

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
NOVEMBER 19, 2008

ATTENDANCE: John Federici, Vice Chairman
Julius Hayward
Bert Shatz
Bryan Meek
Joe Santo

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

OTHERS: Frank DelMonaco, LAZ Parking

CALL TO ORDER

Vice Chairman Federici called the meeting to order at 6:30PM
Vice Chairman Federici introduced new Parking Authority member Bryan Meek.

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING
HELD ON WEDNESDAY, OCTOBER 22, 2008.

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

** MOTION PASSED UNANIMOUSLY

2. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS
ON CONTRACT TO RAM CONSTRUCTION SERVICES FOR PROJECT
NO. PKG 2008-3, FOR THE REPAIRS AT THE YANKEE DOODLE
GARAGE, FOR A SUM NOT TO EXCEED \$ 130,000.

ACCOUNT NO. 0908 4095 C0355

Mr. Alvord said that when this type of work is being done the amount of deterioration is uncertain until the surface area of concrete is disturbed. He said there is an area of approximately 2650 square feet of additional concrete, which was not part of the original estimated bid that will need to be replaced. Ms. Hebert said that the funds are available in the current year capital budget. She said that RAM quoted \$48 per square foot in their original bid, and because they are already on site and would not need to mobilize will perform the repair at \$42 per square foot. Mr. Hayward asked if this would reduce the number of parking spaces that will be relied on for the overflow when POKO breaks ground. Ms. Hebert said "no" and that when POKO begins their construction project they are obligated to have 100 parking spaces on site, and if that fills up the Yankee Doodle Garage is only filled 40% at peak times.

** MR. HAYWARD MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

3. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH WESTVIEW GROUP, LLC., TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR DESIGN AND CONSTRUCTION ADMINISTRATION IN CONNECTION WITH THE PARKING AUTHORITY'S IMPROVEMENT PROJECTS, FOR A SUM NOT TO EXCEED \$3,000.

Ms. Hebert said this is to amend the agreement so that construction administration can be continued to be provided now that another change order has been added to the Yankee Doodle Garage.

** VICE CHAIRMAN FEDERICI MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

4. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the net cash is over \$278,000. Mr. Hayward asked when the savings will be seen on the new lights that were installed at the Maritime Garage. Mr. DelMonaco said that it was anticipated that the payback be less than 1 year, and it is his plan to wait until there is 6 months of experience and will then show the bill comparison. Mr. Alvord said that consumption needs to be looked at as well because there can be variations of the rate.

5. MONTHLY OPERATION REPORT

Mr. DelMonaco said that the demands at the Maritime Garage continue to decline in spite of the fact that the Maritime Aquarium had attempted to increase demands with their lantern festival, which failed to meet their projections. He said that the Customer Service staff moved into the space at the Maritime Garage approximately 2 weeks ago, and are working on some of the unforeseen issues. He said he will now be completing the networking of the closed circuit television system in the various facilities. He said that the demands at the Webster Lot are beginning to level off, and that the demands at the North Water Lot continue to escalate. He said that on-street revenue continues to be very impressive. He said the demands at the train stations have decreased due to the current economy and still average 95% occupancy. He said that the first month of service has been completed with the shuttle service, and it has not achieved anywhere near the ridership that was anticipated. Mr. Shatz asked how many people have used the shuttle service. Mr. DelMonaco said approximately 3 people per day, and that there is no consistency in the service. Mr. Shatz asked who is in charge of running the program. Mr. Alvord said the Transit District and that he will be speaking with Mr. Shulman to discuss the issues of the shuttle. Mr. Hayward asked if a schedule should be provided that they need to follow. Mr. Alvord said they have been told what the schedule should be, but the problem is the driver does not conform to the schedule and that there is no supervision. Mr. DelMonaco said that the renovations at the east and west bound sides of the South Norwalk Railroad Station are substantially complete. He said that the permit sales at the East Norwalk Railroad station continue to be consistent, and that the demands at the Yankee Doodle Garage have escalated over the past month. He said that the Isaac Lot demands continue to be consistent, and that permit sales are where they were last year. He said that parking enforcement continues to do very well, and that all of the fall landscaping has been completed, and the equipment continues to function very well.

6. CAPITAL PROJECTS

Mr. Sweeney said that the work is almost complete on the eastbound side on the South Norwalk Railroad Station and are waiting on the exterior doors to arrive. He said that there is a commitment letter from Merritt Contractors stating that once the doors are delivered they will be installed immediately.

Mr. Sweeney said that the doors have been delivered and a majority of them have been installed on the westbound side of the South Norwalk Railroad Station. He said some minimal extra work had to be done for the steel plating that was severally rusted at the threshold of the door ways. He said that work is approximately 95% completed.

Mr. Sweeney said that the repairs at the Haviland Deck were going well until this week, and that the cold weather it is putting a damper on installing the membrane. He said they are hoping to have that completed by next week, weather permitting. Ms. Hebert said that she spoke with Mr. Cavello and he said there is only 3 days of work left to complete the repair.

Mr. Sweeney said that Ram Construction is performing some concrete work on the first and second level ramps at the Yankee Doodle Garage.

Mr. Sweeney said that the Customer Service office at the Maritime Garage is completed.

7. OPERATING BUDGET FISCAL YEAR 2009-10

Vice Chairman Federici said this item will be discussed at the end of the meeting in executive session.

