimously to-

VOTED: End Executive Session and reconvene the Regular Meeting at 7:40PM.
(Ayes – Breetz, Fowler, Lerman, LeShane)

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

VOTED: End the January 15th, 2015 Regular Board Meeting ended at 7:40PM.
(Ayes – Breetz, Fowler, Lerman, LeShane).

Respectfully submitted,

Carey E. Redd, II, CAPP

Carey E. Redd, II, CAPP
Secretary to the Board