



MEMORANDUM

To: Hartford Parking Authority Commissioners

From: William R. Breetz, Committee Chair
Carey Redd II, Acting CEO/Executive Director

Re: Property Management Report/Minutes

Date: July 12, 2013

The Property Management Committee met on July 12th. Committee Chair Bill Breetz (via conference call), Committee Member LeShane, Brian Yeakel and Carey Redd were in attendance. The following was discussed:

Library Restoration Project

- Frank Capasso and Son's has mobilized and the project has started. The project is expected to be completed in late-September.

Church Street Garage

- HVAC Project: Two (2) proposals were received on June 21st. The week prior to the scope review meeting one respondent withdrew their proposal. After review of the scope of work with the lone respondent and in accordance with HPA procurement guidelines, a contract in the amount of \$41,000 will be awarded to M & O Corporation.
- Aesthetic Enhancement Project: HPA expects to receive the final construction documents and issue the RFR the end of July. The exterior renderings, completed by Dornenberg, were very well received by the Committee and are set to be included in the construction documents. The total budget for this project is \$515,000.
- Security Office Relocation: Due to the sale of MSG, the HPA needs to relocate the Security Office to Church Street Garage. After consulting with the security contractor it was decided that a pre-fabricated security booth would meet their needs. This purchase is pending on the closing date of the facility.

Additional Parking requested by the Hilton Hotel

- The Hilton is requesting the use of 50 additional spaces in the lowest level of the Church Street Garage. They currently have access to 100 spaces at a cost of \$124.09 per month.

The Committee recommends that the Board approve, by a motion and vote, the issuance of 50 additional spaces to the Hilton Hotel at the rate of \$124.09 per month.

MAT Garage Summer Hours

- As been done in the past and in response to less demand for parking due to Hartford Stage closing for the summer months (July 18th – September 12th) Connecticut Parking Services is requesting their hours again be modified as follows:

Normal Business Hours

Monday – Friday: 6:30 AM – 11:30 PM

Weekends: 8:00 AM – 11:30 PM

Summer Hours (July 18th – September 12th)

Monday – Friday: 6:30 AM – 10:00 PM

Weekends: Closed to transient parkers, monthly parkers can still access the garage

Special Events: As directed by the HPA

First Cathedral Church: 8:00 AM – 2:00 PM (subject to 72 hours notice)

Upon approval the HPA will install temporary signage to make parkers aware of the revised hours.

The Committee recommends that the Board approve, by a motion and vote, the modification to the operating hours at MAT Garage for the summer months.

Courthouse District Improvement Plan:

- After thoroughly vetting the four (4) responses to the RFQ for the 14 Single Space Parking Meters and a Supportive Database Management System, it was determined that the HPA will be contracting with IPS Group, Inc. The HPA will explore the possibility of having the Mayor and Town Council President present at the meter activation scheduled for October 1st.

Residential and Commercial Parking Ordinance:

- Upon HPA Board and Town Council’s approval of the City’s Parking Permit Program, the HPA in collaboration with the City’s Neighborhood Revitalization Zone’s businesses and residents will implement a fee based Parking Permit Program (PPP) as warranted. The PPP will provide parking relief for the businesses and residents who are being impacted by area employees. We expect to issue parking permits citywide.

The Committee recommends that the Board approve, by a motion and vote, the implementation of the PPP Program for use throughout the City.

Park Street Improvements:

- In response to merchants and residents located on Park St, the HPA, Spanish American Merchants Association, HPD and DPW have come up with a universally acceptable plan to be put into place. This plan includes the installation of 2Hr parking signs to be installed between Main St and Park Terrace, new loading zones, and residential and commercial parking permits (the use of the RPP & CPP is contingent upon approval by the HPA Board and City).

On-Street Regulatory Signage

- HPA and DPW are actively working to improve the on-street signage and subsequent enforcement throughout the City.