

CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
July 22, 2009

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

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 6:00PM

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY,
JULY 22, 2009.

** MR. HAYWARD MOVED TO APPROVE THE MINUTES AS CORRECTED

** MOTION PASSED UNANIMOUSLY

2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE
AN AMENDMENT TO THE AGREEMENT WITH INTELL ENERGY FOR THE LIGHTING SYSTEM
UPGRADE AT THE YANKEE DOODLE GARAGE FOR A SUM NOT TO EXCEED \$60,655

Ms. Hebert said that this is the last facility to be done to upgrade and replace the lighting system. She said that 283 lights will be replaced and that this facility is in the district of CL&P and not SNEW. She said instead of receiving a 33% incentive payment for doing this that 30% of the total project cost will be received. She said that she is expecting the payback in approximately 1 year, which will include the maintenance savings. Mr. Hayward asked why the proposal from Intell Energy states they will be replacing 197 lights and the spreadsheet indicates 283 lights. Ms. Hebert said because 22 roof top lights will also be replaced and that was not in the original proposal. Mr. Federici asked once this is approved when will the lights be installed. Mr. Del Monaco said in approximately four to six weeks.

** MS. BROWN MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

3. a. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH THE LOWEST RESPONSIBLE BIDDER, FOR PROJECT NO. PKG. 2009-1, YANKEE DOODLE GARAGE PAINTING, FOR A SUM NOT TO EXCEED \$100,000

b. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR PROJECT NO. PKG 2009-1, YANKEE DOODLE GARAGE PAINTING, FOR A SUM NOT TO EXCEED \$10% OF BASE BID

ACCOUNT NO. 09 10 4095 C0355

Ms. Hebert said that the bid opening is on August 6, 2009, and since there is no Parking Authority meeting in August that staff is asking for approval in advance of the bid opening for a sum not to exceed \$100,000. She said the bid will include the painting of the stair towers and there will be an add alternate for the painting of the outside perimeter and the office. She said that staff wants all three items bid to select the lowest responsible bidder. She said that Mr. Cavello did the specifications on the painting and he has selected the colors. Mr. Hayward asked if there should be a uniform color for all the parking facilities. After further discussion it was the consensus of the Authority not to use uniform colors.

** MR. HAYWARD MOVED TO APPROVE THE ITEMS 3A AND 3B FOR A SUM NOT TO EXCEED \$100,000 AND THAT THE BID SUMMARY BE E-MAILED TO THE AUTHORITY MEMBERS

** MOTION PASSED UNANIMOUSLY

4. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE A LICENSE AGREEMENT, TRIPLE NET, WITH THE TRANSIT DISTRICT FOR THE USE OF THE YANKEE DOODLE GARAGE OUTSIDE BATHROOMS FOR A TERM NOT TO EXCEED 3 YEARS. MONTHLY RATE TO BE DETERMINED.

Ms. Hebert said that the lease will be for \$300 a month and that Mr. Shulman has received a grant to upgrade the bathrooms and he has agreed to do that. She said this will be a 3 year contract and the idea for this is that the Transit District establishes a plan to move to the north side of where their pulse point will be.

** MR. HAYWARD MOVED TO APPROVE THE ITEM

** MOTION PASSED UNANIMOUSLY

5. MONTHLY FINANCIAL REPORT

Ms. Hebert said these are the unaudited numbers and that the net cash through June is \$443,613 but that there are expenses that have not yet been paid out. She said that the final number in the net reserve will be approximately \$400,000. She said that she had also included the highlights for 2008-09, and the goals for 2010 which will be part of the city wide operating budget book, which will be presented to the public. Mr. Hayward asked that under the highlights that the pilot program for the credit card accepting meters be added. Mr. Federici said that on the first paragraph it states 8 surface lots and that needs to be changed to 6 surface lots. Ms. Hebert said that if anyone on the Authority has any additions they would like added to e-mail them to her by tomorrow if possible.

6. MONTHLY OPERATION REPORT

Mr. Del Monaco said that for the month of June that the demands at the Maritime Garage were up 10% and compared to the last year were up 7% which he attributes to the current economic conditions.

Mr. Del Monaco said that at the September Parking Authority meeting there will be a proposal presented to complete the way finding package. He said included in the proposal he has asked that it be looked at where digitized signs can be placed at strategic intersections to let people know how many spaces are available, and it would tie into the facility management system. He said also at the September meeting he will be providing information outlining various options of potentially running the shuttle.

Mr. Del Monaco said that the demands at Webster Lot finished 4% lower than in 2008. He said that the declining demands continue to be attributable to reduced evening activities in SONO, free on street parking alternatives, as well as the 100 space lot that is owned by 50 Washington Street located across from the Webster Lot, which currently does not charge for parking during regular business hours or during evening demands.

Mr. Del Monaco said that the demands at the North Water Lot for fiscal year 2009 finished ahead of fiscal year 2008 by 11%. Mr. Federici said that he has received a second complaint regarding the where the pay station is located at the handicapped parking space. Mr. Del Monaco said if it continues to be an issue the most cost effective thing to do is to install a parking meter at that location.