8. CAPITAL BUDGET FISCAL YEAR 2009-10

Ms. Hebert distributed a preliminary draft of the capital budget and said that she is recommending continuing the energy management lighting project at the South Norwalk Railroad Station, continuing the structural repairs at the Yankee Doodle Garage, repairing the miscellaneous leaks at the Maritime Garage, and she would also be requesting \$100,000 in revenue control equipment. She said there will be a pilot installation of credit card accepted meters that will be installed on North Main Street. She said if the program is successful, she would like to replace all the meters in the South Norwalk area with the new meters. Mr. Shatz asked how much the meters cost. Mr. DelMonaco said \$300 each. Mr. Alvord asked if personal information is stored into the meter. Mr. DelMonaco said "no". Mr. Shatz asked how many meters will be replaced in South Norwalk. Mr. DelMonaco said there are 169 meters in South Norwalk, and he will be requesting an inventory of 200. Vice Chairman Federici asked how many meters will be part of the pilot. Mr. DelMonaco said 31. Mr. Shatz asked what kind of education process will be established. Mr. DelMonaco said that the enforcement officers will be out to answer any questions during the process, and part of the pilot program is to determine what kind of education needs to be undertaken. Ms. Hebert said the \$100,000 request will also include adding a pay station at the South Norwalk Railroad Station in the triangular surface lot on the east bound side.

9. SONO GARDENS

Ms. Hebert said she met with the President of SONO Gardens regarding giving them some temporary on street parking on Madison Avenue for 6 months, while they construct their on site parking lot. She said that 1 parking permit per condo will be issued and that there is a total of 90 units. She said that the term will begin on December 1, 2008 and will be extended for another 6 months, if progress is being made in constructing their on site parking lot. She said that she had spoke with Mr. Carney of the Redevelopment Agency, and they have approved the site plan and are waiting for the condo association to apply and for the DECD amendment for the funding.

** VICE CHAIRMAN FEDERICI MOVED TO APPROVE EXECUTING A MEMORANDUM OF UNDERSTANDING WITH THE SONO GARDENS CONDO ASSOCIATION TO PROVIDE TEMPORARY ON STREET PARKING RELIEF ON MADISON STREET FOR A 6 MONTH PERIOD.

** MOTION PASSED UNANIMOUSLY

10. NEW BUSINESS

1. Website Development

Ms. Hebert said that the Parking Authority website was designed by the City of Norwalk's IT Department approximately 5 years ago, and now needs to be improved. She said that the \$5,931 proposal received from US Daily Digital includes the graphic design, the logo branding and the service to maintain the website. Mr. Santo asked if this can be done in house. Mr. Alvord said "no" that the IT Department has only 2 programmers who have the skill, but do not have the time. Mr. Santo asked if by using US Daily Digital would be a conflict of interest. Mr. Alvord said "no". Mr. Santo asked if this had gone out to bid. Mr. Alvord said the procurement guidelines state that between \$5,000 and \$10,000 the City nor the Parking Authority have to go out for a formal bid, but 3 quotes must be obtained in which they were and US Daily Digital was the lowest quote.

** VICE CHAIRMAN FEDERICI MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

2. Sale of Avrck Building/Easement Legal Opinion

Ms. Hebert said there is an easement agreement between Avrck and the City, and that Avrck had given the easement to the City in turn the City gave them parking spaces. She said that each time the property is sold the easement agreement continues. She said that the attorney is requesting that this be in perpetuity no matter what the City does with the property. Mr. Hayward asked how many parking spaces are given to them. Ms. Hebert said 5 reserved, and they can purchase up to 7. She said it is the opinion of the Law Department not to enter into an agreement because if the City ever wants to change the use of the property it can not be obligated to provide them those parking spaces.

** MR. HAYWARD MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

3. POKO Development/Isaacs Lot

AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY
TO EXECUTE A PURCHASE AGREEMENT BETWEEN THE PARKING AUTHORITY
AND POKO PARTNERS, LLC., FOR THE SALE OF THE PAY BY SPACE
EQUIPMENT IN THE LEONARD LOT FOR PRICE OF \$7,000 TO BE PAID TO THE
PARKING AUTHORITY UPON THE FINAL TRANSFER OF PROPERTY TO POKO
PARTNERS, LLC.

Ms. Hebert said that she has been negotiating with the project manager for POKO to determine how they can operate the lot. She said she had offered to sell them the pay stations at the depreciated value of \$7,000 each and they have decided to purchase 1 of them. She said she will get the documents drafted for the sale of the pay station but will not sign them over until the deed comes out of escrow.

** MR. SHATZ MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

4. Calendar Year 2009 Meeting Schedule

**VICE CHAIRMAN FEDERICI MOVED TO APPROVE THE 2009 MEETING
SCHEDULE

** MOTION PASSED UNANIMOUSLY

5. Walker Report- November 21, 2008 (Assessment and Audit of the Parking Authority operations)

Ms. Hebert said she had received an e-mail from Walker stating they will have a report on their public page this Friday. Mr. Alvord said it needs to be determined if the site is a password protected site. Ms. Hebert said she had e-mailed them to find out how to access the site.

6. Christmas lights installation by Sassafras around the North Water Lot and the Maritime Garage.

Ms. Hebert said that Sassafras will be installing Christmas lights around the North Water lot and the Maritime Garage, funding to come from the operating budget.

****VICE CHAIRMAN FEDERICI MOVED TO ENTER INTO EXECUTIVE SESSION**

**** MOTION PASSED UNANIMOUSLY**

Executive session began at 7:55PM

Executive session ended at 9:45PM

**** A PUBLIC HEARING ON THE OPERATING BUDGET AND THE RATE SCHEDULE HAS BEEN SCHEDULED FOR MONDAY, NOVEMBER 22, 2008, AT 6:30PM AT 11 NORTH WATER STREET.**