

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
November 23, 2009

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

STAFF: Kathryn Hebert, Administrative Services Manager
Hal Alvord, Public Works Director
Dilene Byrd, Secretary

OTHERS: Frank Del Monaco, LAZ Parking

CALL TO ORDER

Chairman Federici called the meeting to order at 6:05PM

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, OCTOBER 28, 2009.**

**** MS. BROWN MOVED TO APPROVE THE MINUTES WITH CORRECTIONS
** MOTION PASSED UNANIMOUSLY**

**2. AUTHORIZE LAZ PARKING, LTD., LLC. ON BEHALF OF THE PARKING AUTHORITY,
TO IMPLEMENT METHOD OF OPERATION CHANGES AT THE WEBSTER LOT FROM A
VEHICLE REVENUE AND CONTROL SYSTEM TO A PAY STATION/MULTI METER
OPERATION, FOR A SUM NOT TO EXCEED \$500,000**

Mr. Del Monaco discussed the memorandum on the recommendation for the changes in operation at the Webster Lot and said that staff is confident with the performance estimates. He said that he has obtained formal quotes for the pay stations and the shelters. Mr. Shatz asked if this project is being compared to another project that is similar in scope. Mr. Del Monaco said nothing that he has operated, but that he has had extensive conversations with the manufacturer who has given him several examples. Mr. Del Monaco said that after the change has been in effect for a couple of months that staff will know if additional pay stations will need to be added or if they will need to be relocated. Mr. Federici asked how the fifteen minutes that is now free will be handled. Mr. Del Monaco said that will be eliminated. Mr. Federici asked if the savings per year will be approximately \$50,000. Ms. Hebert said "yes". Mr. Federici asked if the \$500,000 will be coming out of the capital budget. Ms. Hebert said "no" and that she is recommending that it be amortized until the city audit is done so she can see what the capital

reserve is. Mr. Hayward asked how long it will take to implement the change. Mr. Del Monaco said approximately three months, weather permitting . Mr. Federici asked if there will be interference in operations during the transition. Mr. Del Monaco said “no” and that every measure would be taken to minimize inconveniences to parkers. However, we should anticipate some service interruptions and revenue slides during the transition. Mr. Hayward asked if permit parkers will be able to park in the lot. Mr. Del Monaco said “yes” but how they are identified will eventually change with the introduction of the new LPR system. Mr. Federici asked if the change in operation will take care of the law suit. Ms. Hebert said that she is meeting with Ms. Guliuzza to discuss.

**** MS. BROWN MOVED TO APPROVE THE ITEM**

**** MOTION PASSED UNANIMOUSLY**

3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE PARKING AUTHORITY AND THE SONO GARDENS CONDO ASSOCIATION.

Ms. Hebert said that last year the Parking Authority had authorized a memorandum of understanding with SONO Gardens for a period of six months, for temporary on street parking permits to help them with their improvements to parking, which since then has been extended. She said that part of the agreement was that they had to show they were moving forward with their project and they have not. She said that she has spoken to Tim Sheehan of the Redevelopment Agency and he has stated that \$25,000 has been released for them to do the design, and that they are hoping to get a commercial loan to do the project. She said that she has also met with Maria Lopez of SONO Gardens and told her that the temporary parking permits can be extended for six months, but that there will be a fee for the permits. Ms. Hebert said that Ms. Lopez had agreed to that. She said after the six month period they have to show they are committed to construction, have their funding in place and a schedule to complete the project.

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

**** MOTION PASSED UNANIMOUSLY**

2. MONTHLY FINANCIAL REPORT

Ms. Hebert said that through October the capital reserve is over \$300,000.

5. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the demands at the Maritime Garage are down 23% compared to this time last year.

Mr. Del Monaco reported on the status of the lack of ridership on the shuttle service. After further discussion it was decided to look into an alternative to the shuttle operation in the near future.

Mr. Del Monaco said that the demands at the Webster Lot are down 5% compared to this time last year, and that the North Water Lot and Haviland Deck continue to do well. He said that the on street parking revenues continue to do extremely well and that credit card usage is at 15%.