Ms. Hebert said as an alternative to changing the method of operation to an exit cashier at Haviland Deck that a pay station has been installed, and it includes tokens that people can validate which has the Parking Authority logo on them. Mr. Del Monaco said that all of the new equipment is working well at that the demands at Haviland Deck are impacted by the current economic conditions but appear to have stabilized.

Mr. Del Monaco said that on street parking continues to out pace the performance of fiscal year 2008, and the previous four year average.

Mr. Del Monaco said that he expects the credit card accepting meters to be installed by October 1, 2009, and that all the adjustments to the meter poles are just about completed.

Mr. Del Monaco said that the demands at the South Norwalk Railroad Station are down 11% compared to the last June which is an impact of the economy.

Mr. Del Monaco said that the East Norwalk Railroad Station continues to be sold out with 327 permits per month.

Mr. Del Monaco said that the Yankee Doodle Garage continues to do very well and is increasing slightly. Ms. Hebert said that Monroe Johnson of the Redevelopment Agency will be giving a presentation in the fall re the POKO parking transition plan at the Isaacs Parking Lot.

Mr. Del Monaco said that permit sales for June were up slightly and that 17% less tickets were issued this year than last year and yet the violation revenue was up 10%.

Mr. Del Monaco said that the power washing is complete and the painting will begin over the next couple of weeks. He said that the equipment is operating at a 99% success rate.

7. CAPITAL PROJECTS

Ms. Hebert said that the specifications for the improvements through the tunnel up to the west bound side at the South Norwalk Railroad Station are now being reviewed. She said that she will be meeting with Rob Cavello and his staff to discuss the public art to be installed and said that a grant will be received by SWARPA from the Department of Transportation for public art.

Ms. Hebert said that the contract has been signed for Desman Associates and they will be working with Brian Sweeney and Rob Cavello to develop the design specifications and then will go out to bid for the concrete repair work.

Ms. Hebert said that Mr. Cavello is developing the specifications for the leaking project at the Maritime Garage.

8. OLD BUSINESS

Ms. Hebert said that a presentation will be given at the September Parking Authority meeting on the website.

9. NEW BUSINESS

Ms. Hebert said that the City of Stamford had sent down one of their representatives to review the credit card accepting meters and pay stations. She said that they liked a lot of what Norwalk is doing and she receives calls like these from all across the country. Mr. Federici asked if that information can be made public. Ms. Hebert said "yes".

Mr. Alvord asked that the results from the presentations of the Transit Oriented Development Study be put on the agenda for the September Parking Authority meeting.

Ms. Hebert said that the Governor had come to Norwalk to sign the Brownsfield Legislation and that Norwalk will be receiving \$350,000 for them to test the eastbound side parking lot at the South Norwalk Railroad Station. She said this legislation helps to move development projects forward that would otherwise be delayed because of contaminated property.

Ms. Hebert said that she met with Linda Guliuzza of the Law Department and showed her the preferred driveway to be installed at the Webster Parking Lot re the condos in connection with the temporary injunction. in lieu of the court order. She said that Ms. Guliuzza will be drafting a motion to change the injunction to be able to construct a driveway.

Ms. Hebert said that she had met with Keith Brown and Bruce Beinfeld to develop the land adjacent to the open surface triangular parking lot on the eastbound side of the South Norwalk Railroad Station. She said that the concept would include housing, and parking for the housing as well as a surface parking lot for other parking such as a commuter parking. She said that she had recommended to them at the September Parking Authority meeting to present a more detailed concept for the development, as well as moving forward with a management agreement with the Parking Authority to operate the parking lot as a commuter parking lot where the revenues will cover the expenses, and any negative net to be paid for by the developer. She said she is recommending a management agreement in the interim until there is an increase in the parking demand at the SoNo Railroad Station that would warrant a more permanent lease agreement.. A management agreement structure t would not put the Parking Authority in any financial risk. She said that they will move quickly on this development and it should be completed within a year. Mr. Shatz asked if the housing will be multiple or detached dwellings. Ms. Hebert said they will be multiple dwellings. After further discussion it was the consensus of the Parking Authority to move forward with the management agreement.

Mr. Shatz asked the status of the temporary parking permits for the residents of Meadow Gardens. Ms. Hebert said that she has spoken to Tim Carney of the Redevelopment Agency, and some of the money to construct the parking lot is coming from the Redevelopment Agency through the State of Ct Department of Economic Development and they are still waiting on that. Mr. Federici asked if there was a time limit on the temporary parking permits. Mr. Alvord said "yes" and they were granted for six months. Mr. Federici asked when they will expire. Mr. Del Monaco said that they had expired on June 30, 2009. Mr. Alvord said that a letter will be sent to the condominium association stating that the period has expired and the parking permits will no longer be honored unless they can show that they are moving forward with their project as agreed to .. Mr. Federici asked that Marie Lopez be carbon copied on that letter.

10.ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

11. ADJOURNMENT

** MR. HAYWARD MOVED TO ADJOURN

** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 7:44PM