



MEMORANDUM

To: Hartford Parking Authority Commissioners

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

Re: Property Management Report/Minutes

Date: November 12, 2013

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

Library Restoration Project

- HPA reported that the project was completed on time and under budget. Final cost was approx. \$152,000.

Church Street Garage

- HVAC Project: HPA has enlisted a Mechanical Engineer to review the HVAC system submitted by M & O Corp to ensure the system is sized appropriately for the space. Their review is also going to include a lifecycle cost analysis of using oil as fuel vs. electric.

Lighting Assessments

- HPA is soliciting bids from our on-call engineers for lighting analysis of both CSG and MAT in an effort to lower operational expenses. Their research is to include a cost benefit analysis of installing a lighting controls system to the existing fixtures vs. the cost benefit analysis of installing new LED's throughout. Prices are due into the HPA any day.

On-Call Engineering Contracts

- The contracts for both Desman Associates and Fuss and O'Neill, our on-call engineers, are up for renewal. It was stated in the meeting that this was the final renewal option but upon further review it was determined to be the first of two (2), additional one (1) year renewal options. After discussion among the committee it was determined in the best interest of the HPA to renew the contracts for one (1) additional one (1) year term.
- **Action:** PM Committee recommends voting on extending the two contracts discussed above.

Surface Lots:

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

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. Further discussion required at the upcoming Board meeting.

On-Street Line Striping and Signage Project:

- In an effort to make both on-street parking and enforcement more efficient, the HPA is creating a document effectively line striping all on-street spaces in the CBD as well as making recommendations to signage changes in areas where the current signage creates confusion and subsequently tickets are dismissed. Upon completion this document will be reviewed with DPW for discussion and action.

On-Street CCS Collections

- Staff and Republic to report on the motorist’s bad address that were transferred to Republic during the Parking Citation Information Management System implementation from the HPA’s previous vendor

Emergency Operations Plan

- After review of the previously provided EOP, it was determined that a more specific document be created to better mitigate potential emergencies. HPA is currently working on these procedures.