CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
OCTOBER 22, 2008

ATTENDANCE: John Federici, Vice Chairman
Julius Hayward
Burt Shatz

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
Rob Cavello
Munro Johnson, Senior Development Project Manager, Redevelopment Agcy.
Timothy Sheehan, Executive Director, Redevelopment Agency
Ken Olson, POKO Development
Simon Gershon, POKO Development
Peter Coughlan, Resident, SONO Garden Condominium
Maria Lopez, Resident, SONO Garden Condominium
Ann Austin, Resident, SONO Garden Condominium
Carl Generoso, Resident, SONO Garden Condominium
Tony Lopez, Resident, SONO Garden Condominium

CALL TO ORDER

Vice Chairman Federici called the meeting to order at 6:30PM

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

Mr. Federici said on Page 4, Item 7, Line 8, to remove “at”

Mr. Federici said on Page 2, Item 2, Line 4, to add “we”

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

2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH LAZ PARKING LTD., TO EXTEND THE EXISTING AGREEMENT FOR 6 MONTHS THROUGH JUNE 30, 2009.

ACCOUNT NO. OPERATING BUDGET

Ms. Hebert said she is requesting that the Board authorize to extent LAZ's contract for 6 months. She said that the Common Council, through the Finance Committee hired Walker Consultants to perform a performance audit of the Parking Authority's operation and the audit is scheduled to be completed by the end of the year and would prefer to have the audit in place prior to developing the request for proposal. Ms. Hebert is working closely with Tom Hamilton, Finance Director to coordinate the audit.

** MR. HAYWARD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

3. APPROVE THE TEMPORARY PARKING PLAN FOR THE ISAACS STREET PARKING LOT AS PRESENTED TO POKO AND THE REDEVELOPMENT AGENCY.

Ms. Johnson said that there will be approximately 250 total parking spaces in the overall development which will include 100 surface spaces and 150 above ground spaces. Mr. Federici asked how this would impact the Garden Cinema. Mr. Johnson said leading up to this he had performed approximately 100 surveys of the parking lot to determine usage across all different times of the day and all different days of the week and the average number of cars in the lots were approximately 66, and at peaks times increased to approximately 100 for both of the lots. He said by providing over 100 parking spaces on site throughout the building period should accommodate peak usage and in the event it does not, the Yankee Doodle Garage has over 400 spaces which are only utilized at peak by approximately 50%. Mr. Federici asked about the status of the Fairfield County Saving Bank. Ms. Hebert said that their lease has expired and it will be up to them to negotiate a lease with POKO. Mr. Federici said that public outreach will be extremely important. Mr. Johnson said that brochures have been printed and he has been working with Ms. Hebert and they will be distributing the brochures to all permit holders, and businesses that utilize the lot. Mr. Shatz asked if the residential facilities would be the first to be constructed. Mr. Johnson said each building will be a mixed use building and will be built together but in 3 phases. Mr. Hayward asked if after construction has been completed if the parking spaces will still be under the privy of the Parking Authority. Ms. Hebert said “no” and that once the transference of ownership goes to POKO, the lots will become private and will be operated that way. Mr. Hayward asked if the current parking rates could change. Ms. Hebert said “yes”. Mr. Federici asked how long it would take to complete all 3 phases. Mr. Johnson said the agreement between the City and the redeveloper allows 36 months for each phase. Mr. Johnson requested that the language be changed to “approves” rather that “authorize”.

** MR. SHATZ MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

4. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE A JOINT AGREEMENT WITH THE REDEVELOPMENT AGENCY WITH WALKER PARKING CONSULTANTS TO PERFORM AN ECONOMIC ANALYSIS FOR THE WALL STREET AREA, FOR A SUM NOT TO EXCEED $9,000. THE TOTAL PROJECT COST IS $27,000. ACCOUNT NO. OPERATING BUDGET

Ms. Hebert said that the Parking Authority will assume 1/3 of the cost of the economic analysis. Mr. Sheehan said that the parking rates need to be looked at from a current market prospective and as new projects are coming forward both in the Wall Street and West Avenue areas there needs to be a better analysis, and it needs to be determined on how the other parking structures need to be looked at from a pricing perspective. He said that the Parking Authority ultimately needs to be looking at a district wide pricing level and to have the understanding of what the pricing level needs to be based upon. Mr. Shatz asked if that would mean different parking rates in different parts of the City. Mr. Sheehan said different areas of the City have different demands, and there may be a difference in pricing structure. He said the issue is to try and bring the garages into a common area in terms of pricing, and with the understanding that certain areas don’t have the traffic generation to warrant a price that is way beyond the market, and that it needs to be understood that the market issues associated with it as well as the development costs that are associated with new construction. Mr. Alvord said that there is currently not a consistent market rate structure in Norwalk for parking and as new developments start breaking ground, there will need to be some adjustments, and that is what this study will address. Mr. Shatz said that public education will be a major concern. Mr. Alvord said the study will determine on how to get the current rates where they need to be, and the implementation may provide a number of options on how to get there over time. Mr. Federici asked how long the study will take to complete. Mr. Sheehan said there will be a short turn around time to complete. Mr. Hayward asked how the rate structure will be rolled out. Mr. Sheehan said his preference would be that it comes back to the Redevelopment Agency and the Parking Authority and to work with the consultants, Ms. Hebert, The Redevelopment Agency and Mr. Hamilton in going through the report at the 25%, 50% and 75% completion points so that everyone is comfortable with the information.