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station are beginning to rebound and are approximately where they were last year at this time and that the parking permit issuance at the East Norwalk Railroad Station remains consistent at 328 permits sold.

Mr. Del Monaco said that the Yankee Doodle Garage is doing well which is primarily due to the construction in the area.

Ms. Hebert said that the Main and Wall Street lots currently offer permit and two hour parking. The two hour parking has been a problem with people jockeying their cars from one space to another to avoid a parking ticket and many of the complaints are from people who purchased parking permits complaining about those who are jockeying their cars. Ms. Hebert recommended that we install pay station similar to those at the YDG so that the parking facilities in the area will be operated in the same fashion.

Mr. Del Monaco said that permit sales are ahead of where they were last year, and that parking enforcement revenues, as well as issuance of violations are down while compliance with the established regulations is up as evidenced by the increase in meter and transient revenues.

Mr. Del Monaco said that a majority of the no overnight parking signs have been installed and beginning tomorrow staff will begin issuing warning stickers followed by violations for repeat offenders.

6. CAPITAL PROJECTS

Ms. Hebert said that there is a pre-construction meeting with the contractor scheduled for December 3, 2009, for the South Norwalk Railroad Station.

Ms. Hebert said that the painting at the Yankee Doodle Garage is going very well, and that the lighting is almost completed.

Ms. Hebert said that while the contractor was performing the emergency concrete repairs to the viewing deck at the Maritime Garage they have discovered the remaining sixteen posts will also have problems shortly. She said that since the contractor is mobilized it would make sense to repair the remaining posts. She said that by repairing the posts may also help with some of the leaking problems. Mr. Shatz asked if Mr. Sweeney would be overseeing the project. Ms. Hebert said "yes".

**** MR. HAYWARD MOVED TO APPROVE \$13,080 TO REPAIR THE REMAINING POST AREAS ON THE VIEWING DECK AT THE MARITIME GARAGE
** MOTION PASSED UNANIMOUSLY**

7. OLD BUSINESS

Ms. Hebert said that she had attended the Traffic Authority meeting to request and received approval for two loading zone spaces on Haviland Street. She said that this will provide the commercial vehicles with an alternative when the height restriction structure is installed at the Haviland Deck.

8. NEW BUSINESS

Ms. Hebert discussed the recommended 2010/11 operating budget. She said it will increase all permit fees by \$2.00 per month and increase the transient rate at the Maritime Garage for the 1-3 durational period.. She said now that the change in operations at the Webster Lot has been approved those rates will now be added into the budget. She said that the highlights on the expense side are the changes in operation at the Webster Lot. Mr. Hayward asked who will be performing the maintenance on the pay stations. Mr. Del Monaco said that they are under warranty for a period of time and once the warranty expires the maintenance will be performed by in house staff. Mr. Meek asked if the contingency fund has been used. Ms. Hebert said not yet this year, but that it has been used in the past. Mr. Federici asked that Ms. Hebert e-mail the Authority members the legal notice for the public hearing.

**** MS. BROWN MOVED TO SCHEDULE A PUBLIC HEARING ON DECEMBER 15, 2009, AT 5:30 FOR THE 2010/11 BUDGET AND RATE CHANGES**

Ms. Hebert said that the capital budget request includes the necessary concrete repairs at the South Norwalk Railroad Station, continuing the concrete repairs at the Yankee Doodle Garage and funding the implementation of the way finding proposal. Mr. Alvord suggested that that the capital projects be prioritized. Mr. Meek asked if the debt on the Maritime Garage has been refinanced in the past. Mr. Del Monaco said that it has been refinanced in the past but suggested that restructuring the loan be looked into. Mr. Alvord said that when staff meets with Mr. Hamilton he will bring that up for discussion. Mr. Del Monaco also suggesting using the professional funding account and have someone independent look at the debt and provide options of different ways of financing.

9. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

10. ADJOURNMENT

**** MR. SHATZ MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:40PM