

**CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
DECEMBER 22, 2008**

ATTENDANCE: John Federici, Vice Chairman
Julius Hayward
Burt Shatz
Bryan Meek

STAFF: Hal Alvord, Public Works Director
Brian Sweeney, Public Works Structural Engineer
Dilene Byrd, Secretary

OTHERS: Frank Del Monaco, Laz Parking
Rob Cavello
Jerry Petrini
Simon Gerson, POKO Partners
Frank MacFeachern, The Advocate
Robert Koch, The Hour

**PUBLIC HEARING ON THE PROPOSED FY 2009-10 OPERATING BUDGET, RATE
ADJUSTMENTS AND SALE OF PAYSTATION**

Vice Chairman Federici opened the public hearing at 6:00PM
Mr. Petrini said that he would like to see the Wall Street area built up before parking rates are increased at the Yankee Doodle Garage. He said that he realizes there are extensive repairs to be done at the garage, and that a rate increase would probably be warranted some time in the future but now is not the time.

Mr. Gerson of POKO Partners said that he has arranged to purchase the pay station at the southern end of the Leonard lot and presented the agreement to be signed along with the check for \$7,000.

**** MR. HAYWARD MOVED TO APPROVE THE PURCHASE OF THE PAYSTATION FOR \$7,000**

**** MOTION PASSED UNANIMOUSLY**

Mr. Gerson said that he appreciates the Parking Authority raising the parking rates and that parking is drastically underpriced in Norwalk.

Vice Chairman Federici closed the public hearing at 6:05PM

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, NOVEMBER 19, 2008.**

Mr. Shatz said in the attendance to change "Bert" to "Burt"
Mr. Shatz said on Page 2, Item 2, Line 10, to add "will be used"
Mr. Shatz said on Page 2, Item 4, Line 1, to add "available"
Mr. Federici said on Page 5, Item 9, Line 5, to change "make" to "made"
Mr. Federici said on Page 7, to change "November" to "December"

**** MR. HAYWARD MOVED TO APPROVE THE MINUTES WITH CORRECTIONS**

**** MOTION PASSED UNANIMOUSLY**

2. MONTHLY FINANCIAL REPORT

Mr. Del Monaco said that the available net cash is \$300,828 but that it does not include the snow removal costs for December. He said that the operating expenses continue to be on budget, and that revenue is slightly ahead of what was projected.

3. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the demands at the Maritime Garage were up 8% in November, but are down 10% compared to the last four year average. He said that he attributes the increase in November to Haviland Deck being closed. He said that the demands at Webster Lot are slightly below where they were over the past few years, but have now seem to have stabilized. He said that the North Water Lot continues to do very well, along with the on street revenue which is attributed to the consistent parking enforcement program.

Mr. Del Monaco said that the 31 credit card excepting meters were installed on North Main Street, and that they are working well. He said that 10% of people are using credit cards.

Mr. Del Monaco said that as of today 35 temporary parking permits have been issued to the residents of Sono Gardens Condominiums.

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station are down which he attributes to the current state of the economy.

Mr. Del Monaco said the Mr. Alvord, Ms. Hebert and himself had met with representatives of the Transit District to discuss the number of concerns regarding the shuttle service. He said that they left the meeting with the understanding that the shuttle would be operating on a set schedule, which he has not yet received. Mr. Alvord said that he expects a proposed schedule sometime this week.

Mr. Del Monaco said that the closed circuit television system is progressing, and that the installation at Haviland Deck had begun last week. He said that the target date for the overall completion is February 1, 2009.

Mr. Del Monaco said that the demands at the East Norwalk Railroad Station, the Yankee Doodle Garage, and the Issac Street Lot continue to be the same. He said that permit sales are slightly ahead of where they were last year at this time. He said the violation collections continue to be very consistent.

Mr. Del Monaco said that he has had preliminary discussions with the inspectors of the Norwalk Fire Department regarding their potential use of the spare hand held violation issuance devices.

Mr. Del Monaco said that maintenance continues, and that the snow removal crews did an outstanding job. He said that the equipment continues to operate very well.

4. CAPITAL PROJECTS

Mr. Cavello said that the interior painting is 98% complete on the eastbound side of the South Norwalk Railroad Station, and that touch up work is in progress. He said that had asked that the contractor to give a hold open on a door between the coffee shop, and the railroad station, and it will need to be linked to the fire alarms. He said that the contractor is currently getting prices. He also said that the contractor is making some door modifications for the card access reader.

Mr. Sweeney said that the work on westbound side of the South Norwalk Railroad Station is complete.