** VICE CHAIRMAN FEDERICI MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

5. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO RAM CONSTRUCTION SERVICES, FOR PROJECT NO. PJG-3, HAVILAND STREET GARAGE REPAIR PROJECT, FOR A SUM NOT TO EXCEED $50,000.

ACCOUNT NO. 0908 5777 4021 C0354

Mr. Sweeney said in the process of doing the concrete removal and subsequent testing of the existing concrete it was determined that a 5' X 60' area at the expansion joint had to be completely removed and new anchors had to be set. Mr. Shatz asked if any of the tendons were found to be damaged. Mr. Sweeney said "yes' approximately 50. Mr. Federici asked if this will cause a delay in the completion of the project. Mr. Sweeney said prior to this they were ahead of schedule and weather permitting should be completed within the 120 days.

** MR. HAYWARD MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

6. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO PURCHASE PARKING LEVEL COUNT AND SIGN CONTROL EQUIPMENT AT THE SOUTH NORWALK RAILROAD STATION FROM AMANO MCGANN, INC. FOR A SUM NOT TO EXCEED $57,000.

ACCOUNT NO. 0906 4095 5777 C0357

Mr. DelMonaco said due to the design of the South Norwalk Railroad Station facility it creates a 1 way traffic flow and is difficult to know where there are parking spaces available. He said this system will allow a tower sign indicator to be placed before the up helix which will provide a per level capacity indicator to parkers as they enter the facility. He said in conversations with customers that both he and Ms. Hebert have had, find this to be a consistent complaint and also feel this would be a nice customer Service enhancement.
** VICE CHAIRMAN FEDERICI MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

7. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO PURCHASE FROM NISCAYAH (SECURITAS SECURITY) VIDEO SURVEILLANCE MONITORING CONNECTING THROUGH THE CITY OF NORWALK'S FIBER OPTIC SYSTEM, FOR A SUM NOT TO EXCEED $14,000.

ACCOUNT NO. 0906 4095 5777 C0356/357

Ms. DelMonaco said this is for the work in connecting the video cameras that are at the South Norwalk Railroad Station, Yankee Doodle Garage, the Maritime Garage and eventually the Haviland Deck. He said this will take all the video feed and get it back to the South Norwalk Railroad Station. He said this will allow the use of the City's current fiber network which will allow a much better video stream rather than wirelessly or over a DSL line. He said that once this is all tied in to the South Norwalk Railroad Station which is staffed 24 hours a day, 7 days a week they will be able to view every camera and it will also have the ability to shadow that and have the same views at the Maritime Garage's customer service office and those views will be more concentrated on the parking lanes in the event that someone has an issue it will be more efficiently addressed then what is currently being done.

** MR. SHATZ MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

8. MONTHLY FINANCIAL REPORT

Mr. Shatz asked if there has been a drop in demand due to the current economic state. Ms. Hebert said "yes" in certain locations but said that the net fund balance through the end of September is $224,000.

9. MONTHLY OPERATION REPORT

Mr. DelMonaco said that the demands at the Maritime Garage continue to decline and that the demands at the Webster Street Lot are below where they were 3 years ago. He said that the North Water Lot demands continue to increase and that on street revenue continues to be well above where it was in previous fiscal years. He said that the pilot meters will be placed on North Main Street the first week of November. He said that the demands at the South Norwalk Railroad Station have increased compared to the last 3 fiscal years. He said that the shuttle program has been somewhat of a disappointment and that it needs to be more sensitive to the train schedule. Mr. Alvord said that he would be meeting with Lou Schulman of the Transit District to address this issue. Mr. Hayward asked if there could be a set schedule for the shuttle that is based on the train schedule. Ms. Hebert said that will be discussed in the meeting with Mr. Schulman. Mr. DelMonaco said there have been a number of people that have signed up for the text messaging service.

Mr. DelMonaco said that he has been working with the Health Department to offer flu shots at both of the train stations. Ms. Hebert said that they will be offered in the evening from 5:00 PM until 8:00PM on November 13, 2008.

