



MEMORANDUM

To: Hartford Parking Authority Commissioners

From: William R. Breetz, Committee Chair
Eric M. Boone, CEO/Executive Director

Re: Property Management Report/Minutes

Date: December 13, 2013

The Property Management Committee met on December 12th. Committee Chair Bill Breetz, Committee Member LeShane, Brian Yeakel, Carey Redd, and Eric Boone were in attendance. The following was discussed:

Church Street Garage

- HVAC Project: After review from an Engineer, it was determined that the system submitted by M & O was too small to heat and cool the space. It was also determined that the operational expenses for the electric and oil system we're essentially the same and that the cost differential will be in the upfront system cost against system life expectancy. M & O is currently pricing correct size electric heat pump and oil systems.
- Aesthetic Enhancement Project: After review of the facility it was determined that the current project needed to be expanded. Preliminary pricing was provided for discussion and the staff will provide more detailed estimates for the January board meeting.

Lighting Assessments

- HPA received pricing from Desman Associates (\$15,000) and BL Companies (\$9,720), HPA On-Call Engineers, to conduct the lighting analysis at Church and MAT Garages. After review amongst the staff it was determined that BL Companies be awarded the project. HPA will contract with BL for \$9,720.

Night Enforcement:

- Due to an extensive amount of unsafe parking occurring after 6PM, Thursday – Saturday, HPD has requested HPA's support in enforcing on-street parking safety regulations (tow-zones, fire hydrants, etc.). This support is requested Thursday – Saturday nights in the CBD and neighborhood hotspots. HPA is going to work with Corporation Council to finalize the MOU prior to the Board meeting 12/19.

On-Street CCS Collections

- Staff and Republic to report on the strategies and processes put in place to drive the

collection rate upward.

Pay and Display Up-Grade Plan

- In accordance with HPA's On-Street Strategy, HPA intends to purchase four (4) Pay and Display's units with 7" color displays and three (3) color display retro-fit kits to be installed on-street. These test units will be installed and monitored this winter/spring with the hope that all units city wide be upgraded in FY15. The new units are a departure from the current design used in Hartford and will be required for all kiosks installed at new locations. The staff will install three kiosks on Church St. and one new machine will be located in the HPA offices to be used as a demo unit. Since a new unit is factory built, the staff felt it was a prudent measure to also test three retro-fit kits to simulate the performance of an actual upgrade to the current on-street system.

The total cost for the four (4) units and three (3) retrofit kits is \$54,000.

The Committee recommends that the Board approve, by a motion and a vote, the procurement of the pay and display equipment.

Scofflaw's Towing vs Booting

- It was reported that only 60% of cars reported by HPA to HPD for towing are actually towed. In an effort to make this a more efficient operation, HPA is going to conduct an operational and financial analysis with regards to this process.

MOU's With CRDA

- CRDA Front Street – The HPA currently maintains oversight of on-street parking and enforcement within the City limits with exception of the area known as Front Street which is overseen by CRDA. This MOU is to memorialize an agreement made previously between HPA and CRDA which allows customers to pay while located in HPA's oversight area then transit to the CRDA oversight area and vice versa without disruption.

See attached MOU

- Citation Hearing Office Cameras – The HPA intends to utilize the new camera system recently installed and now owned by the State for the duration of the lease. The camera system currently serving the Citation Hearing Office at MSG recently broke down and needs to be replaced. This system was not included in the lane monitoring system up-grades. HPA can tie into this new system for the duration of its lease with the State however. The attached MOU gives HPA administrative authority over the new camera system for the duration of HPA's lease.

See attached MOU

Wescor On-Street Service Contract

- HPA currently has a contract with Parkeon for all on-street unit maintenance. Parkeon subsequently subcontracts the maintenance to Wescor. This contract with Parkeon is due

to expire. HPA is going to continue to evaluate its options and report back with its findings in January.

CIP Forecast

- A draft 5 year CIP forecast was distributed and discussed and it was reported that the CIP project definition and process used city wide are being changed. HPA and its Board will work with the necessary departments to determine the best approach for CIP funding going forward.

Surface Lots:

- The HPA along with Development Services is researching City owned surface lots that the City may benefit from HPAs' involvement.

Parking Survey

- In response to an RFR issued jointly by Development Services and HPA, Nelson Nygaard was selected to conduct a fiscal and economic analysis of existing and future parking needs city wide. This project is on-going with a completion date expected in June.

2014 PM Committee Meeting Date

- It was decided that Property Management Committee will continue to meet on the 2nd Tuesday of each month at 11AM