Mr. Sweeney said that a ribbon cutting ceremony was held at Haviland Deck on December 18, 2008, and that it was fully operational since December 5, 2008. He said that he has authorized the contractor to install one door in the lower level. Mr. Shatz asked the status of the lighting project. Mr. Sweeney said that it is in progress. Mr. Federici asked if there will be scheduled inspections. Mr. Cavello said that he will be getting the close out documents from the manufacturer, and to maintain the warranty there will be certain specifications that will need to be followed. Mr. Del Monaco said that the inspections will be part of his maintenance check list.

Mr. Sweeney said that the second ramp level has been completed at the Yankee Doodle Garage. Mr. Cavello said there is minor calking to be done in the spring.

Mr. Cavello said that RAM Construction had done an outstanding job on the work that they did at both the Yankee Doodle Garage and the Haviland Deck. Mr. Del Monaco asked Mr. Federici if he should draft a letter of thanks. Mr. Federici said "yes". Mr. Cavello said that he would also be writing a letter to the individuals that performed the work.

Mr. Sweeney said that the work at the Maritime Garage has been completed.

5. OPERATING BUDGET FISCAL YEAR 2009-2010

Mr. Hayward asked if there would be an issue raising the rates at Haviland Deck so close to the completion of the repair, and asked if it would be wiser to postpone the rate increase.

Mr. Del Monaco said that the rates that were recommended are part of an overall comprehensive parking management strategy that uses economic incentives to encourage people to go where they can best be served. He also said that there will be a substantial debt service increase next year because of this and other projects. Mr. Alvord said that the fees are already a reduction to what staff had proposed, and if revenues decrease there can be no reliance on the City to subsidize the Parking Authority, and services would need to be cut to the parking public in order to stay within budget. Mr. Shatz suggested increasing violation fees. Mr. Alvord said that the goal of violations is to enforce compliance with the rules, and not to generate revenue. Mr. Federici suggested to leave the current rate at Haviland Deck for the 0-1 hour duration, and asked how that would affect the budget. Mr. Del Monaco said that it would create a deficit of \$9,000. Mr. Hayward asked if there is a way to figure the percentage of income that comes out of the duration category. Mr. Del Monaco said he could provide that level of detail, but when he looked at where revenue could potentially be maximized it was based

upon durations of stay. Mr. Federici asked if anyone had any suggestions based on Mr. Petrini's comments regarding the Yankee Doodle Garage. Mr. Alvord said that a modest annual increase over time to offset the increase in costs is better than not raising rates for a few years, and then having to increase them substantially. Mr. Hayward asked if the Parking Authority pays sales tax on the permits. Mr. Del Monaco said "yes" and that the only revenue generated that is exempt from sales tax are at the commuter facilities. Mr. Meek asked what the increase was to the budget with the 1-2 hour duration of stay at Haviland Deck. Mr. Del Monaco said approximately \$14,000.

**** MR. SHATZ MOVED TO APPROVE THE ITEM WITH THE EXCEPTION OF THE 1-2 DURATION OF STAY AT HAVILAND DECK.**

**** MOTION PASSED UNANIMOUSLY**

**** MR. SHATZ MOVED TO TABLE THE APPROVAL OF THE OPERATING BUDGET UNTIL NEXT MONTH WHEN STAFF WILL COME BACK TO THE BOARD WITH THEIR RECOMMENDATIONS ON HOW TO OFFSET THE \$9,000.**

**** MOTION PASSED UNANIMOUSLY**

6. CAPITAL BUDGET

Mr. Hayward asked if the capital request for the Yankee Doodle Garage only includes structural repairs. Mr. Sweeney said "no" and that it also includes some esthetic repairs. Mr. Hayward asked if the capital budget request is based on some of the requests to reduce the budget. Mr. Alvord said that departments have not yet been specifically asked to reduce capital budgets, but they will because of the debt service that will be generated in the next 2 to 4 years.

**** MR. HAYWARD MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

7. MEETING TIME- CHANGE TO 6:00 PM

**** VICE CHAIRMAN FEDERICI MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

8. NEW BUSINESS

Mr. Alvord said that Ms. Hebert had gone to court regarding the ongoing legal issues with the North Main Condominium Association. He said it was agreed to reemploy the procedures that were in place during the original temporary injunction and that the jersey barriers have been removed, and we are reissuing the validation units to the businesses. He said that they will be limited as to the time and total dollars. He said part of the agreement is that their attorney will submit a motion to dismiss the motion of contempt and to support the City's proposal to construct a driveway for them into their parking area, and to fence off their parking lot from the Webster Street lot.

9. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

10. ADJOURNMENT

**** VICE CHAIRMAN FEDERICI MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:35PM

DRAFT