

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
October 28, 2009

ATTENDANCE: John Federici, Chairman
Julius Hayward, Vice Chairman
Bryan Meek
Eileen Brown
Bert 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,
SEPTEMBER 23, 2009.

**** MR. HAYWARD MOVED TO APPROVE THE MINUTES WITH CORRECTIONS
** MOTION PASSED UNANIMOUSLY**

2. MONTHLY FINANCIAL REPORT

Ms. Hebert said that the revenues are on target from where they were last year and in some cases are higher. She said that to date the net cash is \$237,000 and that the capital reserve is doing well. She said that some of the capital reserve funds will be used for part of the improvements on the westbound side of the South Norwalk Railroad Station and also for the change in operations at Webster Lot. Mr. Meek asked what the reason for the variance is on the expenses for the South Norwalk Railroad Station. Mr. Del Monaco said it is a timing issue.

4. MONTHLY OPERATION REPORT

Mr. Del Monaco said that the demands at the Maritime Garage are down 17% compared to this time last year.

Mr. Del Monaco reported on the status on the ridership of the shuttle service. Mr. Federici asked what the negative cost of the shuttle is. Mr. Del Monaco said \$12,000 per year. Mr. Federici asked if any thought should be given to cancelling the shuttle program. After further discussion it was decided the revisit to shuttle service and potentially expand services in the near future.

Mr. Del Monaco said that the demands at the Webster Lot are down 5% compared to this time last year but appear to be leveling. He said that the owners of 50 Washington Street have implemented a parking by permit only program across the street which subjects vehicles without a permit to be towed.

Mr. Del Monaco said that the North Water Lot continues to do well and is way ahead of where it was last year and that the demands at Haviland Deck have gotten back to where they were prior to the construction.

Mr. Del Monaco said that the on street meters are doing well and that the revenues continue to exceed not only for the same period last year, but also for the previous five year average. He said that all of the credit card accepting meters have been installed and are all operational, and are averaging fifteen to eighteen percent credit card use. Mr. Federici asked if American Express is accepted at the meters. Mr. Del Monaco said "no".

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station are down 6% compared to last year. He said that he has asked staff to increase the number of permits to be sold at the South Norwalk Railroad Station for 725 to 750 because only approximately 62% of permit holders show up every day.

Mr. Del Monaco said that the parking permit issuance at the East Norwalk Railroad Station remains consistent at 325 permits sold.

Mr. Del Monaco said that the demands at the Yankee Doodle Garage are up and that permit sales are ahead of where they were last year. He said that parking enforcement is doing well and that ticket issuance is down while revenue continues to be consistent.

Mr. Del Monaco said that the landscaping at all of the facilities is up to date and that the equipment continues to perform well. He said that staff continues to respond to customer service requests for information and complaints within a timely manner, and that staff recently participated in the 6th annual DPW open house.

Mr. Del Monaco said that in early November that signs will be posted at the surface lots for the new snow plowing policy. Ms. Hebert asked the status of the headache bar at Haviland Deck. Mr. Del Monaco said that he received the revised proposal today. Mr. Federici asked for an approximate time of when the headache bar will be installed. Mr. Del Monaco said by January 1, 2010.

4. CAPITAL PROJECTS

Ms. Hebert said that there is now a signed contract for the painting at the Yankee Doodle Garage. She said that the painting, as well as the lighting should be completed by December, and that the concrete repairs will be going out to bid and will be done as a spring repair.

Ms. Hebert said the Mr. Cavello is working on the specifications for the permanent repairs for the Maritime Garage.

Ms. Hebert said that once the Comptroller signs the contract that the tunnel improvements on the westbound side of the South Norwalk Railroad Station will begin and the contractor will have 120 days to complete the work.

Ms. Hebert said that the work at Haviland Deck has been completed.

5. OLD BUSINESS

Ms. Hebert said that the Parking Authority website is live and she has asked the IT Department to connect the new website with the City of Norwalk and to shut down the old website. She said that Ms. Lightfield is now working on the interactive maps.

Ms. Hebert said that at next months Parking Authority meeting that staff will have a recommendation for the parking permits for the residents of SONO Gardens.

Ms. Hebert gave an update on the way finding project and circulated some sample designs.

Ms. Hebert circulated the 2010 Parking Authority meeting schedule.

** MS. BROWN MOVED TO APPROVE THE 2010 MEETING SCHEDULE

** MOTION PASSED UNANIMOUSLY

** MS. BROWN MOVED TO SUSPEND THE RULES

** MOTION PASSED UNANIMOUSLY

1. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO PERFORM TEMPORARY SAFETY CONCRETE REPAIRS AT THE MARITIME GARAGE FROM ADPSC CONSTRUCTION SERVICES, FOR A SUM NOT TO EXCEED \$24,416

ACCOUNT NO 0910 4095 5777 C0464

Ms. Hebert said this is to perform temporary safety concrete repairs and is not for the permanent repairs. She said that there is money available in the capital budget to fund the repair. Mr. Shatz asked what caused the problem. Mr. Alvord said water infiltration. Mr. Meek asked why the repair is not covered under warranty. Mr. Alvord said because there were other aspects that caused the leaking such as design and construction issues. Mr. Meek asked if other quotes were obtained. Ms. Hebert said "no" because ADPSC Construction is the sub contracted out maintenance group and they perform all of the maintenance for the Parking Authority. She said that the permanent repairs will go out to bid. Mr. Meek asked if Mr. Sweeney will be the project manager. Ms. Hebert said "yes".

** MR. SHATZ MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

6. NEW BUSINESS

Ms. Hebert said that staff had a meeting with the potential lease of US Boat at the Webster Lot and gave an update on the meeting.

Ms. Hebert said that staff is recommending that consideration be given to changing the method of operation at the Webster Lot and remove the exit cashiering and install paystations throughout the lot. She said that the paystations will be under shelters, which will be lit and heated during certain times. She said that the paystations will allow validation and that the movie theatre will be able to validate their customers. She said that she had met with the Chief Operating Officer of Bow Tie Cinemas and he thinks it's a great idea. She said that cashiers would be replaced with more security and customer service/ambassadorial oriented employees. This will also help with the ingress and egress of the traffic flow. She said the pending law suit will go away because the access to their driveway will no longer be blocked. Mr. Shatz asked what the next step will be to move this forward. Ms. Hebert said that staff will begin to formalize the development of the plan to include cost estimates and equipment locations for review at the next Parking Authority meeting.

Ms. Hebert said that tomorrow night at the South Norwalk Railroad Station is the art spot event with the Arts Commission.

10. ADJOURNMENT

** MR. MEEK MOVED TO ADJOURN

** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 7:35PM

