



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: September 9, 2013

The Property Management Committee met on September 9th. Committee Chair Bill Breetz (via conference call), Committee Member LeShane (via conference call), Brian Yeakel, Carey Redd, John Michalik, Dan Nash and Kyle Nichols were in attendance. The following was discussed:

Draft Emergency Plan

- The latest version of the draft Emergency Plan was distributed for review along with the approved Communications Plan and Crisis Action Plan. Both the communication and crisis plan were approved at the September 2009 Board meeting. HPA will verify that there are no inconsistencies among the documents and bring its finding and recommendation to the Property Management Committee and Board in October.

Library Restoration Project

- Frank Capasso and Son's is 95% done with the project. The only remaining item is the installation of the LED light fixtures in the lower reserved parking area. Budget projections as of September 9th, show the project will be completed approx. \$40,000 under budget.

Church Street Garage

- HVAC Project: HPA awarded the contract to M & O Corporation for \$41,000. HPA, City Procurement and M & O are working to get the MWBE contractor, whom M & O intends to use, certified by the City, they currently are only certified with the State. Once this paperwork is complete, the project can begin.
- Internal Audit: An internal, City of Hartford, Audit is to be completed on the Church Street Garage operation. It was noted by John Michalik, HPA CFO, that this occurs every 3 years or so in accordance with Internal Audits rotating schedule.

Courthouse Parking Zone

- The 14 single space meters were received and the new microchips allowing for progressive rates at the Pay and Displays in the courthouse parking zone are expected any day. The Property Management and Marketing Committees are working with Dornenberg to address the PR campaign including a press release, speech by the Mayor, and the launching of an informational website.

On-Line Payments

- HPA is working with Republic and Park Whiz to offer prepaid parking for UConn and Wolf Pack games on the HPA website.

TIGER GRANT:

- The HPA has been actively communicating with all parties involved in this project which is set to break ground in Spring 2014. This project, while good for the City, will negatively impact our on-street revenue by approximately \$200,000 annually. The expectations however are that the new streetscapes, traffic patterns, and bus routes will allow for more on-street parking upon project completion.

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 upon approval by the City's Council and Traffic Authority.

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.

On-Street Regulatory Signage

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