Mr. DelMonaco said that 80% of the new lighting has been installed at the Maritime Garage and has made an enormous difference. Ms. Hebert said once the repairs are completed at the Haviland Deck, the new lights will also be installed there.

10. CAPITAL PROJECTS

Mr. Cavello said that the interior demolitions are substantially complete on the eastbound side of the South Norwalk Rail Road Station and that the interior painting is approximately 90% complete. He said that the new ceramic flooring is approximately 50% completed and that the new signs are expected to arrive this week. He said that the new lighting arrived today and that the only outstanding item that may not be completed until the mid to end of November is the doors which was due to a long lead time. Mr. Alvord asked if any landscaping would be done. Mr. DelMonaco said that Mr. Glover had wanted to sponsor the landscaping. Ms. Hebert said that she would contact him in the spring. Mr. Cavello said that the first section of seating was installed and a portion of the rail seating was manufactured incorrectly and is now expected to arrive at the end of October. He said that new toilet room fixtures are being reviewed. Ms. Hebert said that new fixtures will be installed on both the east and west bound sides. Mr. Hayward asked if the Parking Authority is doing anything to help the SONO Café in regards to parking. Ms. Hebert said that their customers will have to park in the facility. Mr. DelMonaco reminded the members that there is an hourly rate structure after 5:00PM.

Mr. Cavello said that the doors had arrived on October 13, 2008, for the westbound side of the South Norwalk Railroad Station and the installation has begun but are having a problem with the existing diamond plate due to it being warped and rusted, and after further review the contractor is going to replace that and he provided a price today of $5,265.00. He said that the stair painting and clean up will be completed when the doors are installed.

Mr. Cavello said that the full depth repairs are in progress and during the concrete removal process and subsequent testing of the existing concrete, it was determined that a 5'X60' area at the expansion joint had to be removed completely and re-stressed. He said the entire segment, had to be shored from below to perform this work. He said that the painting of the railings and pole is in progress and in approximately 65% complete and that the new water proofing traffic membrane work is scheduled to commence on October 31, 2008, on the north side of the travel lane and is weather permitting.

Mr. Cavello said that the repair work at the Yankee Doodle Garage commenced on October 6, 2008, and some areas had to be blocked off to perform the work. He said that approximately 1,100 square feet of partial depth concrete was removed. He said that corroded conduit was identified and will be replaced next week when the concrete is being replaced.

Mr. Cavello said that all the furnishings are in place and the final data and telephone wiring are near completion. He said that the new security system has been installed and that the Certificate of Occupancy was issued on October 21, 2008.

11. OPERATING BUDGET FISCAL YEAR 2009-10

Ms. Hebert distributed a draft copy of the budget for fiscal year 2009-10, and said if anyone on the Board had any questions or comments to e-mail or call her prior to the November meeting. She said she would like to schedule the Public Hearing in December because the budget needs to be presented to the Finance Director in January, 2009.

12. NEW BUSINESS

Mr. Coughlan of the SONO Garden Condominium said that up until August of 2008, that the residents had permits to park on Madison and Monroe streets because each resident only has 1 assigned parking space. He said that they currently have a plan to expand the parking lot and once that plan is in effect each resident will have 2 assigned parking spaces. He said that they are requesting to get the parking permits back so that the residents do not receive parking tickets. Mr. Federici asked if there was a time schedule for the expansion. Mr. Coughlan said they are currently trying to obtain funding to start the project and that he spoke with Mr. Carney of the Redevelopment Agency, and the plan is close to being approved. Mr. Federici said that a meeting will be scheduled with staff to come up with an agreement which will come back to the Parking Authority for approval. Ms. Lopez asked which meeting this will be on the agenda for. Mr. Federici said it will be on the agenda for the November meeting.

Ms. Hebert distributed the Handicapped Parking Resolution. Mr. Alvord said that the handicapped plates and stickers are issued to a vehicle specific person. He said that the person does not necessarily have to be the driver but can only park in a handicapped space when the owner of the handicapped sticker is being transported, or it is not legal to park in a handicapped space. Ms. Hebert said this resolution mimics what the State Statute reads and is exactly the way the Department of Motor Vehicle's rules and regulations reads.

** VICE CHAIRMAN FEDERICI MOVED TO ADOPT THE HANDICAPPED RESOLUTION AS READ
** MOTION PASSED UNANIMOUSLY

Ms. Hebert said that the December meeting is scheduled for December 17, 2008, and is a conflict for some people. After further discussion it was decided to hold the December Parking Authority meeting on Monday, December 22, 2008.

13. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

14. ADJOURNMENT

** VICE CHAIRMAN FEDERICI MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY
The meeting adjourned at 7:55PM